

DISTRICT 2

AL-ANON FAMILY GROUPS
FOR FAMILIES AND FRIENDS OF ALCOHOLICS...

DISTRICT 2 AL-ANON/ALATEEN GUIDELINES

A WORKING GUIDE
FOR DISTRICT 2 AL-ANON/ALATEEN

OCTOBER 19, 2019

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“Although the Al-Anon service manual refers to the individual through gender-specific terms, it is helpful to remember that any gender pronoun (He/She/Them/Chairperson) may be used effectively In Al-Anon materials.”

A WORKING GUIDE FOR DISTRICT 2 AL-ANON/ALATEEN

These District 2 Guidelines were prepared to provide specific guidance to our members in conducting the service work necessary to unite the groups within the district. The information provided herein is intended to supplement, not replace, any information found in the *Al-Anon/Alateen Service Manual*. Where District 2 policies differ from suggestions in the *Al-Anon/Alateen Service Manual*, such differences are noted.

It is hoped that this guide will help to keep us united and thus, better able to share the responsibility of carrying the message to others.

DUTIES OF DISTRICT 2 GROUP REPRESENTATIVES, OFFICERS AND CHAIRPERSONS

Group Representative (GR) **

- ELECTED: By individual groups from their home group members with at least 2 years in Al-Anon and who are not dual program members.
- TERM: Three (3) years.
- RE-ELECTION: Group conscience decision.

Duties

- Attends monthly District meetings, other district functions and Area assemblies (3 times a year) and reports back to the group; votes on behalf of the group.
- Brings the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the District, Area Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Updates the group's Current Mailing Address (CMA) and shares the monthly Group e-News (electronic newsletter for groups) and WSO mail with group members.
- Encourages group and members to subscribe to the *Forum* (Al-Anon's monthly magazine) and *Nebraskanon* (Area newsletter).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend District meetings and Area assemblies.
- Familiarizes self with the Group Representative Guidelines (G-11) and Service Manual.
- Familiarizes self with GR's Newcomers Information for the Area 33 Assembly.

** *Refer to service manual for complete description of position.*

District Representative (DR)* **

- ELECTED: By current GRs within the District. The DR is elected from all incoming, outgoing or active past GRs within the District.
- TERM: Three (3) years.
- RE-ELECTION: District conscience decision.

Duties

- Attends monthly District meetings and other District functions. Prepares monthly DR report to share at the District meetings.
- Is responsible for initiating and encouraging the organization of outreach activities and other service-related events within the District, such as workshops.
- Attends Area assemblies (3 times a year) and reports back to the District. Prepares DR report to share at Area assemblies summarizing recent District outreach activities, new or disbanded groups or other pertinent service-related news.
- At the area level, the DR represents the District as a member of the Area World Service Committee (AWSC) and other committees as assigned. Brings the District's viewpoint on any situation or problem to the attention of the AWSC.
- Keeps the District informed about information from the Area Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Visits each group in the District at least once per year and determines if the group is receiving mail from the District, the Area (including the Nebraskanon) and from WSO.
- Urges all GRs in the District to attend District business meetings and to invite other interested members.
- Uses District meetings to provide the time and place to discuss problems, ask questions or make suggestions for the unity of Area 33 Al-Anon/Alateen groups.
- Informs the Alternate DR that the alternate is eligible to attend one AWSC meeting per year, without voice or vote.
- Prepares a District contact list for the Area Group Records Coordinator.
- Assures that new GRs receive the Area 33 GR Newcomer Pamphlet.
- Updates all NE website changes to the District groups.
- Hands over email password assigned and provides Area 33 DR Newcomer Pamphlet to the new DR.

**The Alternate District Representative serves in the absence of the DR.*

*** Refer to service manual for complete description of position.*

Alternate District Representative (ALT DR) **

- ELECTED: By current GRs within the District. The Alternate DR is elected from all incoming, outgoing or active past GRs within the District.
- TERM: Three (3) years.
- RE-ELECTION: District conscience decision.

Duties

- Chairs the monthly District 2 meetings.
- Fills in for the District Rep in the DR's absence at Area Assemblies.
- Updates the District 2 Meeting List when changes occur and provides the updated list to Archives chairperson for record keeping.
- Has copies of the District 2 Meeting List available (on 24 lb paper) at the monthly District meetings for the groups and the Central Service Office.

If there are changes to the meeting list – a minimum of 250 copies are made on a different color paper than the previous meeting list and the date is changed. If there are **no** changes to the meeting list – makes 150 copies of the same color. (The Alt DR may increase the number of copies printed to the next higher price break level offered by the copy vendor in order to lower the per copy cost.)

