North Carolina / Bermuda AFG
Policies and Practices Handbook
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Approved May 18, 2024

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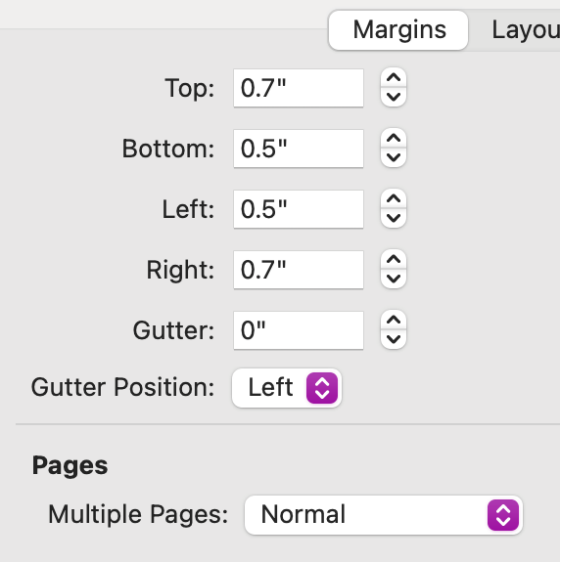
Format of Handbook:

Title: Arial; 14-point bold font; centered; bordered; 2 lines above border
Chapter Heading: Arial; 14-point bold font; centered; double space after
Subtitle (level 1): Arial; 12-point bold font; justified left; double space above
Subtitle (level 2): Arial; 11-point bold font; justified left; single space after
Text: Arial; 11-point font
Single-spaced document
Double space between paragraphs
Single pacing after a period
Custom Margins



North Carolina / Bermuda Policy and Practices Handbook

Introduction

Purpose of the Policies and Practices Handbook

The purpose of this handbook is to provide general information about the North Carolina/Bermuda Area and how we function within the spiritual principles of the Al-Anon/Alateen program and Legacies. This handbook contains valuable information for each Al-Anon member. It is intended to supplement the *Al-Anon/Alateen Service Manual,* WSO Guidelines, and Conference Approved Literature (CAL). This handbook prepares members to participate in conversations and make informed group conscience decisions at the group, district, and Area.

The principle of obedience to the unenforceable encourages adherence to these policies and practices. If there are questions concerning a policy or practice, reach out to your sponsor, service sponsor, or Area trusted servants.

This handbook and all future updates are approved by the North Carolina/Bermuda Area Assembly. A work group ensures that the handbook is clear, accurate, and updated. Any grammatic, syntactic, or punctuation corrections that do not change intent may be made by the work group without approval of the Assembly.

Where Do We Start?

Personal recovery and Group participation

Al-Anon begins with "personal recovery." The foundation for personal recovery begins with a commitment to attend meetings. A home group is the meeting where one feels most comfortable and attends regularly. This is where the journey begins.

Sponsorship is an important part of the personal recovery process. Sponsorship is a confidential relationship between two Al-Anon members who benefit from sharing experience, strength, and hope as they work the Steps.

A newcomer begins to support a home group through service. Service is helping to set up the meeting room, greeting members, making coffee, reading during the meeting, cleaning up the meeting room, and chairing a meeting with a sponsor's guidance. This is gratitude in action.

North Carolina/Bermuda Website

The North Carolina/Bermuda Area maintains a website: https://ncbermudaafg.org.

The public website displays general information about Al-Anon including a link to the Al-Anon Family Groups, Inc. website (al-anon.org). This site includes a description and a brief history of the program. There are links to a mobile app, Conference Approved Literature (CAL), Twelve Steps and Traditions, Information Services and the World Service Office (WSO). A blog is provided for event information, meeting lists, district maps, and a calendar of events.

The “For Members” tab serves members of North Carolina/Bermuda. Members may access important information including the North Carolina/Bermuda Policies and Practices Handbook which has a chapter “Area Website” for more details.

Al-Anon Website

The World Service Office (WSO) website is al-anon.org. The WSO website is a resource for Al-Anon and Alateen members, professionals, and the public. The website includes:

- Meeting information for both physical and electronic groups
- An online bookstore for purchasing Conference Approved Literature (CAL), including audio books
- A directory of contact information for Areas, Al-Anon Information Services (AIS), and General Service Offices (GSO)
- Public outreach materials, including information for newcomers
- Digital publications including the *Al-Anon/Alateen Service Manual* (P-24/27), Al-Anon/Alateen guidelines, and World Service Conference Summaries
- Audio podcasts

WSO Guidelines

The World Service Office (WSO) develops many service tools which assist and support members conducting the business of Al-Anon/Alateen in a healthy, productive way. The Al-Anon Guidelines are based on the shared experiences of members and cover a variety of topics and are periodically updated to reflect best practices. The Al-Anon Guidelines are available for printing at Al-Anon.org > Members > Member Resources > Manuals and Guidelines.

Sponsorship

In Al-Anon, there are three types of sponsorship: personal recovery sponsorship; service sponsorship; and Alateen sponsorship (for Alateen sponsorship please see the chapter “Alateen”).

Our personal recovery sponsor is the person with whom we work our Al-Anon program. Usually it is someone with whom we feel a personal connection or find common ground. They guide us through the Al-Anon Legacies that hold the spiritual principles which we strive to practice in all our affairs. As we grow in recovery, sponsors usually suggest “giving back to the fellowship”. This is also known as “service”. Our personal sponsor can be both a recovery sponsor and a service sponsor; it is generally recommended that the service sponsor chosen has recently held the same service position. The previous experience of a service sponsor can be invaluable to a person in a new service position.

The following pieces of Al-Anon literature provide additional guidance:

- *Sponsorship, What It’s All About (P-31)*
- *Service Sponsorship: Working Smarter Not Harder (P-88)*
- *Sponsorship Bookmark (M-78)*

Understanding the Legacies

Our Three Legacies are:

Recovery through the Steps
Unity through the Traditions
Service through the Concepts

These three Legacies point the way to a normal, useful life and are a framework within which the groups can function in harmony.

Importance and Use of the *Al-Anon/Alateen Service Manual*

The *Al-Anon/Alateen Service Manual* gives a clear and concise picture of the Al-Anon fellowship, its purpose, and functions. In the spirit of unity and harmony, the *Al-Anon/Alateen Service Manual* reflects the collective experience and wisdom of members in our ongoing effort to understand the application of

the Twelve Traditions and Twelve Concepts of Service. The *Al-Anon/Alateen Service Manual* assist members seeking answers to specific questions as well as sharing the history of Al-Anon and Alateen.

Al-Anon and Alateen Groups at Work gives a framework in which groups can develop and grow. It offers basic information to all members concerning the group structure and how it relates to other groups and Al-Anon as a whole and includes suggestions for meeting topics and formats.

The structure of the Al-Anon/Alateen fellowship, referred to as the Links of Service, is generously outlined in the *Al-Anon/Alateen Service Manual.* The "*Digest of Al-Anon and Alateen Policies*" reflects policy statements that grew out of questions and experiences from the Al-Anon fellowship worldwide. They are interpretations of our basic guides, the Twelve Traditions and the Twelve Concepts of Service. The "*World Service Handbook"* section in the manual explains how Al-Anon is held together worldwide, how it is structured, and how our trusted servants can best function within our Structure.

Acronyms and Terms Used in Al-Anon Service

AAPP	Area Alateen Process Person
AFG	Al-Anon Family Groups
AIS	Al-Anon Information Services
AISR	Al-Anon Information Service Representative
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
BOT	Board of Trustees
CAL	Conference Approved Literature
CCT	Conference Committee on Trustees
CMA	Current Mailing Address
COB	Chairman of the Board
CTC	*Courage to Change*
DR	District Representative
EAR	Eastern Alateen Roundup
ECRPM	Executive Committee for Real Property Management
FC	Fellowship Communication
GR	Group Representative
IAGSM	International Al-Anon General Service Meeting
ICC	International Coordination Committee
KBDM	Knowledge-Based Decision-Making
LDC	Literature Distribution Center
ODAT	*One Day at a Time in Al-Anon*
PO	Public Outreach
PSA	Public Service Announcement
RT	Regional Trustee
SAC	Southeastern Alateen Conference
TAL	Trustee at Large
WSC	World Service Conference
WSO	World Service Office

Area Structure

The North Carolina/Bermuda Area is composed of nine Districts (one of which is Bermuda). These Districts vary in geographic size and number of active groups.

Each group elects a Group Representative (GR) who represents the group and votes the group conscience at District Meetings and Area Assemblies. The GR reports back to the group as well as

carries concerns from the group to the District and/or to the Area. [See *Group Representative Guideline G-11*]

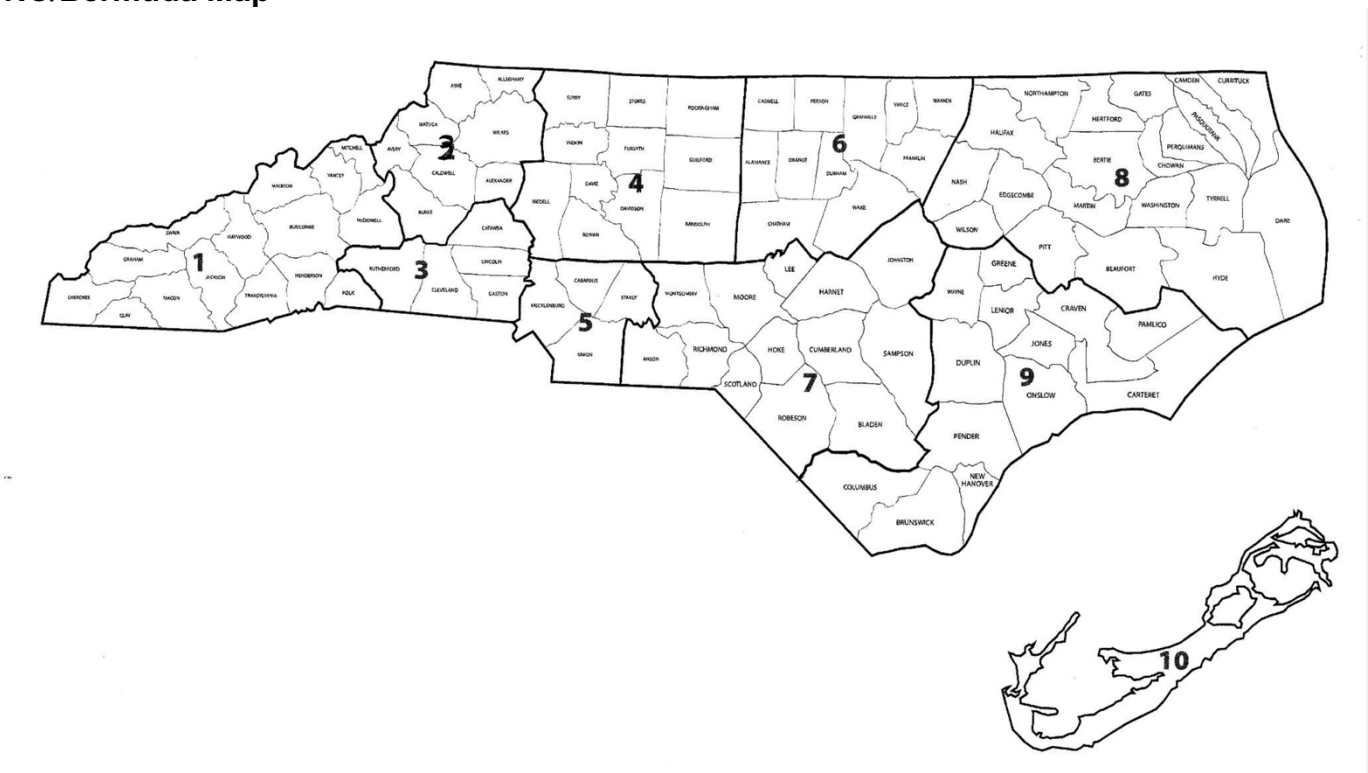
Each District elects a District Representative (DR) to represent the District at the Area World Service Committee (AWSC). The DR is holds periodic District meetings to discuss information from the World Service Office, AWSC meeting, and reports/concerns of the groups. [See *District Representative Guideline G-37*]

AWSC meets quarterly and is attended by Area officers, DRs, Area Coordinators, and Past Delegates. The AWSC plans for the Assemblies and coordinates services in the Area.

