POLICY HANDBOOK NEW JERSEY AL-ANON ASSEMBLY AREA 36

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Assembly Policy Handbook
Approved November 2, 2024
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SECTION 1

INTRODUCTION

1.1 Purpose of this Policy Handbook

NJ Al-Anon Assembly, Inc. (the Corporation) is a nonprofit corporation whose function is to provide a structure for Al-Anon family groups in New Jersey.

This Policy Handbook is intended to familiarize the Group Representatives (GRs) and District Representatives (DRs) with the structure of the corporation and the Assembly. These policies are intended to guide members as they accomplish the objectives described herein, and in the Al-Anon/Alateen Service Manual (Service Manual), which is provided by Al-Anon Family Group Headquarters, Inc. also known as the World Service Office (WSO).

These objectives are accomplished by the Assembly through its members and service arms. The policies in this Policy Handbook are a compilation of materials taken from the Service Manual, the Al-Anon/Alateen Guidelines, and the Bylaws of the Corporation.

1.2 How to use this Policy Handbook

The Policy Handbook is intended to familiarize the GRs, DRs, officers and coordinators with the structure of the Corporation. This Handbook is intended to supplement the Service Manual and the Al-Anon Guidelines with information that is specific to New Jersey. Section 1 outlines the purpose. Section 2 outlines the specific structure in New Jersey and how it relates to the Service Manual. Section 3 outlines the specific policies that govern the Corporation 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. Section 4 addresses NJ Area World Service Committee (AWSC) and Assembly meetings. Finally, Section 5 suggests related references such as the Al-Anon/Alateen Service Manual, the Al-Anon Guidelines, and the Bylaws of the Corporation (Bylaws).

Given this information, here is how the Handbook can be helpful. If, at an Assembly meeting, there is an agenda item or an issue up for a vote, you may use Section 2 to see how the issue fits into the overall structure of the NJ Assembly. Then you may 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 WSO 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.

1.3 Membership of the Corporation and the NJ Area Assembly

The members of the Corporation and the NJ Area Assembly are Al-Anon/Alateen Family Groups registered in New Jersey, whether face to face or electronic (individually, a "Group" and collectively, the "Groups").