- Keeps the District information on the Nebraska Area 33 website current.
- Assists the DR in other duties.
- Coordinates with the Treasurer to obtain and sign (in January) the annual contract for the meeting room for monthly District 2 meetings.
- Contacts the meeting venue if meeting dates need to change or additional meeting times and places are needed, such as for a workshop.
- Emails a notice of the upcoming meetings to GRs, officers and chairpersons prior to each monthly District meeting.
- Emails notices or information as needed to GRs, officers and chairpersons.
- May wish to prepare and share an agenda prior to each monthly meeting in order to give GRs an opportunity to discuss pending matters with their groups.

****** *Refer to service manual for complete description of position.*

Secretary –

- **ELECTED:** By the GRs within the District. The Secretary is elected from qualified members within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- Attends monthly District meetings and takes minutes of District business meetings.
- Distributes minutes to groups by email or mail as soon as possible after the District meetings.
- Emails shall be sent to the most current email address on file for each GR or group.
- Mailings should be to each group's current mailing address, either a post office box or the GR's home address.

Treasurer –

- **ELECTED:** By the GRs within the District. The Treasurer is elected from qualified members within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- When newly elected, signs on to bank account with Alternate DR at the bank.
- Maintains the District treasury.
- Attends monthly District meetings.

- Provides a monthly report of contributions and expenses.
- Picks up mail regularly from the District post office box.
- In January – pays annual rent for the District meeting place.
- In January – pays annual post office box rent.
- Keeps a copy of all deposits and paid bill receipts in a binder.
- Participates in an annual audit of the checking account in accordance with the Treasury Policy in Number 3 on Page 10 of the District 2 Guidelines.

Public Outreach Chairperson –

- **ELECTED:** By the GRs within the District. The Public Outreach Chairperson is elected from qualified members within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- Attends monthly District meetings and provides a monthly report.
- Coordinates public outreach activities in the District.
- Keeps the District informed of ways recommended by the Area and WSO to carry the message.
- Plans a minimum of two (2) outreach projects each year.
- Informs the District of upcoming media events.
- Updates and keeps a record of past public outreach projects and provides the updated information to the Archives Chairperson for record keeping.

Archives Chairperson –

- **ELECTED:** By the GRs within the District. The Archives Chairperson is elected from qualified members within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- Attends monthly District meetings and provides a monthly report.
- Provides storage space for the District's archived materials.
- Adds information to the archives such as fliers for group anniversaries, workshops or other special events, as well as items of historical interest such as District business meeting minutes and group records.
- Maintains a list of the past Public Outreach projects, current Meeting List, AMIAS List and Hotline Guidelines.
- Maintains both hard copies and/or electronic copies of these records.
- Has the archives available for display at District functions.
- Has the most current version of the following documents available for distribution as relevant, to the District Rep, Alternate District Rep and Group Reps upon their initial election:

- (1) District 2 Guidelines

- (2) Area 33 Guidelines
- (3) GR Checklist
- (4) Helpful Information for GRs
- (5) Area 33 Map
- (6) Suggested Financial Guidelines for District 2
- (7) Welcome to Area 33 District Rep Newcomer Information
- (8) Welcome to Area 33 Group Rep Newcomer Information

Alateen Chairperson –

- **ELECTED:** By the GRs within the District from AMIAS within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- Attends monthly District meetings and provides a monthly report.
- Coordinates all Alateen activities between Alateen sponsors.
- Helps Alateens and Alateen groups function smoothly in conjunction with Al-Anon.
- Is a liaison between the District and the Area Alateen Coordinator.
- District 2 will reimburse the cost for a State Patrol background check required to become an AMIAS (Al-Anon Member Involved in Alateen Service).
- Maintains a list of AMIAS in the District and their contact information and provides updated list to Archives Chairperson.
- Encourages, and assists where needed, in the initial and annual registration of AMIAS.
- Meets with the AMIAS for training and regarding Alateen issues that may arise.
- Works with Alateen meeting sponsors to see that meetings are staffed.

Telephone Answering Chairperson –

- **ELECTION:** By the GRs within the District. The Telephone Answering Chairperson is elected from qualified members within the District.
- **TERM:** One (1) year.
- **RE-ELECTION:** District conscience decision.