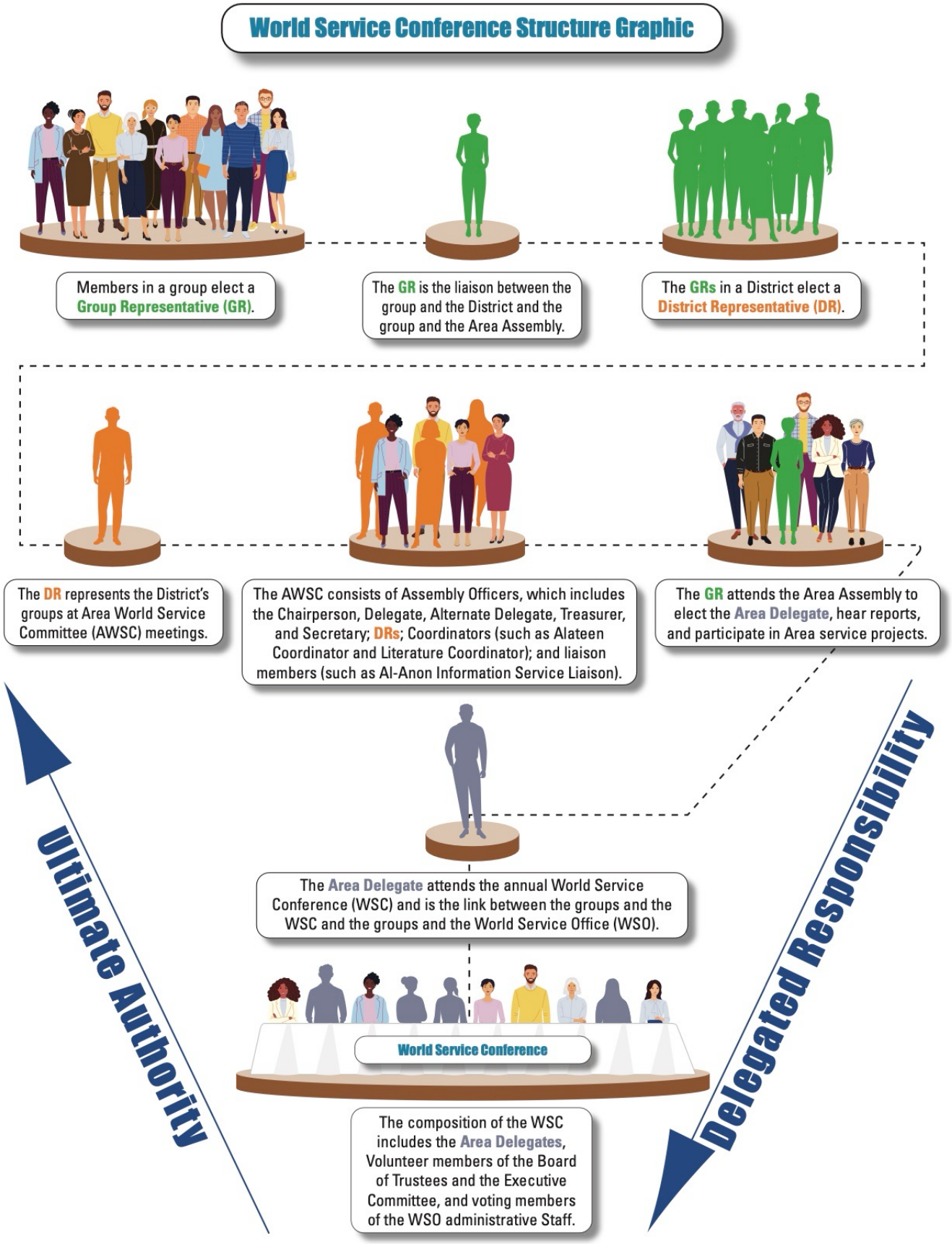
Area Assemblies are business meetings to share information with all groups.

North Carolina/Bermuda Al-Anon and Alateen is incorporated in the State of North Carolina. The legal entity is *North Carolina/Bermuda AFG, Inc*. The elected officers of the Area are the officers of the corporation. See “Area World Service Committee” > “Traditional Roles of AWSC Officers and the Bylaws in this handbook.

NC/Bermuda Map



Links of Service Graphic



Communication
At all levels of service, clear and simple information exchange is vital in keeping the fellowship informed. Area Officers and Coordinators play a vital role in communicating to the fellowship information regarding their service position and updates from the World Service Office from AFG Connects.

Leadership
Service at all levels is a good opportunity to practice leadership skills. In service, we learn to place principles above personalities. Leaders use the *Al-Anon/Alateen Service Manual*, WSO Guidelines, the Area Policies and Practices Handbook, and other Conference Approved Literature (CAL) to be informed. Leaders ask for help. It's a WE program. A Service Sponsor who has served in the same position is a vital tool. The essay on "Leadership" in the Concept 9 section of the *Al-Anon/Alateen Service Manual* describes qualities that leaders strive to attain.

District Meetings
A meeting of Group Representatives (GR) and members typically held four times a year is referred to as a District Meeting. The primary purpose of a District Meeting is to unify and inform local groups about: the activities and business of the District, Area, and World Services; the need for officers and service committees/coordinators at the district level; familiarizing groups with the wide variety of Conference Approved Literature; discussing the importance of utilizing Service Sponsors; and ensuring group awareness of Seventh Tradition support through service arm contributions. District Officers are typically elected in fall of the last year of a panel by the outgoing GRs.

The WSO Guideline "District Meetings" (G-15) and the *Al-Anon/Alateen Service Manual (P24/27)* are key references.

Area World Service Committee Meetings
There are four Area World Service Committee (AWSC) Meetings each year. The following trusted servants attend with voice and vote:

- Area Chairperson (no vote except in a tie)
- World Service Delegate
- Alternate Delegate
- Area Secretary
- Area Treasurer
- District Representatives
- Area Alateen Coordinator
- Area Alateen Process Person
- Area Archivist
- Area Convention Coordinator
- Area Group Records Coordinator
- Area Literature Coordinator
- Area Public Outreach Coordinator
- Area Spanish Liaison
- Area Website Coordinator
- Area Technology Coordinator

Past Delegates attend the AWSC meetings with voice, but not vote.

Al-Anon and Alateen members of the North Carolina/Bermuda Area may attend without voice or vote. Members are requested to inform the Area Chairperson in advance of the meeting.

Please see the chapter *Area World Service Committee* in this *North Carolina/Bermuda Policies and Practices Handbook* for the purpose, function, practices, and service position descriptions.

Area Assemblies

The Assembly is the Area's largest group conscience meeting where the groups send their representatives to express voice and vote on behalf of the group - all members have voice. Area officers, coordinators, and district representatives report to the Assembly and group representatives participate through discussion and decision-making. During this business meeting, the Area Delegate reports information from the World Service Conference and worldwide Al-Anon.

Area Assemblies are conducted twice annually in Spring and Fall. An Election Assembly is held every three years during the Fall Assembly.

Please see the *Assembly* chapter in this handbook and the *Al-Anon/Alateen Service Manual.*

Process for Registration of Electronic Groups

Whether the group is a new EG, a group transferring from another Area, or a former in-person or hybrid group that decides to become an EG, the following guidelines will apply:

- The address submitted for the Current Mailing Address (CMA) for North Carolina/Bermuda Area EGs must be located within North Carolina or Bermuda. The Al-Anon/Alateen Service Manual > Al-Anon and Alateen Groups at Work > Procedures for Starting a Group provides a definition of CMA.
- District assignment for EGs is determined by the group's Current Mailing Address.
- EGs from other Areas, including the Global Electronic Area (GEA), may request transfer to the North Carolina/Bermuda Area using the WSO Electronic Group Area Transfer Request, provided the residential requirement for CMA is met.
- Any active, registered North Carolina/Bermuda Area group that changes its format from in-person or hybrid to electronic only informs their District Representative of this status change and submits the WSO Al-Anon Group Change form.
- If an active, registered North Carolina/Bermuda Area group decides to split into two groups, one in-person or hybrid and one electronic only, only one group retains the existing WSO ID number. The new group registers with the WSO and is assigned a new WSO ID number provided the residential requirement for CMA is met.
- EGs may request transfer to a contiguous District within the North Carolina/Bermuda Area according to the Area's District/Group Realignment policy.
- Districts shall exercise their Tradition 4 autonomy for determining policies, how their business meetings are conducted and accessed, etc. As an example, Districts are not required to provide electronic access to their business meetings.

While this process is intended to expand access to Al-Anon by making meetings available by whatever electronic platform a group may choose, this procedure does not require that all District and Area business meetings be conducted with electronic access on a particular platform. EGs will determine their ability to participate in the Area and District when considering registration or transfer.

WSO Assigned ID Number

Members are assigned a number for reasons such as:

- ordering Conference Approved Literature (CAL)
- having a subscription to *The Forum*
- making monetary contributions or bequests to the WSO
- as an Al-Anon Member Involved in Alateen Service (AMIAS)
- Former Alateen Group Sponsors
- signing in to *AFGConnects*
- Group Representative
- Group Current Mailing Address
- Group Contacts
- District Representatives
- Area Officers
- Area Coordinators
- Bookstores that order literature
- Non-members who order literature
- Subscribers to *The Forum*

Al-Anon/Alateen Groups

Group Number

The World Service Office (WSO) assigns a unique identification number to improve record-keeping and communication.

Groups are assigned a number upon registration.

Generic Emails

Generic emails for Al-Anon groups and service positions were established to maintain anonymity and preserve the flow of information/communication from one trusted servant to the next. These email addresses stay with the group/service position and do not convey to the individual member. Many Districts have established generic group email addresses for continuity of communication.

The *Al-Anon/Alateen Service Manual* > *Digest of Al-Anon and Alateen Policies* > *Anonymity* provides further guidance related to email addresses.

Group Conscience

"From the clash of differing opinions the spark of Truth shall arise." (1980 *World Service Conference Summary)*

Group conscience is the guidance of a Higher Power working through the members for the good of the group. It results from the ability to place "principles above personalities." By placing principles above personalities and accepting a group conscience, we grow spiritually.

An informed group allows equal participation among all members. By exercising group conscience, we are asked to obey the unenforceable through adherence to and knowledge of the Traditions, Concepts, and motions.

The greatest good for the greatest number (Tradition One) is expressed through participation in an honest effort to reach agreement on how Al-Anon's purpose may be best accomplished. The group conscience is also expressed by gracefully accepting, without resentment, decisions made contrary to one's own opinion. Trustworthiness, trust, respect, and open-mindedness, exercised with love, encourage a healthy group conscience to prevail.

It is through the various arms of service that our home group's conscience is heard at District Meetings, Area World Service Committee Meetings, Area Assemblies, and the World Service Conference, thereby reflecting Al-Anon's world-wide conscience.

Business Meetings

Groups schedule business meetings on a regular basis, e.g. monthly, bi-monthly, quarterly. These meetings are opportunities for members to share public outreach ideas, discuss the need and format for exchange meetings or projects, and other group business. Group business meetings provide members the time to identify and discuss solutions to group problems, such as the need for additional group service positions, rotation of leadership, group safety, inappropriate behavior, anonymity, and other matters that affect group unity. Groups may use a portion of the business meetings to update home group member information on the contact list.

The Group Representative reports to the group about District or Assembly meetings. Sharing items of interest from *The Forum*, *In the Loop*, or the *Al-Anon/Alateen Service Manual* (P-24/27) may be used to make announcements to keep members informed. Members can obtain a free copy of the *World Service Conference Summary* by going to Al-Anon.org > Members > World Service Conference > WSC Summary.

When discussing policies and procedures, service opportunities, our Legacies, etc., the *Al-Anon/Alateen Service Manual* is the principal resource.

Financial Support of Group Representative (GR)

Group Representatives are the liaison between the Group and District and the Group and Area. The GR represents and votes the group conscience at the district meetings and the area assemblies.