SECTION 2

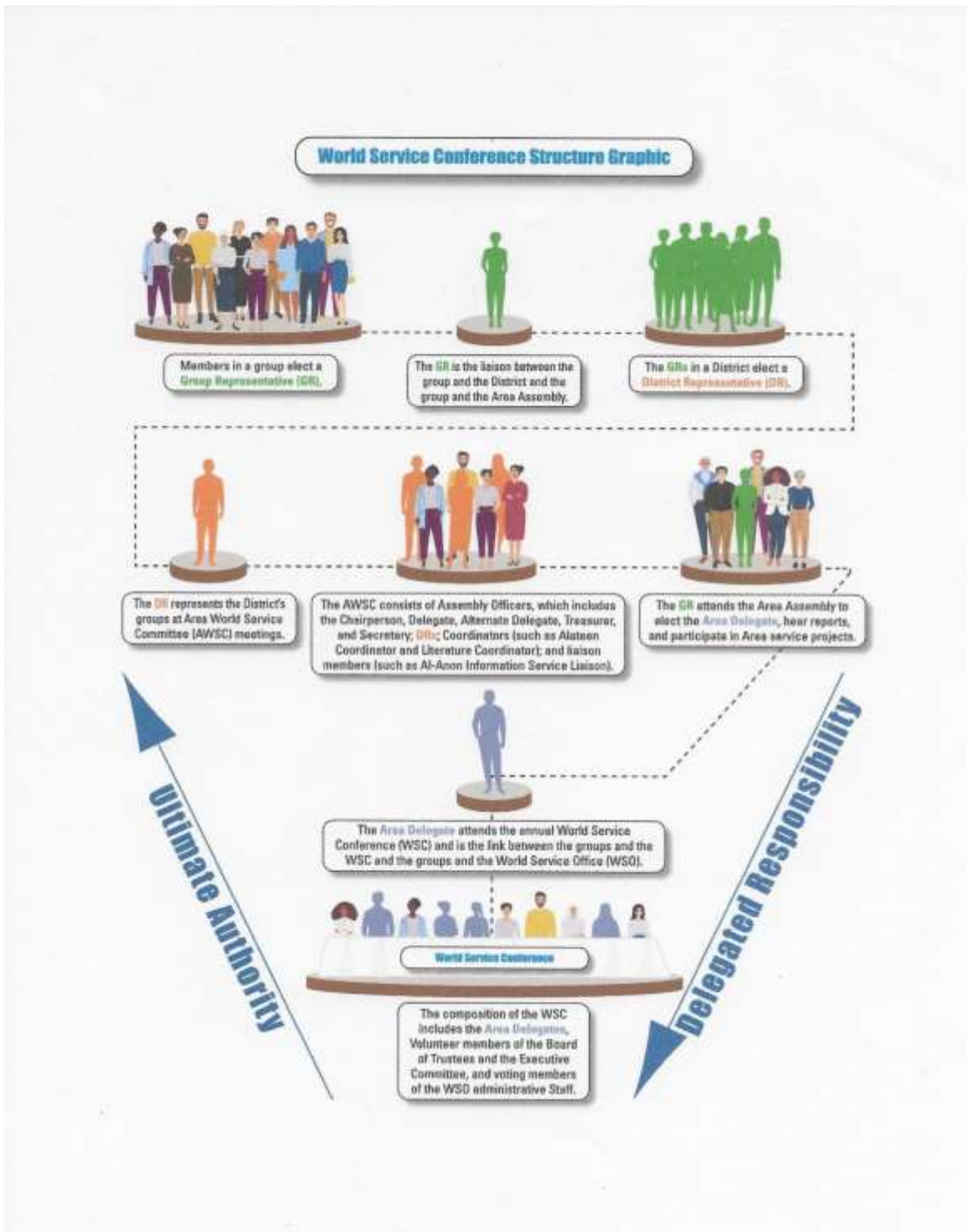STRUCTURE OF AL-ANON IN NEW JERSEY

2.1 Overview

The members of the Corporation and the NJ Area Assembly are the Groups. The Corporation is a member nonprofit corporation formed to provide the Groups with the structure to accomplish their objectives. The NJ Area Assembly is the means by which these objectives are accomplished. As a corporate entity, the Corporation has a Board of Trustees, which are elected by the Group Representatives. The Trustees are also Officers of the Corporation and of the NJ Area Assembly. The NJ Area Assembly meeting provides the communications link between the groups and the WSO.

Consistent with the Service Manual, the Groups in the NJ Area Assembly constitute Area 36 (the "Area"). The Area is represented by the Delegate at the annual World Service Conference. The Groups are geographically arranged into Districts. The representative of each District is named a DR and is elected by the GRs in the District.

The DRs are members of the AWSC. Members of the AWSC also include coordinators and corporate officers.

The AWSC is one of the committees formed to help achieve the goals of the NJ Assembly. The coordinators each handle a specific area of responsibility, such as literature, and work with the WSO to keep the groups informed. In addition, the NJ Assembly has liaisons that represent each of the other service arms operating in the state. Each service arm is a separate organization with its own structure and mission that supports the Groups.

The following diagram is a helpful visual reference of the Al-Anon/Alateen structure.

World Service Conference Structure Graphic

Members in a group elect a **Group Representative (GR)**.

The **GR** is the liaison between the group and the District and the group and the Area Assembly.

The **GRs** in a District elect a **District Representative (DR)**.

The **DR** represents the District's groups at Area World Service Committee (AWSC) meetings.

The AWSC consists of Assembly Officers, which includes the Chairperson, Delegate, Alternate Delegate, Treasurer, and Secretary; DRs; Coordinators (such as Alateen Coordinator and Literature Coordinator); and liaison members (such as Al-Anon Information Service Liaison).

The **GR** attends the Area Assembly to elect the **Area Delegate**, hear reports, and participate in Area service projects.

Ultimate Authority

Delegated Responsibility

The **Area Delegate** attends the annual World Service Conference (WSC) and is the link between the groups and the WSC and the groups and the World Service Office (WSO).

World Service Conference

The composition of the WSC includes the **Area Delegates**, Volunteer members of the Board of Trustees and the Executive Committee, and voting members of the WSO administrative Staff.

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2.2 NJ Al-Anon, Inc.

In September of 1996, the NJ Assembly formed the Corporation under the laws of the State of New Jersey. The Corporation is a nonprofit member corporation, with the Groups being the members. The GRs of the groups elect the Board of Trustees of the Corporation. The trustees are also officers of the NJ Area Assembly and have other rights and duties with respect to the Corporation as described in the Bylaws. The officers of the Corporation attend the AWSC meeting with the DRs, coordinators, liaisons, and other AWSC members.

All policies of the Corporation are based on the current Service Manual and such other policies and practices which may be approved by the Board of Trustees of the Corporation and the GRs at a meeting of the NJ Assembly. All policies and practices are subject to the provisions of the Certificate of Incorporation, the Bylaws and applicable laws, rules and regulations.

2.3 The NJ Assembly

The members of the NJ Assembly are the Groups. 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 is organized to provide support and guidance to the Groups.

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 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 Area's business meeting (aka "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.