Duties

- Attends monthly District meetings and provides a monthly report.
- Serves as liaison between the District and the answering service.
- Provides monthly reports of hotline activity at District meetings.
- Provides quarterly sign-up sheets to enlist hotline volunteers (by mail or email).
- Mails or emails current meeting list and hotline guidelines to each volunteer upon request.
- Annually, reviews the hotline volunteer list to keep the list current for the District and the answering service. Contacts volunteers to verify they want to remain on the list and that their contact information is current.
- Provides current hotline guidelines to the Archives Chairperson.

GENERAL VOTING PROCEDURES

District Meeting voting will be based on the “Knowledge Based Decision Making” process as used at the WSO annual Conference. Members shall be recognized by the Chairperson wishing to “Open Discussion on a topic”. At the end of discussion, the Chair shall ask “Does anyone wish to make a motion?”. A motion would require a second. If a motion is made and not seconded, the motion dies. The Chair shall ask “Does anyone wish to make an amendment?”. Both the person that made the original motion and the person that seconded the motion would need to agree to the amendment. If they do not agree, the vote is taken on the original motion.

In accordance with the *Al-Anon/Alateen Service Manual*, only group representatives or their group-recognized alternate may vote at district meetings. However, any District officer, chairperson, or Al-Anon member may attend District meetings and enter into policy discussions, including making and seconding motions.

GROUP ELECTION POLICIES

Please refer to excerpt from the *Al-Anon/Alateen Service Manual - 2018-2021- page149*.

- Group Representative (GR) and Alternate Group Representative (Alt GR) are elected by any election procedure the group may choose.
- An Al-Anon/Alateen member who is also a member of AA is not eligible to serve as GR or Alternate GR.
- To the extent possible, Group and District elections should precede Area election (usually in September/October).