These trusted servants give their time willingly to represent their group. In order for every member to be able to serve, expenses to the District Meeting and to the Area Assembly are paid by the group they represent.

Most groups follow the reimbursement guideline established by NC/Bermuda Area World Service Committee Travel and Reimbursement Policy.

See Tradition Seven and the *Al-Anon/Alateen Service Manual* > *Financial Matters* > *Spiritual Principles of Al-Anon's Self Support.*

Annual Group Inventory

In order to remain healthy and enthusiastic Al-Anon groups are encouraged to make a periodic review using the Twelve Traditions and Twelve Concepts of Service as guiding principles. The guideline *Taking a Group Inventory* (G-8a & 8b) is a useful tool to aid in this process. Many groups find it helpful to take an annual group inventory. The Al-Anon Guidelines are available for a free copy by going to Al-Anon.org > Members > Member Resources > Manuals and Guidelines.

Knowledge-Based Decision-Making

In Knowledge-Based Decision-Making, background information is introduced to frame a topic and then full discussion of the idea takes place before a motion is presented. The goal of the discussion is to ensure that the group conscience is fully informed. Sometimes these discussions continue over several meetings before any decision for a motion or action is made.

There are five key elements of the Knowledge-Based Decision-Making process for reaching an informed group conscience:

1. Open communication to ensure flow of information
2. Dialogue before deliberation as we talk with one another and consider options
3. Common access to full information for all decision-makers (Group Representatives) ensures information is not used as a tool to forward a personal agenda
4. Existence in a culture of trust as we presume goodwill and trust each other's motives
5. Confidence in the competency of our partners as we work to achieve the best decision for our fellowship as a whole

The use of KBDM ensures our Higher Power's will is expressed in all group conscience decisions. Al-Anon strives to handle its business affairs to ensure our spiritual principles are followed.
We agree that:

- Open-mindedness - every voice is heard
- Equality - every voice is important
- Humility - the good of the group comes first
- Unity - the outcome is the greatest good for the greatest number

Process

The KBDM process begins with *information exchange* – written and verbal. Written information is compiled and accessible by all members. Research using the *Al-Anon/Alateen Service Manual,* past related motions, Conference Approved Literature (CAL), historical perspectives, and experience offers valuable information. The four KBDM questions listed below can be used for information gathering.

The *verbal information exchange* begins with a framing of the issue for relevance, purpose, and focus. Members are allowed to ask questions, i.e. Who, What, When, Where, Why, How, Is, etc., and receive answers for clarity before deliberation. Members are not timed at the microphone when asking or responding to questions and may go to the microphone multiple times, if necessary. Members with direct knowledge answer the questions. Once all questions and answers have concluded, a random member involved in the discussion summarizes what was heard and confirms that the same was heard by all. As a result of the information exchange and summation, the issue becomes clearer.

The next step is *deliberation* of the issue. Discussion is limited to speaking once on the topic and limited to 2 minutes. Members express pros and cons. At the conclusion of deliberation, a random member involved in the discussion summarizes what was heard and confirms that the same was heard by all. As a result of the deliberation and summation, decision-making becomes clearer.
There are three choices:

1. A motion reflecting the deliberation may come to the floor for a vote.
2. No action is taken because the deliberation and thorough understanding of the issue does not warrant a change.
3. The issue is sent to a Thought Force for discussion of issues resulting from the deliberation.

The Four KBDM Questions

The background information used to frame a topic is usually gathered after the four KBDM questions below have been answered.

1. What do we know about our current or prospective members' wants, needs, or preferences that is relevant to this discussion? *What do we wish we knew, but don't?*
2. What do we know about the capacity and strategic position of the organization relative to this issue? *What do we wish we knew, but don't?*
3. What do we know about the current realities and evolving dynamics that are relevant to this discussion? *What do we wish we knew, but don't?*
4. What are the ethical implications of our choices (pros and cons)? This includes consideration of how the Legacies apply. Identify both pros and cons. *What do we wish we knew, but don't?*

Spiritual guidance is found through the collective wisdom of our members. We have agreed to be bound by the group conscience even if it differs from our individual opinion because we believe that our Higher Power gives guidance when every voice has been heard.

Thought Forces (ThF), Task Forces (TF), and Work Groups (WG)

Thought forces, task forces, and work groups are not decision-making bodies. They may make recommendations. Each body's objective is to complete its activity and present it to the originating body (Assembly or Area World Service Committee). The Area Chairperson writes the "charge" which provides the background, objective(s), and known resources. The Area Chairperson may appoint the Chairperson of the ThF/TF/WG and/or the members. The *Al-Anon / Alateen Service Manual* provides definitions within *Groups at Work* under "WSO Committees."

Definitions

- A Thought Force:
  - is a temporary unit of people established to brainstorm ideas and to develop strategies on a single defined task or activity.
  - is not expected to have all the answers, or to provide the final solutions.
  - uses the Knowledge-Based Decision-Making questions, primarily "Things we don't know but wish we did."
  - are the "thinkers."
- A Task Force:
  - is a temporary unit of people established to work on a single defined task or activity.
  - implements a strategy developed by a thought force.
  - are the "doers."
- A Work Group:
  - is a unit of people established to meet an ongoing need of the originating body.
  - can be considered a permanent part of the originating body which has formed it.
  - can be an originating body which means a thought or task force may evolve from a work group.

Roles of the Members

All members of the ThF, TF, or WG have equal voice. Ideas expressed are given the same weight as each member brings different perspectives with various experiences and/or understandings of the issue.

- Chairperson:
  - Planning the meeting
    - builds the agenda—a plan of action
    - reviews the agenda with the group and asks for input on clarity of purpose
    - sets ground rules for discussion
    - sets up meeting times, dates, methods of communication, and the tentative purpose of each meeting
    - ensures that the job is done to accurately meet the charge, including submission of paperwork to the originating body for consideration
  - During the meeting
    - helps the group maintain a sense of unity

  - keeps the discussion on topic
  - confirms group agreement on the outcome

- Recorder / Secretary (member selected within the group):
  - records key ideas and other information
  - asks for clarity, when needed
  - assists Chairperson, as requested

- Members:
  - understand the charge
  - ask questions and get clarity
  - follow the charge without personal interpretation
  - brainstorm and share the work with each other
  - stay on track
  - respond to the Chairperson in a timely manner
  - accept constructive criticism when the project is up for review

Assembly

Introduction: Assembly and Related Events

The term "Assembly" in North Carolina/Bermuda refers to the business meeting. "The purpose of the Assembly is to assure adequate interchange of information and ideas about service activities, not only in the immediate Area, but where worldwide Al-Anon is concerned." (See *Al-Anon/Alateen Service Manual, World Service Handbook,* Assemblies, General Information for Assemblies.) (See also *Service Manual*, *Groups at Work,* Structure of the Al-Anon/Alateen Fellowship, Area*; Digest of Al-Anon and Alateen Policies,* Membership and Group Meetings/Conventions, Assembly Representation)

Several events related to Assembly occur prior to the business meeting e.g., Registration for Assembly, Open House and Fellowship, and Group Representative Orientation.

How Our Assembly Operates

General Information

North Carolina/Bermuda (NC/BDA) Assemblies are closed business meetings held on one day biannually in spring and fall. The Area Chairperson chairs the meeting. He/she also creates the agenda and disseminates it and related background information to the Area World Service Committee (AWSC) six (6) weeks prior to an Assembly. Al-Anon members register online prior to the Assembly. Members attending in person may register the day of Assembly. (See Area Policies and Practices Handbook, Registration) The Area Secretary provides business-related handouts. The Website Coordinator posts business-related documents on the North Carolina/Bermuda website: https://ncbermudaafg.org/assembly-meetings/ > For Members > Assembly Meetings and select Spring Assembly or Fall Assembly. The Area Technology Coordinator oversees the electronic components of the meeting. (See Area Policies and Practices Handbook, Area World Service Committee, Service Positions, Area Officers, Area Coordinators, District Representative)

1. Spring Assembly

The World Service Delegate is provided two hours at Spring Assembly to report the topics, discussions, and decisions made at the most recent World Service Conference. The Delegate's report may include the activities of the World Service Office (WSO) and Board of Trustees as documented in the Annual Report.

2. Fall Assembly

Fall Assembly is the setting for discussion of a budget for the next year and, when applicable, election of Area officers.

a. Annual Budget

The Treasurer and AWSC members collaborate to create the proposed budget. The Treasurer presents the proposed budget for discussion and Group Representative (GR) vote. Once the proposed budget is approved, it may not be amended during that fiscal year, which is January 1 through December 31.

b. Election Assembly

Election Assembly is held once every three years to elect Area Officers: Delegate, Alternate Delegate (Alt Delegate), Chairperson, Treasurer, and Secretary. Also, during any Assembly a DR may be elected by representatives of that District's groups. (See Area Policies and Practices Handbook, Assembly, Election Assembly)

Voice and Vote

The Assembly is a closed business meeting. This means that every NC/BDA Al-Anon/Alateen member has voice, but only NC/BDA GRs, Alternate GRs, or a group's designated representative (the eligible voters) may vote, make or second a motion. Any out-of-Area Al-Anon member is welcome to request "to be seated" as a visitor. As a visitor they have no voice and no vote during the meeting. An invited out-of-

Area Al-Anon member may be seated and granted voice on a particular topic. Each DR or DR's representative ensures that only NC/BDA GRs, Alternate GRs, or a group's designated representative vote, make or second a motion. He/she also counts his/her District's in-person and electronic votes and reports the count total to the Area Secretary. (See Area Policies and Practices Handbook, Area World Service Committee, Service Positions, District Representative) NC/BDA uses Knowledge-Based Decision-Making (KDBM) prior to a motion, "Voting Procedures", and a substantial-majority vote for a motion to pass. (See Area Policies and Practices Handbook, Knowledge-Based Decision-Making, Assembly, A Motion, and Voting Procedures)

A *substantial-majority* percentage (which is greater than a simple majority) is an agreed upon percentage (e.g., 2/3 or 3/4) of eligible votes cast. At the beginning of each panel GRs vote to determine the substantial-majority percentage required for a motion to pass e.g., 2/3 (66.7%) of votes cast. Generally, votes are cast by a show of hands or confidential ballot. Abstentions are a non-vote and do not count negatively or positively in tallying the total votes cast. Substantial unanimity is a feeling of common agreement and a spiritual bond that moves the members toward a group decision and supports a substantial-majority vote.

Speaking on a Topic & Breaks
For archival purposes all who speak during the business meeting are asked to give first and last names and the home group they are representing or attend. To be recognized to speak, one must be in the queue online or at the microphone. The GRs voted at the Spring Assembly in 1999 to eliminate breaks. Therefore, should you need a break during the business meeting, you are requested to be as quiet as possible when exiting and entering the meeting room.

Survey of the Assembly
Survey forms are available as paper and electronic documents. Paper documents may be picked up and returned at a designated place announced during the Assembly. Access to and instructions for an electronic document is announced during the Assembly. Survey information is compiled and reviewed at the next AWSC meeting.

Payment for use of Non-profit Facility Spaces
The Alternate Delegate presents annually to the AWSC relevant information about facility costs for budgeting purposes. The North Carolina/Bermuda AFG, Inc., annual budget, line item 8-Assembly, is the guideline for expenses. Frequently, a non-profit facility has a set cleaning fee. This fee is agreed upon prior to reserving the facility. The Area makes a contribution in addition to fees; consequently, the payment includes fees and contribution. The AWSC determines a maximum payment amount. The payment is rendered the day of Assembly. (See Area Policies and Practices Handbook, Knowledge-Based Decision-Making, Service Position Descriptions, Area Officers)

Point of Order
When an Assembly member notices a violation of Assembly procedures, the Assembly member has a right to call immediate attention to the perceived violation of procedure by stating "Point of Order." A point of order:

- Can interrupt a speaker who has the floor
- Does not need to be seconded
- Is not debatable
- Cannot be amended
- Is decided by the Area Chairperson
- Cannot be reconsidered

Registration for Assembly

Registration Fee

A registration fee is to pay expenses related to an Assembly. Expenses include, but are not limited to, technical assistance and the use of the facility. The Area World Service Committee (AWSC) is responsible for setting registration fee(s) and payment method(s). The Area Treasurer oversees the collection of all fees. (See Area Policies and Practices Handbook*,* Area World Service Committee, Service Position Descriptions, Area Officers)

Registration Form Information

A registration form includes the following: member's full name; home-group name and city; District; voting eligibility; in-person or electronic attendance; email address; dietary choice for lunch.