2.4 The Area World Service Committee (AWSC)

This committee consists of the following: Officers of the NJ Assembly, DRs, coordinators, liaisons and past Delegates. The AWSC meets prior to the business meetings of the NJ Assembly to discuss area and district matters, plan the agenda for the meetings of the NJ Assembly, make recommendations to the NJ Assembly and make decisions that cannot wait until the next business meeting. The DRs inform the GRs of the proposed agenda prior to the business meeting. DRs may not sit as voting members on any other Al-Anon service arm board in NJ (6/2007 Motion). Past Delegates are considered members of the AWSC, they are allowed to make motions and have a voice, but they do not vote. (6/2005 Motion)

The AWSC attendance policy authorizes the AWSC to remove any coordinator who exceeds 2 excused and 1 unexcused absence per twelve-month period. An Officer/Trustee may be removed for cause by a majority of the Board at a meeting duly called and held, and by a vote of the majority of the members entitled to vote for the election of the Trustee. (11/2022 Motion)

2.5 Other Standing Committees

Budget Committee

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

The Budget Committee evaluates the expenses, anticipated revenues, and the needs of the Corporation and the NJ Assembly. The Committee prepares a budget recommendation for the Trustees and AWSC to be discussed by its members and then discussed and approved by the GRs at the next business meeting. The budget includes a line item for the WSC equalized expense (11/1999 Motion) and funding for the current Delegate and the immediate past Delegate to attend the Northeast Regional Delegates Conference (NERD). (11/1995 Motion)

The Budget should be ready and presented at the Fall AWSC (October). Upon completion of the Budget, the Budget Committee creates a motion to be presented at the AWSC meeting: "The Budget Committee recommends to the AWSC that the Budget be approved as presented." Once reviewed, discussed and approved at AWSC, a new motion is created for presentation of the Budget at the Fall Assembly (November). The new motion reads: "The AWSC recommends that the Budget be approved as presented." (11/2022 Motion)

Audit Committee

The Audit Committee is composed of the Chairperson, the Treasurer, the Alternate Delegate, the Recording Secretary, a GR, a DR, and an active past Delegate (if available) appointed by the Chairperson. (11/2002 Motion) The Audit Committee reviews the financial records of the Corporation in accordance with state and federal law to insure the appropriate and accurate management of the funds of the Corporation and the NJ Assembly. Items required for the audit include balanced checkbook register, all deposit slips, all cancelled checks, all invoices, all bank statements, voided checks and monthly reconciliations. (11/2002 Motion)

The Chairperson is responsible for scheduling the audit. The Treasurer responsible for the books that are being audited must be present for the audit. 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 Spring (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 $XXXXX.XX.' Once reviewed, discussed and approved at AWSC, a new motion is created for presentation of the Audit Report to the Assembly. The new motion reads, 'The AWSC recommends that the Audit Report be approved and that the ample reserve for the new year be set at $XXXXX.XX. (11/2022 Motion)

Required Audit Report Information:

Checking Account:

    a. Book closing balance previous year
    b. Book opening balance January 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 January 1 of the 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

The ample reserve is the average of the prior three years' expenses as determined and presented in the Audit Report (3/2017 Motion)

The Audit Report and supporting documents will be filed with the financial records of NJ Al-Anon, Inc. (See Exhibit in Related References)

<u>Policy Committee</u>

The Policy Committee reviews the Policy Handbook to ensure that all motions that affect policy are included in the Policy Handbook. Periodically, the Policy Committee reviews the Policy Handbook to ensure consistency with the Bylaws of the Corporation and the Al-Anon/Alateen Service Manual. The Policy Committee consists of the Chairperson, Alternate Delegate, Recording Secretary, a GR, DR and past Delegate (11/2001)

SECTION 3

OFFICERS, COORDINATORS AND OTHER POSITIONS

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 Officers (Trustees)

Chairperson (Trustee Position)

The Chairperson serves as the chief officer of the Corporation and presides over the Officer's meetings, AWSC meetings and Assembly meetings. The Chairperson sits on the Policy, Budget, and Audit Committees. The Chairperson, in consultation with the Delegate, is responsible for the review and approval of all Area communication prior to distribution or posting to the website. (6/2012 Motion). The Chairperson is also responsible for the review and approval of all Area expense reports, with the exception of their own, prior to payment by the treasurer. Annually, the Chairperson will electronically file the Corporation's Annual Report with the State of New Jersey.

Delegate (Trustee Position)

The Delegate is a member of AWSC and sits on the Budget Committee. The Delegate attends meetings of the WSO, including but not limited to the World Service Conference (WSC) and Northeast Regional Delegates Meeting. The Delegate votes on behalf of the area members (the Groups) at WSC and reports back to the Groups at Assembly. The Delegate, in consultation with the Chairperson, is responsible for the review and approval of all Area communication prior to distribution or posting to the website. (6/2012 Motion) The Delegate is also responsible for the review and approval of the Chairperson's expense reports prior to payment by the treasurer.

Alternate Delegate/Forum Coordinator (Trustee Position)

The Alternate Delegate is a member of the AWSC, and sits on the Policy, Budget, and Audit Committees. The Alternate Delegate is also the Area Forum Coordinator. They attend conference calls with the Forum editor and encourage subscriptions and submissions to the magazine. They are responsible for the calendar distribution and financial reporting to the Assembly and Treasurer. (11/2001 Motion) The Alternate Delegate is responsible for arranging the meeting location for AWSC and Assembly meetings. The outgoing Alternate Delegate arranges the first AWSC and Assembly meeting for the incoming officers. (6/1994 Motion) They provide the coffee, tea and light snacks for in person AWSC meetings and coffee and tea for in person Assembly meetings. They also ask for a volunteer District to provide the morning refreshments for in person Assembly meetings. At in person Assemblies, they pass the "Ask It Basket" and collect "7th Tradition" donations.