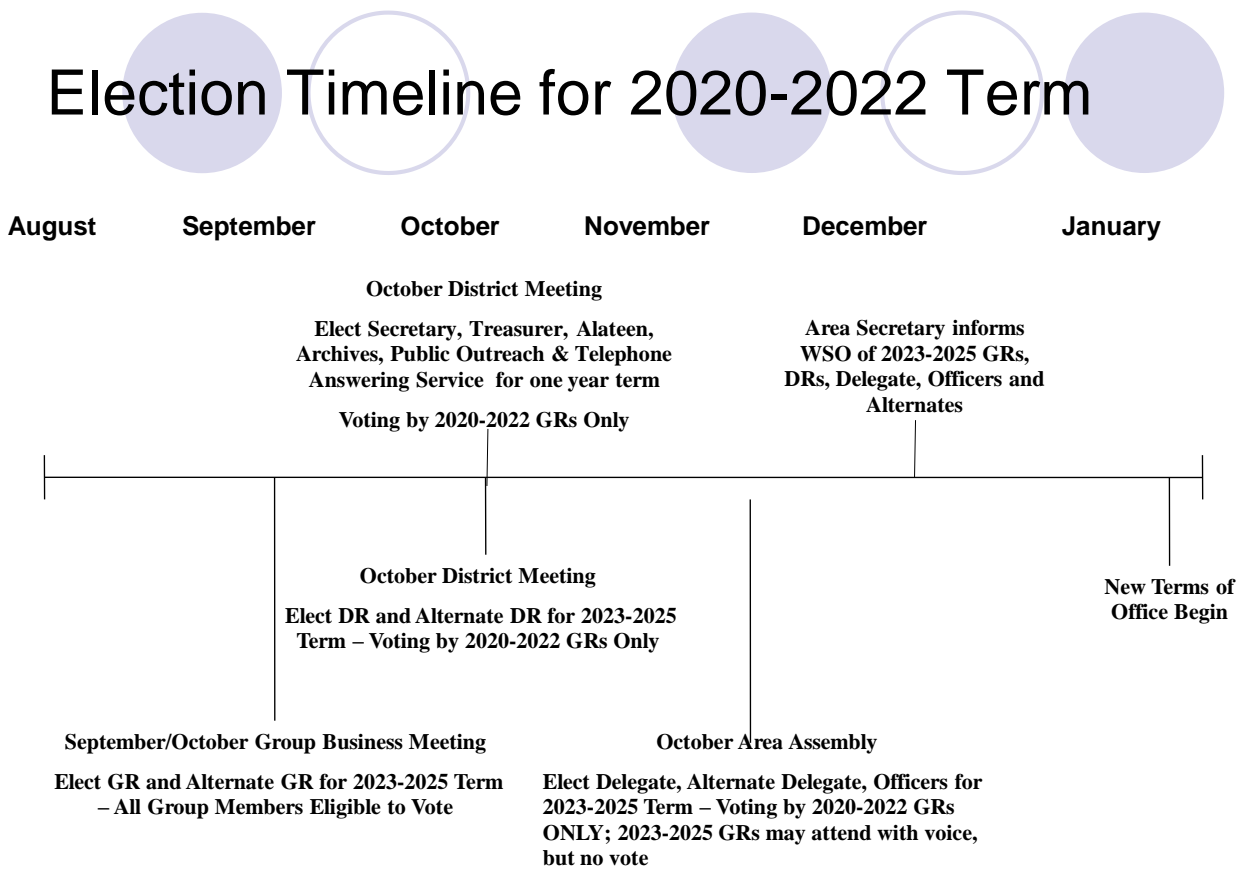
DISTRICT ELECTION POLICIES

Please refer to excerpt from the *Al-Anon/Alateen Service Manual - 2018-2021- page150*:

- Upcoming elections will be announced at each of the four District meetings immediately preceding the election meeting. Any interested individuals are encouraged to contact the District or be present at the election meeting. GRs and current committee chairpersons are asked to submit names of candidates for all offices. In addition to the names submitted, nominations will be received from the floor. While we recognize that it is occasionally difficult to locate willing servants, we support the principle of rotation of service work.
- DR and Alt DR election should be held in October District meeting. District Representative (DR) and Alternate DR are elected to three-year terms.
- An Al-Anon/Alateen member who is also a member of AA is not eligible to serve as DR or Alternate DR.
- District Representative (DR) and Alternate DR are elected from among the incoming, outgoing or active past Group Representatives (GR).
- District Secretary, Treasurer, and chairpersons for Alateen, Archives, Public Outreach, and Telephone Answering Service are elected in October district meeting. District officers and chairpersons are elected for one-year term.
- Only current GR’s, alternate GR’s or a representative recognized by a group may vote at the district election meeting

- Terms of office begin in following January.
- All balloting is written.
- A non-voting member counts the ballots.
- Election is by 2/3 vote of eligible voting representatives.
- If a vacancy occurs, the same general procedure is followed.

Election Timeline for 2020-2022 Term



TREASURY POLICIES

1. The District will have only one treasurer. The Alternate District Representative's signature will also be on the bank records so they can sign checks in an emergency.
2. The Treasurer will use a double entry bookkeeping system with a separate designation (such as a separate column) for the reserve funds. The money will all be in one checking account.
3. An audit of the checking account shall be done at the end of each year. The audit shall be performed by the retiring Treasurer, the new Treasurer and another District 2 member. A report of the audit shall be made at the first District meeting of the new Treasurers' term. A District 2 member is defined as any person belonging to a group in District 2.
4. A summary report will be read from the ledger at each District meeting. Copies of the written summary report should be available at the District meeting and should also be distributed as part of the minutes of the meeting. In the absence of the Treasurer, a written report may be given to the DR, Alternate DR (chairman), or Secretary so it can be distributed at the district meeting.
5. Any personal or group bills not mailed to the Treasurer should be presented at a District meeting and paid at that time if possible.
6. The District ledger will be available to all groups within the District.
7. Any expenditure other than the routine District expenses listed below should be approved by the District and recorded in the minutes to eliminate misunderstandings. When necessary to act before a regular meeting, such as when an opportunity to carry our message might be missed, the Treasurer and one other District officer could make the decision to spend district funds.
8. District 2 encourages each group to contribute according to its group conscience. It is the duty of each GR to inform their group of the District's financial needs and make them aware of how District funds are spent.
9. As a prudent reserve, the District should maintain two months anticipated operating expenses in the checking account.

SUMMARY OF ROUTINE DISTRICT EXPENSES

1. Annual donation of \$90 per calendar year for use of the meeting room. Payable by January 31st of each year.
2. Monthly payment of hotline telephone bill.
3. Monthly payment of answering service expenses.
4. Payment to U.S. Postal Service for rental of District post office box due in January of each year.
5. Cost of literature, videos, etc. for Public Outreach. The chairperson requests funds at a District meeting when necessary.
6. Travel and boarding expenses for District Representative to attend Area assemblies three times a year. Reimbursement is \$90 per assembly and may be granted to the DR in advance of the assembly if requested. In the event that the District Representative is not able to attend Area assemblies, the District may reimburse the Alternate District Representative they choose to attend.
7. Travel expenses for a visiting delegate or outside speaker will be reimbursed at 56.5 cents per mile for a District sponsored function.
8. Cost of preparing District 2 meeting lists.
9. Cost of preparing and mailing copies of District minutes of monthly meetings to groups.
10. Fliers to advertise District-sponsored events.