Registration Before Assembly

1. The Area Technology Coordinator and the Area Treasurer coordinate the online setup of the registration form and fee-payment method(s). (See Area Policies and Practices Handbook, Area World Service Committee, Service Positions Descriptions, Area Officers and Area Coordinators)
2. Members register and pay the fee using the Assembly link by 11:59pm on Monday the week of Assembly.
3. The Area Technology Coordinator emails information of registered District members to the respective District Representative (DR) and the Area Treasurer by 11:59pm on Tuesday the week of Assembly.
4. Late-registration: The Area Technology Coordinator opens the Assembly online registration from 8:00am to 6:00pm on Wednesday the week of Assembly. The DR checks the registration roster for late-registered members to receive electronic meeting information; updates the district's information; notifies the Area Secretary and Alternate Delegate of changes. Members who miss the late-registration may register on the day of Assembly.
5. The DR emails the electronic meeting information to the registered members by 11:59pm on Thursday the week of Assembly.

Registration on the Day of Assembly

1. Members attending in-person may register, pay the fee, and sign in to their District from 8:30am to 10:30am.
2. The Alternate Delegate provides the Area Group Records Coordinator or another AWSC member a form to collect in-person registration and District information and fees from 9:45am to 10:30am. (See Area Policies and Practices Handbook, Area World Service Committee, Service Positions, Area Officers and Area Coordinators)
3. For members that need to register for the electronic meeting information, the member notifies the DR. The DR provides the member the online registration link and notifies the Area Treasurer. The Technology Coordinator opens the Assembly online registration from 8:30am to 10:30am.

A Motion

Making a Motion

A Group Representative (GR) who wants to submit a motion to the Assembly completes the Motion Form with their full name, home group name and District number. The motion is written in an affirmative manner e.g. "To have 15-minute breaks at 11:00 and 2:30 during the Assembly." The GR that seconds the motion records their full name, home group name, and District number. A District Representative (DR) confirms that the motion is written in the correct format and made and seconded by GRs who are registered for this meeting.

Discussion of a Motion

After the motion is made and seconded, it is read to the Assembly and presented for discussion before a vote. During discussion of a motion a number of actions can be taken e.g., amend the motion, table the motion, etc. All members who have "voice" at the meeting are encouraged to express his/her opinion and may do so only once per topic and for no longer than two minutes. If one's perspective has been

expressed by someone else, please do not repeat it. See North Carolina/Bermuda Policies and Practices Handbook > Assembly > Voting Procedures.

Call to Vote on a Motion
At close of the discussion the question will be asked, “Are you ready to vote?”

The Vote
Generally, votes are cast by a show of hands, but may be made by confidential ballot as determined by the voting members. At the beginning of each panel GRs vote to determine the substantial-majority percentage required for a motion to pass e.g., 2/3 (66.7%) of votes cast. Abstentions are a non-vote and do not count, negatively or positively, in tallying the total votes cast.

Assembly Motion Form

North Carolina/Bermuda AFG
Assembly Motion Form

Name of originator	Group	District

Name of second:	Group	District

Wording of specific motion to be presented:

For Secretary’s Records:
Result of vote: _____ For _____ Against _____ Abstention

Assembly Voting Procedures
Upon conclusion of the Knowledge-Based Decision-Making process, voting procedures are followed if a motion is proposed.

Voting procedures exist to allow the Assembly to carry out the will of the fellowship by reaching an informed group conscience. The purpose of these procedures is to help inform voting members and make it easier for the Assembly to conduct its business.

The Voting Process
Every Al-Anon/Alateen member in the North Carolina/Bermuda Area has a voice, but only Group Representatives (GRs) may vote. Only GRs make motions or second motions. GRs must give their full

name and the name of the group they are representing on the motion forms which are placed on the District tables at the beginning of the Assembly.

1. A GR makes a motion and another GR seconds the motion.
2. The completed motion form is presented to the Area Secretary.
3. There is discussion by all members, voting and non-voting (see Discussion Procedures). During discussion, the original motion may be withdrawn or amended by the originator. The original motion may be tabled, called, or the rules suspended by any voting member
4. At the close of discussion, the Area Chairperson asks, “Are you ready for the vote?” If no one objects, the Chairperson reads the motion form and proceeds to take a vote.
5. The GRs vote by selecting Yes; No; or Abstain to register their vote.
6. Following voting, the totals of the vote and the outcome are announced to the Assembly by the Area Chairperson.
7. To overturn a previously approved motion, a motion may be rescinded.

Discussion Procedures

1. Discussion begins after the motion is made and seconded.
2. Courtesy and respect are paramount during discussion.
3. Originator of the motion may speak first.
4. Each member, voting and non-voting, may speak up to two minutes.
5. Each member may speak once to a topic.
6. Members do not come to the microphone if their opinion has been stated.
7. Members are entitled to, and should, express their opinion.
8. Out of respect to all members refrain from applause.

Voting Definitions

Consensus: An unofficial poll indicating general agreement. It is demonstrated by a show of hands from a majority of Assembly attendees. This assists the Assembly in determining a sense of direction.

Motion: A formal proposal brought to the Assembly so that action can be taken. Motions are the outcome of the group decision-making process and focus the Assembly on what is being decided. All motions passed by the Assembly are submitted to the Board of Trustees of Al-Anon Family Groups of North Carolina / Bermuda AFG, Inc. at its semi-annual meeting immediately following the close of the Assembly. Motions must be legally approved by the Board before taking effect.

Abstention: A formal decision to refrain from voting for or against a motion. A voting member may decide to do this if they feel undecided about the measure, feel inadequately informed about the issue at hand, or have not participated in the discussion. Abstentions do not count as votes and, therefore, lower the number of voting members on that motion.

Withdraw the Motion: When a motion is not ready to be considered, the originator and the second have to agree to withdraw the motion. No vote is required. The withdrawn motion will not be in the Assembly minutes. If either the originator or the second doesn’t want to withdraw the motion, then any voting member could ask to table it until another time.

Table the Motion: To defer the original motion until later in the current Assembly or until a future Assembly.

Amend the Motion: To modify or change the original option an amendment is made by the originator and second during the discussion of the original motion. When using Knowledge-Based Decision-Making, thorough discussion takes place before a motion comes to the floor which often makes the need for amendments unnecessary.

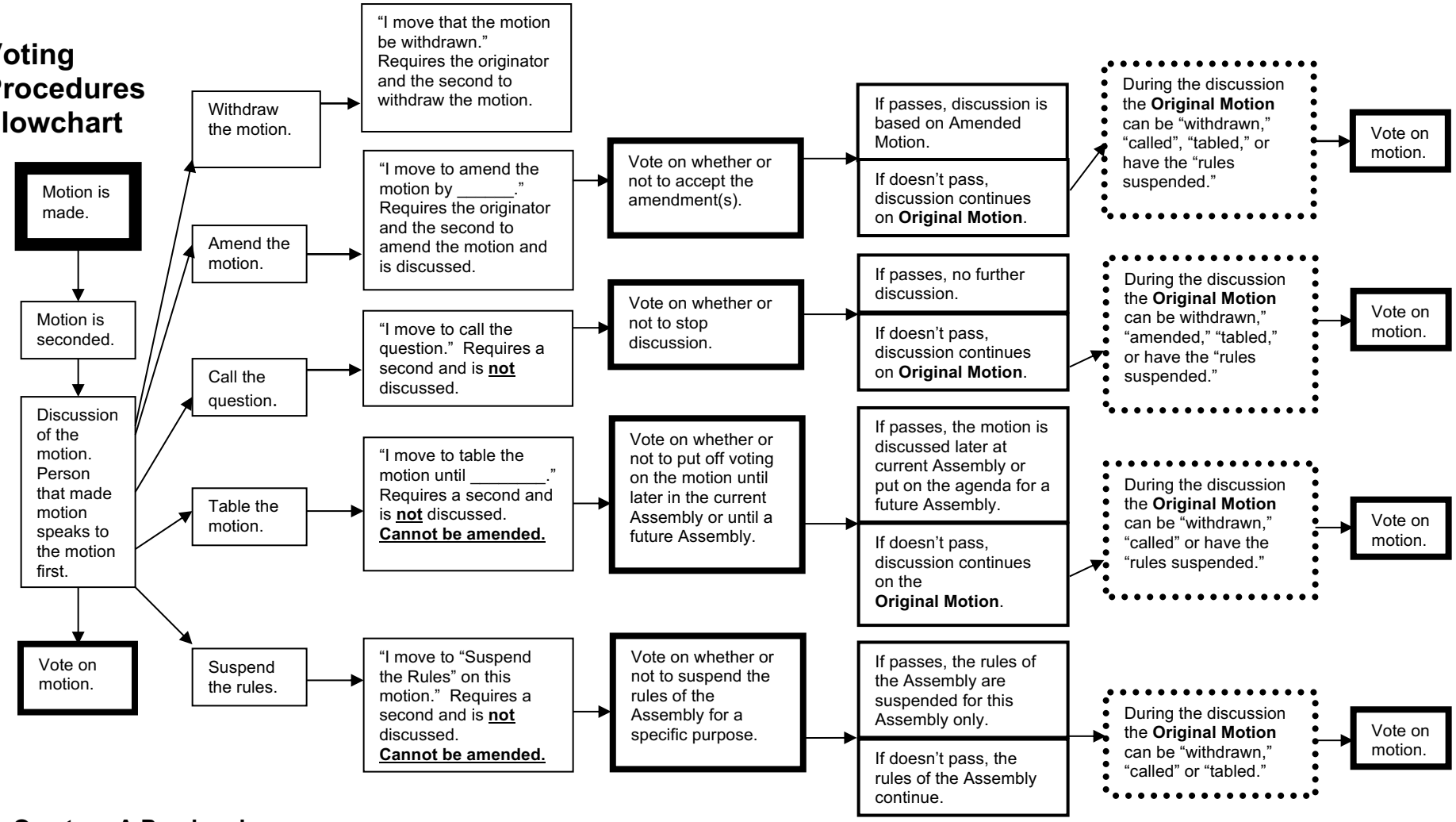
Call the Question: This brings the discussion of the motion on the floor to an immediate halt. The motion to “Call the Question” a motion form must be completed and seconded and a vote taken. If the vote on “Calling the Question” passes, the vote on the original motion on the floor is taken immediately. If the vote on “Calling the Question” does not pass, discussion of the original motion resumes. This motion should not be used prematurely to curtail adequate discussion of any motion.

Suspend the Rules: To depart temporarily from the usual Assembly practices for a specific purpose during the current Assembly. This motion is not debatable and cannot be amended. An example could be to “Suspend the Rules” to allow more than two minutes per person to discuss a business item.

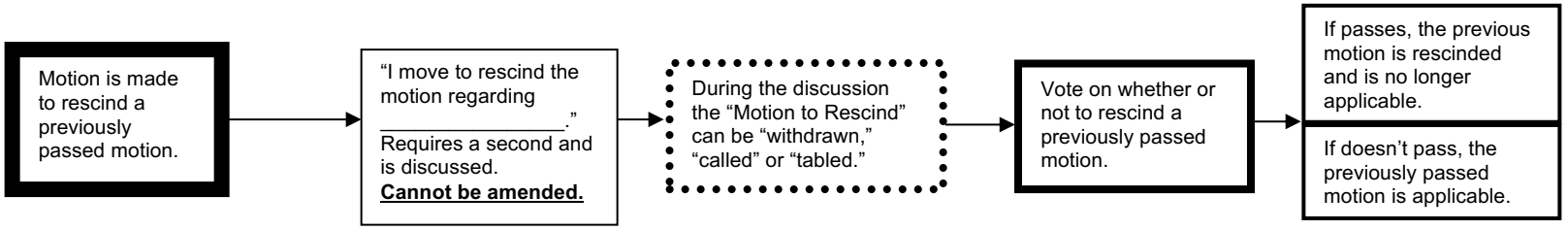
To Overturn a Previously Approved Motion

Rescind the Motion: This is used to cancel a previously approved motion. This is included in the Assembly minutes. Any voting member can make this motion.