Recording Secretary (Trustee position)

The Recording Secretary takes the minutes and keeps a written record of all Officers, AWSC and Assembly meetings. Minutes may be transcribed from recordings when available. The Recording Secretary sits on the Audit Committee, Policy Committee and AWSC.

Corresponding Secretary/Group Records Coordinator (GRC) (Trustee Position)

The Corresponding Secretary maintains a current mailing list of the members (Groups) for correspondence, including but not limited to: Assembly packets, Alagram, calendar, and group records update. They take attendance and maintain a count of voting members at Assemblies. They maintain group records when changes occur. The Corresponding Secretary/Group Records Coordinator ensures

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 and WSO can only be approved by the Chairperson. (3/2009 Motion) Requests by the Assembly committees for mailing labels may also be approved by the Chairperson. All other requests shall be approved by the AWSC. (3/2002 Motion)

Treasurer (Trustee Position)

The Treasurer receives the mail from the post office box monthly. Checks received are copied, recorded in QuickBooks and deposited to the checking account. Deposits and cash receipts are recorded to the fiscal year in which they are received. (3/2002 Motion). The Treasurer pays bills and expenses as submitted on expense reports. All bills and expenses must be approved by the Chairperson or the Delegate, if the expense is for the Chairperson. All disbursements are recorded to the fiscal year in which they are expended. (3/2002 Motion).

The Treasurer reconciles the checkbook in QuickBooks each month and forwards the reconciliation report to the Chairperson. S/he files the 990N form and makes payment. The Treasurer provides the Profit and Loss Report, Balance Sheet and a list of all deposits for AWSC and Assembly meetings. S/he participates in the preparation and presentation of the budget for the next fiscal year. The Treasurer attends the Audit and provides the following documents to the Audit Committee: Checkbook register for the year being audited, copies of all receipts and disbursements for the year being audited, monthly checkbook reconciliations and bank statements. All invoices should be approved by the Chairperson.

In January the Treasurer submits a detailed financial statement for the previous calendar year's expenditures (January 1 through December 31). (11/1992 Motion)

Twice a year, in March and September, the Treasurer mails a financial appeal letter. (6/2002 Motion)

The Treasurer ensures that the tax exemption certificate is only used when paying with Area funds. The Chairperson and Treasurer are responsible for purchasing items using the sales tax exemption certificate. Whenever possible taxable items should be sent to the Area Chairperson and Treasurer for approval and purchase. (3/2014 Motion)

Officers and Coordinators are authorized to move budget amounts between various categories provided that such changes do not exceed the overall authorized amount. (11/1995 Motion)

3.3 Coordinators

Coordinators are 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 actively participate with WSO in all communications and activities. Listed below are the coordinators with their job descriptions.

Alagram Coordinator (3-year term)

The Alagram Coordinator writes and distributes the 'NJ Al-Anon Alagram' in preparation for each meeting of the NJ Assembly (3/1997). This one-page document contains highlights of the previous business meeting and announces the upcoming business meeting. This document is mailed, emailed and posted on

the Area website. It serves as the official notification to the NJ Al-Anon Groups of the date and time of Assembly business meetings. (3/2000 Motion)

Individual and group subscriptions to the Alagram are available for $3.00 for individual subscriptions and $10.00 for group subscriptions. (11/1998 Motion). The Alagram is available as a free download from the nj-al-anon.org website.

Alateen Coordinator (3-year term)

The Alateen Coordinator is an Al-Anon Member Involved in Alateen Service ("AMIAS"). The Alateen Coordinator ensures all AMIAS are trained and recertified annually. The Alateen Coordinator provides updated AMIAS certification information and works closely with the Area Alateen Process Person (AAPP) and Area Group Records Coordinator in maintaining Area and WSO AMIAS and Alateen records. Some of the specific duties of the Alateen Coordinator are:

- Keep informed about WSO and NJ Area requirements for AMIAS and Alateen groups
- Schedule and provide training sessions for AMIAS
- Distribute the most recent version of the Safety and Behavioral Requirements to AMIAS
- Offer AMIAS guidance to start, register, and organize new meetings
- Give AMIAS suggestions for public outreach
- Encourage Alateen participation in Alateen and Al-Anon events

Area Alateen Process Person (AAPP) (3-year term)

The Area Alateen Process Person (AAPP) is an Al-Anon Member Involved in Alateen Service (AMIAS). The AAPP supports the work of the Alateen Coordinator by processing AMIAS applications and changes to Alateen group records. Some of the responsibilities of the AAPP are:

- Keep informed about WSO and NJ Area requirements for registering AMIAS and Alateen groups
- Help prospective AMIAS understand the requirements for applying to become an AMIAS
- Process AMIAS Application and Disclosure Forms by conducting identity and background checks and updating AMIAS information in the WSO online Group Records
- Offer AMIAS guidance to start, register, and organize new meetings
- Process Alateen Registration/Group Records Change Forms (GR-3) by updating information in the WSO online Group Records
- The AAPP, who has a voice but no vote, can be a dual member of AA and Al-Anon.

Archives Coordinator (3-year term)

The Archives Coordinator keeps historical records for the NJ Assembly. The Archives Coordinator creates and maintains displays for presentation at meetings and other events. The Archives Coordinator participates in conference calls hosted by WSO.

<u>Literature Coordinator</u> (3-year term)

The Literature Coordinator works with the WSO to meet the needs of the NJ Assembly for program literature. They keep the DRs, and GRs informed of new Conference Approved Literature (CAL) and of the status of CAL in production. They are responsible for creating and printing the Al-Anon Calendar each year and they participate in conference calls hosted by WSO.

<u>Public Outreach Coordinator</u> (3-year term)

The Area Public Outreach Coordinator (APOC) is a communications link between the WSO, the Area, Districts and Groups. They work with District public outreach efforts in executing outreach projects, disseminating literature and information. The APOC encourages District and Group participation, offers public outreach presentations and workshops, attends conventions, conferences and other events to help carry the message of Al-Anon. The APOC formulates, creates and implements statewide public outreach projects relevant to the NJ Assemblyand they participate in conference calls hosted by WSO.

<u>Technology Coordinator</u> (3-year term)

The Technology Coordinator should be an active Al-Anon member for at least one year, with knowledge and experience using the Twelve Traditions, Twelve Concepts and the Al-Anon and Alateen Service Manual. Area service experience, such as Group Representative and/or as a District Representative would be helpful but not required. The Area Technology coordinator position requires:

General Responsibilities & Duties:
- Effective oral, written and electronic communication skills
- Good time management and organization skills
- Patient willingness to train, teach and troubleshoot Officer's and membership issues when and where necessary
- Set up and manage virtual/hybrid AWSC and Assembly meetings, including creating/opening the zoom meeting, disabling chat, start/stop recording, open and close breakout rooms, assign co-hosts, screen sharing, etc.
- Assist the Area Assembly with venue selection and coordinate with the venue regarding tech requirements and needs
- Prepare and present technology updates and reports at AWSC and Assembly meetings

Technical proficiencies and skills:
- Proficiency in the use and troubleshooting/problem-solving with computers, software, connectivity devices and applications and A/V components with particular experience with virtual meeting applications (Zoom, Webex, etc)
- Word processing, presentation and spreadsheet applications (Word, Adobe, Excel, PowerPoint, Google Docs, etc.
- File-sharing, scheduling/calendaring and email applications (OneDrive, Google Drive, Gmail, Outlook, etc.)

- Email and internet security applications
- Ability to periodically meet with the Tech Team regarding what worked, what didn't work and options to remediate the same if necessary. (11/2024 Motion)

<u>Website Coordinator</u> (3-year term)

The Website Coordinator manages the NJ Al-Anon website, www.nj-al-anon.org This position requires a basic knowledge of web development or a willingness to learn. Candidates should be comfortable using a computer in an online environment.

Website performance issues are brought to the attention of the Chairperson. Remediation is performed by the Web Coordinator if possible, or if necessary, by paid technical assistance.

They make updates and content changes to the website. This includes events, flyers, Forum articles, and documents (i.e., Alagram, agendas, meeting minutes, etc.). Content changes, all flyers and most events require the approval of the Chairperson and Delegate prior to posting to the website. (6/2012 Motion)

Additional duties include maintaining a change log, monitoring performance and traffic/trends, and coordinating payment for subscription renewals with Treasurer and Chairperson.

The Area website will link directly to WSO's meeting list for all Al-Anon Family Group meeting information. (11/2021 Motion)

3.4 Liaisons

Liaisons are members of the New Jersey Al-Anon Information Services/Intergroups that are appointed as members of the AWSC. Following is a description of the Liaison positions.

<u>Information Service/Intergroup Liaisons</u>

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. Any NJ service arm may open a table for information at Assembly and the tables will be open during break and lunch. (5/1998 Motion)

The NJ Al-Anon Assembly acknowledges and will collaborate with the Spanish Intergroup as a registered intergroup with WSO. This includes adding them to the AWSC and Assembly Agendas and any internet inclusion that is allowed to the existing Information Service Offices. (6/2008 Motion)

SECTION 4

MEETINGS

4.1 Assemblies

Three meetings of the NJ Assembly will be held each year in the approximate center of the state. (3/2009 Motion) The Alternate Delegate arranges the meeting locations. The outgoing Alternate Delegate will arrange the location for the first assembly for incoming officers. (6/1994 Motion)

The Area Assembly is the business meeting where the groups send their GR to express a voice and vote on behalf of the group. This Assembly meeting represents the largest group conscience of the Al-Anon and Alateen members in New Jersey.