Voting Procedures Flowchart



To Overturn A Previously Approved Motion



Election Assembly

Eligibility Policy for NC/BDA Area Officers

The following motions establish the policy for NC/BDA Area officer candidate eligibility:

> **Spring Assembly 1991**
> Motion 1: That outgoing GRs vote for all offices from the outgoing DRs and past DRs who have remained active at the Area level.

This means that current NC/BDA GRs vote to elect the NC/BDA Area officers. Candidates for these service positions are the current NC/BDA DRs and former NC/BDA DRs who continuously hold a NC/BDA AWSC service position from the time the member completes a term as DR.

> **November 3, 2018**
> Motion 1: To alter the NC/Bermuda election procedures to allow any member who is actively serving as an Area Officer to stand for an Area Officer position for a subsequent term if it is not the same position that has been served for a full term.

This means that a current Area officer who is serving a full term or the remaining time on the current panel may stand for an Area officer position on the upcoming three-year panel. This Area officer may or may not have served as a DR in NC/BDA. An Area officer may not serve two consecutive full terms in the same position.

Therefore, the *eligibility criteria* of a candidate for a NC/BDA officer's position on the upcoming panel or the remaining time of the current panel is any of the following:

- A current NC/BDA DR
- A former NC/BDA DR who continuously holds a NC/BDA AWSC service position from the time the member completes a term as DR
- A current NC/BDA Area officer who is serving a full term as an officer and is standing for a full term in a different position. The Area officer may or may not have served as a DR in NC/BDA.
- A current NC/BDA Area officer who is serving a partial term as an officer and is standing for a full term in the same position. The Area officer may or may not have served as a DR in NC/BDA.

Election Criteria for NC/BDA Area Officers

In accordance with the *Al-Anon/Alateen Service Manual*, candidates are elected by the following percentage of total votes:

1. Delegate and Alternate Delegate require a two thirds (66.7%) majority.
2. Chairperson, Secretary, and Treasurer require a simple majority (50%+1).

Election Process: Prior to Election Assembly

Service Résumé

The Area Chairperson electronically distributes the service résumé form to eligible members on the AWSC at a time that allows for completion and return by September 15. Any candidate who does not submit his/her service résumé by this deadline must provide it at the Assembly.

The Area Chairperson distributes the service résumés to the AWSC members six (6) weeks prior to Assembly. DRs distribute the service résumés to the GRs. The service résumés are posted to the secure section of the NC/BDA website.

Election Process: During the Election Assembly
Election Chairperson's Instructions
The Election Chairperson reads to the Assembly the Definitions of *eligible voter, qualified candidate, remain active,* and the *eligibility criteria* and ensures understanding from the GRs.

The Election Chairperson reads the following to the Assembly:

> "The *World Service Handbook* states 'As suggested in Warranty Three, the voting process should be followed even if there is only one candidate.' A GR who does not support any candidate may vote "*none"* on his/her ballot. GRs write a candidate's first name or *"none"* on the ballot. Abstentions and illegible ballots are not counted in the calculations that determine the percentage of total votes.
>
> "Warranty Three states 'that all decisions be reached by discussion, vote and whenever possible by unanimity.'"

The NC/BDA Area officer positions are elected in the following order: Delegate, Alternate Delegate, Area Chairperson, Area Secretary, and Area Treasurer. The Election Chairperson announces the names of all eligible AWSC members. The Election Chairperson asks the following for each position, "Are you willing to stand for [*name of position*]?" The eligible AWSC member indicates by saying "yes" or "no." The name(s) of the willing candidate(s) is/are displayed.

If there is no eligible candidate, the Election Chairperson offers the voting GRs the following options:

1. Move to the next open position. This allows eligible candidates an opportunity to reconsider their willingness to stand for a position.

2. Modify the eligibility criteria for this election only. The Election Chairperson asks former NC/BDA DRs that haven't remained active if they are willing to stand. If no candidate is identified, the Election Chairperson asks past DRs from other Areas if they are willing to stand. If candidates are identified, the Election Chairperson secures a motion to make an exception to the eligibility criteria for this election only.

3. Leave the position open. This allows for the newly elected officers and the AWSC to work together to share the duties of the vacant office until an election is held at the next Assembly. The options are:
   a. An AWSC task force performs the duties of the position.
   b. The Chairperson appoints a DR to serve in the position.
   c. The Area Officers perform the duties as stated in the NC/BDA bylaws

The Election Chairperson states the following to the Assembly: "The purpose of the next phase of the election process is to gather information so GRs can make an informed decision. The information-gathering includes a candidate's service résumé, a question-and-answer session, and hearing concerns, if any."

The Election Chairperson asks the eligible and willing candidate(s) to come forward. The Election Chairperson announces that previously-disseminated résumés are not read or screen-shared; however, a résumé provided the day of Assembly is read to the Assembly by the Election Chairperson or his/her designee. It is read this one time.

Then the Election Chairperson calls for a question-and-answer session with the candidate(s).

Prior to hearing concerns, the Election Chairperson states: “An appropriate concern is one experienced first-hand by the member *and* is based on a candidate’s recurrent action that is contrary to an Al-Anon spiritual principle *and* includes how this action impacts the fulfillment of the duties of the position.” The Election Chairperson relays the following to the Assembly: all concerns expressed are *confidential*; if an inappropriate concern is raised, the Election Chairperson immediately intervenes; the Election Chairperson advises the Assembly to disregard the inappropriate concern before continuing. The Election Chairperson calls for members to share a concern, if any, about a candidate standing for the position.

After this session, the candidate(s) leave the room.

Election Chairperson Calls for the Vote
The Election Chairperson calls for the vote via paper ballot and/or electronic ballot and reminds GRs to write/choose a candidate’s first name or “none” on the ballot.

Paper ballot:
The DR:
1. distributes ballots to the eligible voters in his/her District.
2. collects the ballots and ensures that all distributed ballots are collected.
3. delivers ballots to those responsible for counting the votes.

Electronic ballot:
1. An electronic poll is launched with the names of each candidate and the option “none.”
2. Eligible voters electronically cast their vote.
3. Electronic vote results are delivered to those responsible for counting the votes.

Election Criteria is Not Met
1. When no officer is elected on the first-vote cycle, the process continues for a second-vote cycle.
2. When no officer is elected on the second-vote cycle, the two candidates with the most votes remain for a third-vote cycle. The other candidates are asked to withdraw. Whether or not any names are withdrawn, a third-vote cycle is taken.
3. When no officer is elected on the third-vote cycle, the Election Chairperson asks for a motion to do *one* of the following:
   a. have a fourth-vote cycle with the candidates; the candidate that receives a simple majority (50%+1) is elected.
   b. the Election Chairperson places the names in a “hat” and draws one. The name drawn is elected.

When the outcome is determined, the candidate(s) returns/return to the room and the outcome is announced.

Election Policy for NC/BDA District Representative
In the spirit of unity between the Area and the Districts, the following motion establishes the policy for NC/BDA DR candidate eligibility:

Spring Assembly 1991
Motion 2. That outgoing GRs vote for the DRs from the outgoing GRs and the past GRs who have remained active at the District level.

This means that current GRs in each District vote to elect the DR. Candidates for this service position are the current GRs and former GRs who continuously hold a service position in that District from the time they complete a term as GR in that District.

If a DR has not been elected prior to the Assembly, the GRs hold a meeting at Assembly for the purpose of electing a DR.

Definitions
Area Officers: World Service Delegate (Delegate), Alternate Delegate, Chairperson, Secretary, and Treasurer

Area World Service Committee (AWSC) Service Positions: Area officers, District Representatives (DRs), Area Coordinators, Area Convention Chairperson, and past Delegates

Eligible voter: an outgoing Group Representative (GR) or designated representative from the group who is present during the call for the vote

Election Chairperson: a person who is not running for any office and is selected by the AWSC to preside over the election process

Full term: a three-year panel e.g. 2022-2024

Partial term: the remaining time of a vacant position on the current panel

Past District Representative (DR): a former DR in North Carolina/Bermuda (NC/BDA)

Past Group Representative: a former GR in NC/BDA

Qualified candidate: A person who demonstrates the abilities to be successful in the position for which he/she is standing. These abilities include: computer skills (e.g. send and receive emails, create documents, reports, and presentations); communication skills (e.g. compose and present reports, documents, and presentations); leadership skills (e.g. dedication, stability, tolerance, responsibility, flexibility, and vision per Bill W.'s essay on leadership in the *Al-Anon/Alateen Service Manual* Concept Nine); working knowledge of the *Al-Anon/Alateen Service Manual* as a reference; and familiarity on how NC/BDA operates (e.g. Assembly Guidelines, Convention Guidelines, etc.)

Remain active at the Area level: to continuously hold a NC/BDA AWSC service position from the time the member completes a term as DR

Remain active at the District level: to continuously hold a NC/BDA District service position (e.g. District Officer or District Coordinator) from the time the member completes a term as GR

Subsequent term: the upcoming three-year panel

Area Officer Résumé

North Carolina/Bermuda Area Officer Service Résumé

Please email completed form to Chairperson@ncbermudaafg.org

Name:	

District:	Home Group Name:
Yrs in AFG:	Home Group City:

List your six (6) most recent service positions:

	Service Position	Dates (from...to)		Service Position	Dates (from...to)
1			4		
2			5		
3			6		

In your current service position, describe your contributions to important accomplishments in your District and/or Area.

Describe your leadership style and provide an example(s).

Describe your talents and technical skills that would lend to your success as an Area officer.

Why do you want to serve as an Area officer?

Group Representative Orientation

Hosting Open House and Fellowship and an Assembly

Host-District Rotation

The Open House and Fellowship and Assembly are rotated among the eight Districts within North Carolina. The host-District, facility site, and lodging options are identified at least six months prior to the upcoming Assembly. The Alternate Delegate (Alt Delegate) serves as Area Assembly Coordinator. (See Area Policies and Practices Handbook, AWSC chapter, Service Position Descriptions, Area Officer Positions) The hosting District Representative (DR) is the contact person and collaborates with the Alt Delegate on the District's responsibilities. Should no host-District be identified by the eighth month prior to an Assembly, the AWSC serves as host. The Area Chairperson serves as host-District DR. All AWSC members share in the host-District responsibilities.

Host-District Responsibilities

1. To research facility, lodging, and food service options

a. Facility—available Friday 4:30pm-9:30pm and Saturday 8:00am-5:00pm. It is preferred that the site selected: is near main highways and disability accessible; has ample parking and at least 1GB internet band width with Wi-Fi; accommodates spaces for registration, District sign-in, and multiple displays; and provides four (4) meeting rooms which includes a main business-meeting room with nearby food preparation and serving areas.
b. Lodging—preferably located near the meeting facility The number and type of rooms reserved is flexible (e.g., 20 rooms—2 disability accessible; 2 king beds; 16—2-queen beds).
c. Food service—Dietary options are no-restrictions, vegetarian, and vegan. Catering service may be required.

2. To discuss researched options with the Alt Delegate prior to any agreement with provider(s).

Some hotels and caterers require a contract. The Alt Delegate negotiates and signs the contract(s). All contracts are discussed with Area Chairperson prior to signing. Alternate Delegate provides the Area Chairperson with copies of all signed contracts.

3. To arrange the Open House and Fellowship (e.g., facility space, program, and food/beverages)

If the main business meeting room is not available or suitable, another nearby location is selected for the Open House and Fellowship. It is the long-time practice to hold this between 7:00pm-9:30pm the Friday night before the Assembly on Saturday. If this event has an electronic component, use of the business meeting room is suggested. The Area treasury is responsible for all facility-use expenses and, *upon request,* will reimburse the host-District up to $200 for program-related expenses.

4. To assist the Alternate Delegate with Assembly e.g., setup the Friday before Open House and Fellowship—indoor signs, District sign-in tables, meeting room tables; oversee Saturday lunch delivery, serving, and cleanup.