The Assembly meetings begin at 10:00 am and end at 3:00 pm. Voting members are identified so accurate vote counts can be recorded. When attending in person, voting members must check in and check out with the GRC at the registration table. (6/2001 Motion)

- The March Assembly 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 (WSC)
- The June Assembly is held so that the Delegate may report on the WSC.
- The November Assembly is held to approve the budget for the following year. As designated in the bylaws, elections of officers may also be held. The business part of the November meeting is held during the morning session and election of officers is held in the afternoon. (6/1994 Motion)

The agenda for all Assembly meetings includes 30 minutes for the roll call and reading of the minutes. During discussions members are limited to 2 minutes and one time at the microphone. (5/1993 Motion) (See Section 4.3 for additional agenda information)

Election of Officers

Election of officers occurs at the November Assembly. Eligibility requirements for officers:

- The candidate must be a current or past DR;
- If no eligible DR volunteers, the position is open to current or past officers or coordinators who have remained active at the Assembly level; or
- If no eligible candidate volunteers, the position is open to all members. (11/2015 Motion)

Qualified members must be present in order to stand for an elected position (3/2014 Motion) and are required to state their Al-Anon qualifications. (11/1994 Motion) Secret ballots are used. The first candidate to receive two-thirds of the votes cast, not counting abstentions or voids (substantial unanimity per 6/2024 Motion) is elected. Should no candidate receive substantial unanimity, voting continues until a candidate receives two-thirds of the votes cast. (6/1994 Motion)

4.2 Area World Service Committee

Three Area World Service Committee (AWSC) meetings are held annually one month prior to the Area Assembly meetings. At these meetings, the Assembly agenda is planned, information and reports are conveyed, and decisions may be made that cannot wait until the next Assembly. The AWSC is attended by Assembly Officers, all DRs, Area Coordinators, Liaisons and past Delegates. Only the following members may vote at AWSC meetings: Officers, DRs, Area Coordinators and Liaisons. Past Delegates have a voice and can make motions but do not vote. (6/1999 Motion)

AWSC agenda items may include:

- Discussing Area, District and Group issues
- Planning the agenda and conduct of the Assembly meetings
- Studying and proposing projects and making recommendations to the NJ Assembly
- Setting AWSC and Assembly meeting dates
- Reviewing and approving the annual budget and annual Audit Report prior to the Assembly meetings

The AWSC attendance policy authorizes the AWSC to remove any coordinator who exceeds two excused and one unexcused absence per twelve-month period. An Officer/Trustee may be removed for cause by a vote of a majority of the Board at a meeting duly called and held, and by a vote of a majority of the Members entitled to vote for the election of the Trustee. (11/2022 Motion)

4.3 Order of Business

Unless otherwise agreed by the members, the order of business is as follows:

- Recitation of the Serenity Prayer
- Reading of the Traditions, Concepts and the General Warranties of the Conference
- Review of each Officer's report, Coordinator's report, and Liaison's report
- Minutes of the preceding meeting, correcting the minutes as needed and approving them
- Old Business
- New Business
  - Election of the Board of Trustees/Officers (to be held at the November Assembly meeting)
  - Approval of the Budget and/or Audit
- Adjournment

Consensus vote: This is a 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 recorded as a consensus (3/1999 Motion)

<u>Vetting/Nomination Procedures for Regional Trustee</u> (11/2023 Motion)

At the October AWSC and November Assembly meetings, there will be an announcement that Regional Trustee resumes are to be submitted to the Area Chair no later than March 15.

Candidate(s) should submit the following information to the Area Chair:

- How long have you been an active Al-Anon member in NJ?
- What is your home group in NJ?
- How long have you been attending this group?
- Who is your GR/DR?
- The name of a member known to the Area who can provide a reference

After review, the Area Chair will add the resume to the Agenda for the Officers/Trustees to review and determine if the potential candidate(s) are qualified to be presented to the AWSC. If there are any additional questions, the Area Chair will seek clarification. The person's personal information will be redacted from the resume prior to submission to the membership.

When the resume(s) are presented to the AWSC, the Area Chair will provide copies of the resume(s) to all of the AWSC members prior to the meeting for review. The Area Chair will let the AWSC members know if they have any concerns to contact the Chair directly.

The candidate(s) will attend the AWSC and Assembly meetings. The Trustee Candidate will be presented at the June Assembly for approval by the GRs.