5. To organize volunteers for facility setup and "takedown." The host-District DR collaborates with the Alt Delegate. (See Area Policies and Practices Handbook, Assembly chapter, Open House and Fellowship and Assembly Facility Setup/Takedown Overview and Checklist).

Facility-site Location and Lodging Flyer
The Alt Delegate composes the flyer with meeting location and lodging information. The flyer is disseminated to the AWSC twelve (12) weeks prior to Assembly. DRs, in turn, disseminate it to the respective groups.

Electronic Component of Open House and Fellowship
The Technology Coordinator oversees the electronic component of the Open House and Fellowship. (See Area Policies and Practices Handbook*,* Area World Service Committee chapter, Service Position Descriptions, Area Coordinator).

Open House and Fellowship and an Assembly Facility Setup/Takedown Overview

Arrangements are made with the host facility for the basic-physical setup of meeting and related-spaces prior to the Open House and Fellowship. The Open House and Fellowship and an Assembly Checklist provides setup/takedown details.

Health Safety, Fall Prevention, and Fire Safety Practices
North Carolina/Bermuda (NC/BDA) shall adhere to health and fire safety guidelines of the facility as well as local and state governments. All meeting spaces require seating configuration(s) which comply with current facility and community health safety guidelines, fire safety, and fall prevention practices. A guideline for social-distance seating is three feet (3 ft) between attendees. Fall prevention practices include unobstructed exit(s), drop cords taped to the floor with Gaffer tape, a means to dry wet floors, disability-accessible bathrooms and exits, and a minimum of four-feet (4 ft) wide unobstructed walkway(s) to the podium. No more than three 60-watt computers or a total of 180 watts will be connected to a single wall power outlet.

Registration, District Sign-in, and Displays
Near the main entrance, a table and chair(s) are set up with access to a power outlet for the Area Treasurer to process in-person registrations. Additional tables (and chairs as appropriate) are available for the in-person attendee(s) to sign in to their home District, literature displays, archives display of the host-District, and Area, Districts', or groups' announcements.

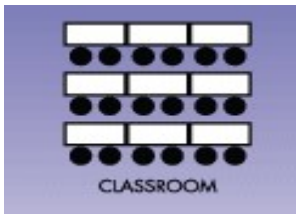
Business meeting, Group Representative Orientation, and other meeting rooms
Assembly business meeting room seating is half-round/crescent for 60-70 attendees and head table for five (5). Group Representative (GR) Orientation, Al-Anon Members Involved in Alateen Service (AMIAS), and Spanish-speaking meeting rooms may be theater seating. Assembly and GR Orientation also require audio/visual equipment and electrical wall power outlets necessary for an electronic component to the meeting.

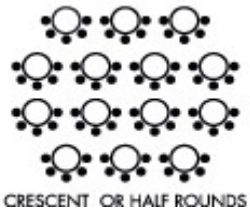
Food and beverage service area
This area is apart from but adjacent to the Assembly meeting room. We ask for access to this area to prepare, heat, serve, and refrigerate food. We are responsible for cleanup of the area and facility's items.

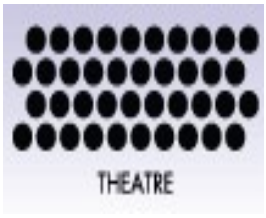
Open House and Fellowship and an Assembly Facility Setup/Takedown Checklist

Prior to Assembly						
	REGISTRATION & DISTRICT SIGN-IN	DISPLAYS	BUSINESS MEETING	GR ORIENTATION	AMIAS & SPANISH-SPEAKING	FOOD & DRINKS
Tables / Seating	●1 Table, 2 Chairs ●2 Districts per table, 2 Chairs √	●Literature ●Archives ●Events handouts √	●Crescent style ●District-Specific signs Extra chairs at back of room ●Head Table (Banners) √	Theater style √	Theater style √	
Podium			√	√	√	
Drop Cord(s)	√		√	√		
Legacy Posters			√			
Audio/Visual (Microphone, Screen, Camera)			●Computer Station ●Interpreter's Station √	●Computer Station ●Interpreter's Station √		
Charging Station			√			
Zoom Test Run			√	√		
Interior Signs	√			√	√	
Open House and Fellowship						√
Volunteers	√	√	√	√	√	√

Day Of Assembly				
	EXTERIOR SIGNS	ASSEMBLY	FOOD & DRINKS	TAKEDOWN
Volunteers	√	√	●Verify Lunch Delivery ●Set Out, Monitor, and Replenish	√







Area World Service Committee (AWSC)

Purpose and Function

The primary purpose of the AWSC is to plan for the general improvement and unity of both the North Carolina/Bermuda Area Assembly and groups. The AWSC sets the agenda for the Area Assemblies, discusses Area and District matters, and initiates projects, thought/task forces, and work groups as recommended by the AWSC and/or Assembly. There are four meetings that are called and chaired by the Area Chairperson. The voting members of this committee are the Area Officers, the District Representatives (DRs), and the Area Coordinators. Past Delegates are perpetual members of the AWSC with voice but no voting rights. (See also the *World Service Handbook* section, *Al-Anon/Alateen Service Manual.)*

Practices of the Area World Service Committee

It is an honor to serve the fellowship as a member of the AWSC. As a demonstration of mutual respect, reports are distributed to all members according to the schedule established at the beginning of each panel. Members are responsible for reading all reports and providing feedback as requested, coming to the meetings on time, and being prepared for discussions. If unable to attend, the member informs the Area Chairperson in advance of the meeting.

Discussions follow traditional business etiquette and a Knowledge-Based Decision-Making (KBDM) process to assure all perspectives are respectfully stated and heard thorough deliberation before decision-making. In all discussions it is important to listen with an open mind and to presume goodwill. The AWSC follows the North Carolina/Bermuda Al-Anon/Alateen Assembly Voting Procedures. In the spirit of transparency, information and decisions from AWSC meetings are shared with the fellowship through the links of service at District Meetings and Assemblies.

In demonstrating the integrity of all members of the AWSC, we are responsible for understanding and abiding by the content of the *North Carolina/Bermuda Policies and Practices Handbook* as well as being familiar with the *Al-Anon/Alateen Service Manual.*

Traditional Roles of AWSC Officers and the Bylaws

To understand the legal role of the Area World Service Committee (AWSC) officers, it is important to understand why the North Carolina/Bermuda Area decided to incorporate. The North Carolina/Bermuda Area incorporated primarily to limit liability of individual members, including Trustees. Once incorporated, any lawsuits for breach of contract, injuries, etc., would generally be filed against the corporation, and not members or Trustees.

It further gave those outside businesses contracting with the AWSC assurance that the individuals signing contracts and agreements had the legal authority to do so. It provided banks a legal entity for tax reporting. The incorporation and bylaws were not intended to change the traditional roles of members and officers or the practices of the AWSC and Assembly. Concepts Six and Seven provide guidance on the roles and responsibilities of Trustees.

The Area Assembly approved the Articles of Incorporation and bylaws in May 2004 thus creating North Carolina/Bermuda AFG. Inc. Originally the Group Representatives at the Assembly held the legal authority of the corporation and effectively acted as its Board of

Trustees. This proved unworkable because of the legal formalities required of the Board by North Carolina law. Therefore, in November 2017, the bylaws were amended to establish that the elected Assembly officers were the only Trustees of North Carolina/Bermuda AFG. Inc. This amendment to the bylaws made it possible to meet the legal formalities required of a corporation. The Assembly intended to maintain the existing governance practice of Group Representative. [See Addendums - *Articles of Incorporation of North Carolina/Bermuda AFG Inc.* and *North Carolina/Bermuda AFG Inc. Bylaws*]

The legal roles of the Board of Trustees [AWSC officers] is to manage the business of North Carolina/Bermuda AFG Inc. This includes execution of contracts with hotels and professionals providing service to the Area, financial oversight, and ensuring adherence to the North Carolina/Bermuda Alateen Safety and Behavioral Requirements. The Board operates in its legal role during its formal meetings, which are held following both the first AWSC meeting of each year and the Spring and Fall Assemblies. Before taking any formal or legal action, the Board is directed by the bylaws to consult with and take into account the motions and directives of the AWSC and Assembly.

The traditional roles of the AWSC officers as defined in the *Al-Anon/Alateen Service Manual* and further described in the *North Carolina / Bermuda AFG Policies and Practices Handbook* serves as their governance documents. During business meetings of the AWSC and Assemblies, the officers function in their traditional roles and have no additional authority or influence than other AWSC members or Group Representatives. The Group Representatives approve or reject issues presented through motions at Assemblies.

Concept One lays the foundation for our governance. The 2017 bylaw amendments were not intended to change these fundamental principles. This point was expressly captured in the 2017 amendment, providing the Assembly the ability to amend the bylaws when deemed essential. The bylaws further provide that the Assembly may require the resignation of the Board of Trustees and nominate a new slate of Trustees.

The “North Carolina Non-Profit Corporation Act” is found at:
https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_55A.pdf

Area World Service Committee (AWSC) New Panel Orientation

The purpose of the AWSC New Panel Orientation is to briefly orient new members to the purpose and function of the AWSC and to clarify each member’s role and responsibilities. An overview of the *Area Policies and Practices Handbook* is provided.

Prior to the start of the new panel, the outgoing AWSC member transitions the incoming member who is filling the same position.

General Information

- The New Panel Orientation is held in two sessions. The first session is Friday 7:00 pm to 8:30 pm and the second session is Saturday 9 am to the lunch break of the regular AWSC meeting.
- All members of the AWSC attend both sessions.

Agenda for New Panel Orientation - Friday Night 7:00 pm to 8:30 pm
Serenity Prayer and Welcome: Area Chairperson
Introductions: All AWSC members

AWSC Overview: Area Delegate

- Description of AWSC
  - defined in the *Al-Anon/Alateen Service Manual* and the North Carolina/Bermuda AFG, Inc. Bylaws
- Purpose and Function
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- World Service Conference Structure Chart
  - last page of "World Service Handbook" section of the *Al-Anon/Alateen Service Manual*
- NC/Bermuda District Map
  - see "Introduction" chapter in *Area Policies and Practices Handbook*

General Area Information: Alternate Delegate

- Acronyms Used in Al-Anon
  - see "Introduction" chapter in *Area Policies and Practices Handbook*
- Voting Procedures
  - see "Assembly" chapter in *Area Policies and Practices Handbook*

Overview on the AWSC and Assembly functions: Area Chairperson

- Knowledge-Based Decision-Making
  - see *"*Knowledge-Based Decision-Making*"* chapter in *Area Policies and Practices Handbook*
- Thought/Task Forces, Work Groups – Definitions
  - see *"*Knowledge-Based Decision-Making*"* chapter in *Area Policies and Practices Handbook*
- Suggested Practices of the Area World Service Committee
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
  - see "Area World Service Committee" chapter and *Addendums [Bylaws]* in *Area Policies and Practices Handbook*

Legal and Traditional Roles of AWSC Officers: Past Delegate

- see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- see *Addendums [Bylaws]* in *Area Policies and Practices Handbook*

Overview of NC/Bermuda *Area Policies and Practices Handbook*: Area Secretary

- AWSC Roster/Email Address List
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Service Position Descriptions
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Motions Lists
  - see NC/BDA Shared Google Drive > AWSC > AWSC Minutes and Motions
  - see NC/BDA Shared Google Drive > Assembly Meetings > Minutes and Motion List

Financial Overview: Area Treasurer

- see "Financial" chapter in *Area Policies and Practices Handbook*
- Annual Budget and Line Item Descriptions
  - Travel and Expense Reimbursement Policy
  - Area World Service Committee Expense Report

Service Sponsorship: All AWSC members share experience

Adjourn

Close with the Al-Anon Declaration

Agenda for New Panel Orientation - Saturday Morning 9:00 am– lunch
Serenity Prayer: Area Chairperson
Twelve Concepts of Service: All AWSC
Roll Call: Secretary
(concurrent sessions of District Representative Orientation and Area Coordinator Orientation)
District Representative (DR) Orientation: Alternate Delegate

- Review NC/Bermuda DR Position Description
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Review WSO Guideline "District Representatives" G-37
- Review "Information for District Representatives"
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Review WSO Guideline "District Meetings" G-15
- Review the purpose of the DR Forum at AWSC meetings
- Encourage participation on *AFG Connects* in the "District Representatives Forum"
- Review items that may be forwarded to the Area Website Coordinator for posting on the Area website
- Review access of group information and making group record changes through the *WSO Online Group Records* application
- Allow questions and answers as time permits

Area Coordinators' Orientation: A member of the AWSC who has served as an Area Coordinator (delegated by the Area Chairperson)

- Review Coordinator Service Position Descriptions
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Review WSO Guidelines for each coordinator's position
- Encourage participation in the Coordinator's Forum on AFG Connects
- Allow questions and answers as time permits

AWSC Reconvenes

- Review AWSC responsibilities at Assemblies
  - see "Assembly" chapter in *Area Policies and Practices Handbook*
- Review AWSC responsibilities at AWSC meetings
  - see "Area World Service Committee" chapter in *Area Policies and Practices Handbook*
- Review " Communication and Leadership"
  - see "Introduction" chapter in *Area Policies and Practices Handbook*
- Allow questions and answers

Information for District Representatives

District Representatives (DR) play a significant role linking, informing, communicating to and from the groups to the Area Assembly and Area World Service Committee (AWSC). To successfully perform this role, it is helpful to have a service sponsor that has served as DR and to be familiar with the *Service Manual*, the District Representative Guideline (G-37), and the *Area Policies and Practices Handbook.*

District Representatives are responsible for maintaining and updating group records on the *WSO Online Group Records* database and sharing this information with the Area Group Records Coordinator. Current group information helps newcomers and members find meetings.

Many District Representatives visit groups in their District to: offer support to the Group Representative (GR); meet members; briefly answer questions; highlight service opportunities; and extend a personal invitation to District Meetings. The DR may be invited by the GR to discuss group concerns or facilitate a group inventory.

District Representatives provide contact information for sending individual and group contributions to the District, Al-Anon Information Service/Literature Distribution Center, Area, and World Service Office.

Information for Area Coordinators

Area Coordinators are a direct link from the World Service Office (WSO) regarding developments and announcements to the fellowship and communicate with corresponding District Coordinators.

Coordinators attend and submit a written report to the quarterly Area World Service Committee (AWSC) meetings and Area Assemblies. Coordinators have voice and vote at the AWSC meetings, but only voice at the Area Assembly. Area Coordinators are appointed by the Area Chairperson. Their expenses are reimbursed through the Area Treasury based upon the annual budget. The coordinator service position descriptions are in this handbook.

Service Position Descriptions

Service positions descriptions are found on the North Carolina/Bermuda website https://ncbermudaafg.org > For Members > Area 42 Contacts > then click on the service position.

AWSC Email Addresses	awsc@ncbermudaafg.org
Officers	
Area Delegate	areadelegate@ncbermudaafg.org
Area Alternate Delegate	altdelegate@ncbermudaafg.org
Area Chairperson	chairperson@ncbermudaafg.org
Area Treasurer	treasurer@ncbermudaafg.org
Area Secretary	secretary@ncbermudaafg.org
District Representatives	
District 1	district1dr@ncbermudaafg.org
District 3	district3dr@ncbermudaafg.org
District 4	district4dr@ncbermudaafg.org
District 5	district5dr@gmail.com
District 6	district6dr@ncbermudaafg.org
District 7	district7dr@ncbermudaafg.org
District 8	district8dr@ncbermudaafg.org
District 9	district9dr@ncbermudaafg.org

District 10	district10dr@ncbermudaafg.org

Area Coordinators

Alateen	alateen@ncbermudaafg.org
Alateen Process Person	alateenprocessperson@ncbermudaafg.org
Archivist	archives@ncbermudaafg.org
Convention	convention@ncbermdaafg.org
Group Records	grouprecordscoordinator@ncbermudaafg.org
Literature	literature@ncbermudaafg.org
Public Outreach	publicoutreach@ncbermudaafg.org
Spanish Liaison	spanishliaison@ncbermudaafg.org
Website	websitecoordinator@ncbermudaafg.org
Technology	techcoordinator@ncbermudaafg.org

Area Past Delegates

Panel 23	Doreen D.	
Panel 29	Ginny K.	
Panel 35	Joan D.	delegate35@ncbermudaafg.org
Panel 41	Edith T.	delegate41@gmail.com
Panel 44	Paula B.	delegate44@ncbermudaafg.org
Panel 47	Paula M.	delegate47@gmail.com
Panel 50	Patsy A.	ncbdadelegate50@gmail.com
Panel 53	Woody M.	
Panel 56	Valentina H.	delegate56@ncbermudaafg.org
Panel 56	Deborah H.	
Panel 59	Anu B.	delegate59@ncbermudaafg.org

Alateen

In 2004 the North Carolina/Bermuda Fall Assembly initially passed the "North Carolina/Bermuda Al-Anon Family Groups Alateen Safety and Behavioral Requirements" (in accordance with the 2003 Alateen Motion from the Board of Trustees of Al-Anon Family Group Headquarters, Inc. and affirmed by the 2004 World Service Conference). These requirements apply to all Alateen groups and Al-Anon Members Involved in Alateen Service (AMIAS). They provide guidance and clarity on what is necessary to be directly responsible for Alateen members and ensure a safe environment for Alateens and AMIAS. It is incumbent on all members of Al-Anon and Alateen to comply with these requirements in order to use the name *Alateen.*

When it is determined that changes are needed with the North Carolina/Bermuda Al-Anon Family Groups Alateen Safety and Behavioral Requirements, the Area Chairperson appoints an ad hoc committee for that purpose. This committee includes three Alateens, three Alateen Sponsors/AMIAS, three Al-Anon members, and the Area Alateen Coordinator.

Area 42 - North Carolina/Bermuda Al-Anon Family Groups Alateen Safety and Behavioral Requirements (NC/BDA AFG ASBR)

In accordance with the Alateen Motion from the Board of Trustees (December 8, 2003), and affirmed at the 2004 World Service Conference, the following Alateen Safety and Behavioral Requirements (ASBR) have been put in place for the North Carolina/Bermuda Al-Anon Family Groups (NC/BDA AFG).

1. **Purpose/Intent:** The following requirements are established to provide Al-Anon members involved in Alateen service (AMIAS) with information, guidance and oversight on what is required to responsibly care for all Alateen members. We are called to provide a safe and nurturing environment for our Alateen members. Alateen Group Sponsors, affiliated (or substitute) AMIAS, and North Carolina/Bermuda (NC/BDA) Officers and District Representatives (DRs) on occasion will attend the meeting as a resource to the group per the Area's Alateen Requirements.
    a. All Districts within NC/BDA AFG will adhere to these requirements and standards at all times. That includes any time before, during and after all meetings, as well as any special events that may occur from time to time.
    b. These requirements prohibit any overt or covert sexual interaction, intimidation, or other threatening behavior between any adult and an Alateen member. All contact between Alateens and AMIAS's should be gender conscious and adult Al-Anon members must make every effort to avoid one-on-one interactions with Alateen members.
    c. In keeping with the above standard, any time Alateen members are being transported or chaperoned by adults other than their legal guardians, a parental consent permission form is required (North Carolina/Bermuda Medical Information and Travel Authorization Form). This is a one-time-use document and must be resubmitted for each Alateen function.
    d. Any activity or behavior contrary to applicable law is prohibited.

2. **AMIAS Requirements:**
   a. Eligibility:
      i. Be an Al-Anon member regularly attending Al-Anon meetings (an average of 4 meetings per month).
      ii. Have at least two years in the Al-Anon fellowship, in addition to any time spent in Alateen.
      iii. Be at least 21 years old.
      iv. Not have been convicted of a felony, not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems, which could result in harm to Alateen members.
   b. Certification:
      i. Complete the required training on the NC/BDA AFG ASBR. Annual completion of this course of training is required to maintain an active AMIAS status.
      ii. Authorize, undergo, and pass a thorough background check which is facilitated by the Area Alateen Coordinator (AAC)/Area Alateen Process Person (AAPP).
      iii. Sign the AMIAS Certification document attesting to these requirements and current contact information. AMIAS applicants in NC must have their document notarized (Assembly motion November 1, 2008). Notarization is not required for Bermuda AMIAS applicants (Assembly motion November 9, 2013). That document is processed through the District Representative with a confirmation by the applicant's "Home" Group Representative, confirming their familiarity with the applicant and the consistency of their attendance.
   c. Recertification: All AMIAS wishing to maintain an active status in Alateen service must recertify each year between January - May. The following process is required:
      i. Participate and complete the annual training course on the NC/BDA AFG ASBR.
      ii. Authorize, undergo, and pass a thorough background check which is facilitated by the AAC/AAPP.
      iii. AMIAS must submit the "NC/BDA AGF Recertification Form" to the District Representative to confirm all information and forward onto the AAPP.
      iv. AMIAS must remain in compliance with the certification requirements listed in Section 2 - Part a above.
      v. Each AMIAS must continue their program of personal recovery by regular attendance at Al-Anon meetings.
   d. AMIAS serving at the Alateen Group: Alateen Groups, in the spirit of group autonomy, have a voice in selecting their group sponsors. However, they are restricted in their choices of sponsor to those who are currently certified AMIAS, and on the list provided by the AAPP. Any change of a sponsor (or AMIAS acting as CMA or Group contact) requires filing an Alateen Group Records Change Form through the AAC to the AAPP.
   e. Resignation and Removal:
      i. To discontinue participation as an AMIAS, the AMIAS will notify the AAC. If acting as a group sponsor, the Alateen Group Records Change Form will need to be completed and the group and the other group's sponsor(s) notified of the change. A replacement group sponsor will need to be identified in order to remove the AMIAS as a group sponsor.
      ii. If the AMIAS is in violation of these Alateen Safety and Behavioral Requirements, their certification will be revoked and they will no longer be an AMIAS per the NC/BDA AFG Decertification Process of Al-Anon Members Involved in Alateen Service (approved by Area World Service Committee January 15, 2011).
      iii. There are times when the group becomes dissatisfied with its Alateen Group Sponsor. If, after an honest appraisal, the group feels a change of sponsorship would be desirable, the group needs to seek another certified AMIAS who is

willing to sponsor the group. District and Area AMIAS should collaborate in this process.

3. **Group Meetings:**
   a. Starting a new meeting:
      i. When selecting the day/time and location of Alateen meetings, it is strongly recommended to be held at the same time and location as an Al-Anon meeting. While this is not a requirement, our Legacies and the spiritual principles of our fellowship encourage this kind of cooperation and mutual support.
      ii. The location of an Alateen meeting can vary based on availability and needs, but acceptable venues can be a school, recreation center, religious facility or other public place while maintaining confidentiality and anonymity. School meetings need to be handled a bit differently, suggestions can be found in the Al-Anon Guidelines - Alateen Meetings in Schools (G5). Also, some locations may have requirements beyond the limits of the Alateen standards and these must be met. No group can meet without satisfying all "Safe Sanctuary" policies that may be required.
      iii. A newly forming group will list the primary currently certified AMIAS on the Alateen Group Registration Form. Two AMIAS are recommended but not required.
      iv. Certified AMIAS will serve in the following capacities: the Group Sponsor, the Current Mailing Address (CMA) and the Phone Contact.
      v. Once the AAC/AAPP confirms that the group has been registered with the WSO, the group may then meet as an Alateen group.
   b. Meeting Requirements:
      i. There must be at least one AMIAS present at every Alateen meeting; however, groups are encouraged to have two AMIAS present at each meeting. If no AMIAS is available to participate at the Alateen meeting, then the meeting cannot occur. The Alateens are always welcome and encouraged to attend an Al-Anon meeting.
      ii. Alateens are young members of the Al-Anon fellowship. As the name implies, Alateen was originally designed for members in their teens. In recent years, however, it is recognized that there are younger children who are ready for Alateen. Any young person who attends Alateen should be able to participate in a shared learning experience. It is within the autonomy of each Alateen group to lower the age limit or divide into groups by age if beneficial. Members in their teens who are legally adults (age 18 in most locations) agree to abide by the same requirements as minor Alateens when they attend Alateen meetings and events.
      iii. Alateen meetings are closed meetings; ordinarily only Alateen members and the Area-certified Alateen group sponsors affiliated with the group attend. North Carolina/Bermuda (NC/BDA) Officers and District Representatives (DRs) on occasion will attend the meeting as a resource to the group per the Area's Alateen Requirements. Alateen groups may also have occasional open meetings or guest invitees to celebrate the group's anniversary or for public outreach purposes.
      iv. Alateen members in meetings are responsible for their own behavior and will handle themselves in a manner that is conducive to recovery. Each group develops their own behavior expectations in the spirit of the Al-Anon/Alateen Program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties.