4.4 Travel Reimbursements

The mileage reimbursement rate for Assembly business shall be $.50 per mile (3/2024 Motion)

All past Delegates are invited to attend AWSC and Assembly meetings and the Area will reimburse them for travel expenses for attending. (6/1999 Motion)

Active DRs who are also serving as an officer or coordinator, will split their expenses for attending the Assembly meeting between the District and the Assembly (3/1995 Motion)

Active GRs who are also serving as an officer or coordinator will have their expenses paid by their home group. (3/1995 Motion)

SECTION 5

RELATED REFERENCES

Exhibits:

A. Motions Approved by New Jersey Al-Anon Assembly (Pages 17-22)
B. NJ Alateen Behavioral and Safety Requirements (Pages 23-24)
C. Blank Audit Report (Pages 25-29)
D. List of Acronyms (Pages 30-31)

Suggested related references:

1. Bylaws of New Jersey Al-Anon Assembly, Inc. (https://nj-al-anon.org/documents/)
2. The Al-Anon/Alateen Service Manual (https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/)
3. The Al-Anon Guidelines https://al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/)
4. Alateen Service e-manual https://al-anon.org/pdf/alateen-service-manual.pdf

Exhibit A

MOTIONS BY DATE APPROVED

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

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

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

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

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.

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.

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

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

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

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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.

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

3/1999 – 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.

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

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.

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.

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

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.

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.

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

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.

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).

3/2002 – 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.

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

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. (Superseded by 11/2022)

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

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. (Superseded by 11/2022 Motion)

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).

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.

6/2007 – 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)

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.

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

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

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

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.

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.

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.

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.

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.

3/2018 - Motion: AWSC recommends to the assembly that the NJ Al-Anon website, for a 2 yr trial, replaces the Al-Anon meeting list from the website and links to the WSO meeting list. AWSC will review the WSO meeting list for accuracy during this time period.

11/2021 - Motion: The AWSC recommends to the Assembly that the Area link directly to WSOs meeting list be made permanent**.**

11/2021 - Motion: Vote taken to allow PEG's to join Area and moved to a Task Force

6/2022 - Motion: The AWSC recommends to the N.J. Area Assembly that the redistricting proposal be approved as presented.

6/2022 - Motion: The AWSC recommends that the proposed procedure for allowing Permanent Electronic Groups to be admitted to the NJ Area be approved as presented

11/2022 - Motion: The AWSC attendance policy authorizes the AWSC to remove any coordinator who exceeds 2 excused and 1 unexcused absence per twelve-month period. An Officer/Trustee may be removed for cause by a vote of a majority of the Board at a meeting duly called and held and by a vote of a majority of the Members entitled to vote for the election of Trustee. (Supersedes 11/2002 Motion)

11/2022 - Motion: 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 at that AWSC meeting. 'The Budget Committee recommends to the AWSC that the Budget be approved as presented.' Once reviewed, discussed and approved at AWSC, a new motion is created for presentation of the Budget at the Fall Assembly (November). The new motion will read: 'The AWSC recommends that the Budget be approved as presented.

11/2022 - Motion: 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.' Once reviewed, discussed and approved at AWSC, a new motion is created for presentation of the Audit Report to the Assembly. The new motion will read, 'The AWSC recommends that the Audit Report be approved and the ample reserve for the new year be set at $XXXX.XX.

11/2023 - Motion: The AWSC recommends to the Assembly that the Regional Trustee Vetting process be approved as presented.

3/2024 - Motion: The AWSC recommends to the Assembly that the mileage reimbursement rate be changed from .25 cents to .50 cents per mile.

6/2024 – Motion: The AWSC recommends that the procedure for determining substantial unanimity is two-thirds of the votes cast, not counting abstentions or voids.

11/2024 – Motion: The AWSC recommends to the Assembly that the Tech Coordinator Task Force Recommendations be approved.

Exhibit B

New Jersey Area Assembly
Al-Anon Family Groups -Area 36

The New Jersey Area Alateen Safety and Behavioral Requirements

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 limted to Alateen Sponsors

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 sponsors are registered and 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
   a. The Committee asserts that Permission and Medical Forms are not required for regular meetings, but for activities away from regular meetings, these forms are required. (i.e. conventions, workshops, bowling parties, etc.)
   b. Permission Slips and Medical Forms are required for transporting Alateens to and from events and meetings.
6. The Area 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 <u>Annual</u> Sponsor Training Review and Refresher Program.
   a. The Information Services Alateen Activities Chairpersons will coordinate the training.

   b. The Committee asserts that Co-Sponsors are not assistants and therefore 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. The Coordinator will supply the appropriate paperwork. (A New Alateen Sponsor Packet).
   2. The potential sponsor will complete and return the application to the Alateen Coordinator.
   3. Attend and complete a New Sponsor Education and Training Program.

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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 Alateen Sponsorship.
  3. Updates the group registration information with WSO, Area Assembly, and local Information Service, as needed.
  4. Is familiar with the NJ Area and World Service Alateen Safety and Behavioral Requirements.
  5. Has a working knowledge of the Steps, Traditions, Concepts, Area and the Al-Anon structure.
  6. Is familiar with and uses the most current Conference Approved Literature (CAL) 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 the NJ laws regarding the reporting of abuse and your 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 the Twelve Steps for personal recovery.
  14. Help the Alateens take responsibility for the affairs of the group and implement the Twelve Traditions and Concepts of Service.
  15. Encourage 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.

NEW JERSEY AREA ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS AS OF MARCH 5, 2005

Exhibit C

Checking/Operating Account
202X Audit Report

Checking/Operating Account

202X Closing Bank Balance as verified on Bank Statement	
202X Opening Bank Balance as verified on Bank Statement	
Plus: Deposits/Credits as reported on Bank Statements	$0.00
Less: Checks/Debits as reported on Bank Statements	$0.00
Less Transfer to Savings Account	$0.00
Reconciled Bank Balance	$0.00
202X Ending Bank Balance as reported on Bank Statements	$0.00
Ending Check Book balance as reported in QuickBooks	
Plus: Uncleared Transactions:	
Reconciled Balance	$0.00

202X Income Reconciliation

Deposits/Credits as reported on Bank Statement	$0.00
Plus: Interest from Savings Account	$0.00
Less: Transfer In reported on Bank Statements	$0.00
Less: Reimbursements	$0.00
Total Income for 202X	**$0.00**
202X Income as reported in QuickBooks	$0.00

2023 Expense Reconciliation

Check/Debits as reported on Bank Statements:	$0.00
Plus uncleared transactions	$0.00
Less: Checks issued in 202X/cashed in 202X	$0.00
Less: Reimbursements Received	$0.00
Total Expenses for 202X	**$0.00**
Expense as reported in Quickbooks	$0.00

Checking/Operating Account
202X Audit Report

202X Ample Reserve

202X Audited Expenses	$0.00
202X Audited Expenses	$0.00
202X Audited Expenses	<u>$0.00</u>
	$0.00
3 Year Average	$0.00

The Audit Committee determines the NJ Area Assembly
202X Ample Reserve to be $ XXXXXX. The Treasurer will transfer
$xxxx.xx from the Checking Account to the Savings Account.

Attendees
Audit committee in person:
Audit committee virtual:

Submitted By:

202X Audit Report
Backup Detail

Reimbursements

$0.00

	Deposits/Credits as verified on bank statements	Checks/Debits as verified on bank statements	Transfer +In/-Out as verified on bank statements
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	$0.00	$0.00	$0.00

Savings Account
202X Audit Report
Reconciliation Detail

<u>Savings Account</u>

202X Closing Bank Balance as verified on Bank Statement

202X Opening Bank Balance as verified on Bank Statement

  Plus: Deposits/Credits as reported on Bank Statements $0.00

  Less: Checks/Debits as reported on Bank Statements $0.00

  Plus: Transfers from Checking $<u>0.00</u>

202X Ending Bank Balance as reported on Bank Statements $<u>0.00</u>

Ending Check Book balance as reported in QuickBooks

  Plus: Uncleared Transactions:

Reconciled Balance $<u>0.00</u>

202X Audit Report
Backup Detail

	Deposits/Credits as verified on bank statements	Checks/Debits as verified on bank statements	Transfer +In/-Out as verified on bank statements
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	$0.00	$0.00	$0.00

Exhibit D

Al-Anon and NJ Area Assembly Acronyms

AAPP   Area Alateen Process Person

AFG   Al-Anon Family Groups, a fellowship of people recovering from the family disease of alcoholism following the 12 Steps, 12 Traditions and 12 Concepts of Service

AIS   Al-Anon Information Service that maintains the mailing addresses and phone services for districts or areas, often at the literature distribution center.

AMIAS   Al-Anon Member Involved in Alateen Service

AREA 36   The WSO number assigned to the New Jersey Area. Also referred to as New Jersey Area Assembly. There are 67 Areas in our World Service Conference Structure

AWSC   Area World Service Committee. In NJ we refer to this as NJ AWSC

BOT   Board of Trustees, WSO Volunteers

CAL   Conference Approved Literature, our fellowship literature written by you and me and approved by the WSC (see below)

CMA   Current Mailing Address

COB   Chairperson of the Board (of Trustees), a WSO volunteer service position

DR   District Representative, a member of the fellowship who facilitates district meetings and attends AWSC meetings.

ES&H   Experience, Strength & Hope

EG   Electronic Group

GEA   Global Electronic Area

GR   Group Representative, a member of the fellowship who participates in district meetings and attends NJ Area Assemblies

GRC   Group Records Coordinator is "Keeper" of AFG information for the Area.

KBDM   Knowledge-Based Decision Making, a process for reaching a group conscience.

LDC   Literature Distribution Center, such as a bookstore for CAL. May be maintained by an AIS.

PO   Public Outreach

ODAT   One Day at A Time in Al-Anon. One of the Al-Anon daily readers

PSA   Public Service Announcement

NERD   Northeast Regional Delegates meeting, an orientation meeting for incoming Delegates. New Jersey is part of this region along with Connecticut, Delaware, Maine, Maryland/District of Columbia, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, Vermont, Canada East and Canada Central. There are nine regions in the World Service Conference structure.

WSC   World Service Conference, Al-Anon's annual meeting in April

WSO   World Service Office, AFG Headquarters in Virginia Beach.