Then they feel a part of what is expected and they monitor each other peer to peer.

v. Any sexual and non-consensual interaction between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:
   1. Sexual or non-consensual touching
   2. Seeking, soliciting, pressuring, or even suggesting a dating relationship between an Alateen and an AMIAS
   3. Suggestive, romantic or sexual communication, whether verbal, written, telephonic, or electronic, including "sexting"
   4. Aggressive, coercive or abusive behavior including sexual harassment

vi. Conduct contrary to Federal, State, or local laws is prohibited. This includes laws related to cigarettes, vaping devices and smokeless tobacco.

vii. The following requirements apply to all Alateen meetings:
   1. Alcohol or illegal drug use by any participant is prohibited
   2. Weapons including but not limited to knives and firearms are prohibited
   3. Behavior that is harmful to the Alateens or the Group will not be tolerated; such as:
      a. Disruptive behavior
      b. Harassment and/or discrimination
      c. Bullying
      d. Emotional, psychological or physical violence or abuse.

viii. AMIAS serve to maintain an environment of safety and trust, in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm. When there is disruption in the Alateen meeting, AMIAS and Alateens have full voice to address the concern. If there is no resolution, the group can ask the disruptor to leave the meeting. The group will decide if the disrupting individual can return.

ix. Alateen members and AMIAS do not accept unacceptable behavior in an Alateen meeting. Use of Al-Anon tools, such as performing a group inventory, may assist with resolving conflicts in the group.

Note: An AMIAS should step aside if asked to by the Alateen's group conscience or if remaining would interfere with the unity of the group or fellowship.

x. An AMIAS is not a counselor, teacher, nor the peer of an Alateen member. When an Alateen Group Sponsor gives advice or attempts to solve the problems of the Alateen member, it could lead to unhealthy dependencies.

xi. While anonymity is a spiritual principle of the program, it cannot be used as a legal basis to shield criminal behavior. An AMIAS is a mandatory reporter (NC/BDA Mandatory Reporting), this should be made known to the Alateens, so they can make an informed decision regarding what they choose to share. Some Alateen groups read a safety statement to remind Alateens of this distinction. It is suggested this safety statement be shared with the AAC. Any reporting is done as an individual, not as an Al-Anon member or AMIAS. As always, AMIAS abide by the applicable laws.

xii. Alateens with disabilities who require the attendance of a caregiver are permitted to have a non-AMIAS caregiver present in the meeting provided the caregiver does not participate in the meeting and agrees to abide by our principles of anonymity and confidentiality.

xiii. All Alateen meetings must be in compliance with the NC/BDA AFG ASBR. Noncompliant meetings will be removed from local and World Service (al-anon.org) meeting directories.

c. Annual Paperwork:

i. Any update in information for the Alateen group will require completion of the Alateen Group Records Change Form, to be submitted to the AAC/AAPP.
ii. If an Alateen Group does not have sufficient certified AMIAS in place as group sponsors, the Alateen group's status will no longer be 'Active' until the group has the group sponsors needed.

4. **Alateen Events:** The events mentioned in this document refer to Al-Anon/Alateen/AA combined events and/or conferences where Alateen is participating. Each event with Alateen participation will have safety requirements in place that are in compliance with the NC/BDA AFG ASBR (Assembly motion May 21, 2005). The AMIAS for any event with Alateen participation will follow the guidelines set in the Al-Anon Guidelines - Alateen Conferences (G-16) and the Al-Anon Guidelines - Alateen Safety Guidelines (G-34). Examples of such events are:
   a. Alateen conferences
   b. Al-Anon/Alateen conventions
   c. A.A. conventions with Al-Anon/Alateen participation
   d. Area business meetings (Assembly, Area World Service Committee)
   e. District/AIS local event
   f. Public outreach opportunities

5. **Area Alateen Process Person (AAPP) and Area Alateen Coordinator (AAC)**: These are AMIAS acting as liaison between groups, districts, Al-Anon Information Services, and the World Service Office (WSO); conveying service information from WSO to districts, information services, and groups; and distributing and submitting Alateen forms and WSO Group Records reports by the required dates.
   a. The AAC and the AAPP must be current certified AMIAS's. These service positions are appointed at the beginning of each Panel by the Area Chairperson for a three-year term.
   b. Annual Recertification: No later than May 1 of each year, the AAPP will process all AMIAS members' and Alateen groups' documentation using the WSO database.

   c. As a trusted servant, the AAC is responsible to keep current with WSO training activities, conference calls, and other support opportunities. The AAC, districts, groups, and area will communicate accordingly.
   d. It is the responsibility of the AAC to ensure that all AMIAS in the Area are trained and that all Alateen groups have current certified AMIAS connected as Alateen Group Sponsors with a Current Mailing Address (CMA).

6. **Review and Change Process**: When it is determined that the NC/BDA AFG ASBR need review, that they be reviewed by an ad hoc committee formed for that purpose made up of three Alateens, three Alateen Sponsors/AMIAS and three Al-Anon members and the AAC and that this ad hoc committee be appointed by the Area Chairperson. (from November 6, 2004 North Carolina/Bermuda An-Anon/Alateen Assembly Motions)
   a. Changes to these requirements will be noted in a dated footer.
   b. Only the latest approved NC/BDA AFG ASBR will be posted on the Area Website.

Recommended WSO Resources:

- Al-Anon/Alateen Service Manual (2022-25, v2)
- Alateen Service e-Manual (April 20, 2020)
- Alateen Guidelines:
  - Alateen Safety Guidelines (G-34)
  - Starting an Alateen Group (G-19)

    - Alateen Meetings in Schools (G-5)
    - Alateen Conferences (G-16)
    - Al-Anon/Alateen Area Conventions (G-20)
- Alateen Sponsorship – It is for You? (S-27)
- A Guide for Sponsors of Alateen Groups (P-29)
- Information for Educators/Alateen Meetings in Schools (S-64)
- Alateen Motion from the Board of Trustees (December 8, 2003)

NC/Bermuda Forms and Documents:

Alateen Meeting Annual Update	Sent by WSO to Alateen Group CMA; required for group's annual recertification
Alateen Group Registration Form	Fill this form out to start a new Alateen Group and submit to the AAPP.
Alateen Group Records Change Form	Fill this form out if there are any changes to your Alateen meeting (e.g., time, location) and submit to the AAPP.
NC/Bermuda Safety & Behavioral Requirements	Once approved this will be available on the Area NC/Bermuda website.
NC/Bermuda AMIAS Training Schedule	AMIAS certification occurs throughout the year. The annual recertification is from January - May.
NC/Bermuda Alateen Medical Travel and Information Form	This form is required whenever an Alateen is transported by and/or attending with an AMIAS at an Alateen-related event.
NC/Bermuda Annual AMIAS Certification Form	Prospective Al-Anon members interested in Alateen service complete this form after completing the NC/Bermuda AMIAS Training with the AAPP.
NC/Bermuda Annual AMIAS Recertification Form	AMIAS must submit this form to their District Representative (DR) to confirm all information is accurate. The DR forwards the form to the Area Alateen Process Person.
NC/Bermuda AMIAS Training Presentation	This presentation is a helpful reference for AMIAS throughout the year and will be available on the Area NC/Bermuda website
North Carolina / Bermuda AFG, Inc. Decertification Process of Al-Anon Members Involved in Alateen Service (AMIAS)	Approved by Area World Service Committee January 15, 2011

Financial

Spiritual Principles for Contributions

Al-Anon spiritual principles are used to guide members in every area of life, including self-support. Al-Anon's Seventh Tradition is Gratitude in Action. This gratitude is expressed through service as well as financial contributions. Members voluntarily give what they can in order to ensure that those who follow on this journey have the same opportunities that are so freely given through Al-Anon.

Spiritual Principles for Contributions include: Abundance; Anonymity; Gratitude; Responsibility; Trust; and Unity. The *Al-Anon/Alateen Service Manual* > Digest of Al-Anon and Alateen Policies > Financial Matters > Spiritual Principles of Al-Anon's Self Support.

Appeal Letters – from District, Area, and World Service Office (WSO)

The purpose of appeal letters is to encourage financial support from the Al-Anon/Alateen members and groups to all service levels. Individuals and groups contribute to their district and the North Carolina/Bermuda Area once group expenses are met. Many districts and the Area send quarterly appeal letters.

Quarterly Appeal letters from the WSO provides individual members the opportunity to participate in Twelfth Step work worldwide. Since the WSO does not maintain a list of all members of Al-Anon/Alateen, quarterly appeal letters are mailed to the groups in February, May, August, and November. It is requested that the letters be read at two meetings to allow individual members to contribute directly to the WSO in addition to their regular group donations. Members' personal contributions represent the spiritual principal of self-support.

Group Finances/Budget

When preparing a group budget, take an inventory of expenses: what and who are we paying now? Are we fully self-supporting in the following areas:

- WSO -- group contribution beyond the individual appeal letter
- Area – contribution to Area budget
- District – contribution to District budget
- Group – rental/contribution for meeting space, literature/pamphlets
- Group Representative – expenses to attend District meetings and Area Assembly

If the group does public information projects, etc., these expenses should be included.
Once the inventory is done, the group can recommend and vote on supporting a budget that meets the financial commitment of the group. A periodic Treasurer's Report is necessary for the informed group conscience.

The budget is reviewed periodically to determine if goals are being met.

The *Digest of Al-Anon and Alateen Policies (Service Manual)* > "Financial Matters" reminds us:

> "When giving locally to our groups, Districts, Al-Anon Information Service/Literature Distribution Centers (AIS/LDC), Areas, or General Service Offices (GSO), we make our

gifts in a similar proportion to the revenue and expenses of these service arms, keeping in mind that all members want to have responsibility for supporting our structures."

Expense	Cost per month	x per Year	Annual Total
Rent	$	12	$
Electronic Platform	$	12	$
P.O. Box Rent	$		$
Refreshments	$		$
District	$		$
Area	$		$
AIS/LDC	$		$
WSO	$		$
GR Expenses	$		$
Literature purchases	$		$
Literature sales	$		$
Public Outreach Project(s)	$		$
Babysitter	$		$
The Forum	$		$
Other	$		$
Other	$		$
Total	$		$

Area Annual Budget

The purpose of the Area budget is to abundantly express the goals and dreams of our members while ensuring the Area is always financially sound. The budget is funded by fellowship contributions, revenue from Area events, and literature sales at the Area Convention and assemblies. The budget accounts for income, expenses, and the reserve fund.

In advance of the Fall Assembly, the Area Treasurer presents to the Area World Service Committee (AWSC) a draft budget which supports the expenses, projects, and income for the upcoming year. The AWSC has a fiduciary responsibility to the Area to carefully review the information, seeking ways to improve and create cost savings for the good of the Area. The AWSC proposed budget is presented to the Fall Assembly for discussion and vote. Once the budget is approved, it may not be amended during the fiscal year of January 1 – December 31.

Reserve Fund

Al-Anon's Warranty One recommends the prudent financial principle of an ample reserve fund. The generosity of members practicing the spiritual principal of self-support helps ensure Al-Anon's ability to carry the message, in the future, to those who suffer from the effects of the family disease of alcoholism in a loved one. It is suggested that Groups, Districts and Areas maintain an ample reserve fund. The North Carolina/Bermuda Area has established six

(6) months for the Reserve Fund. The operating fund is established each panel based on three (3) months operating expenses.

For more information on developing a reserve fund, see *Reserve Fund Guideline* (G-41).

AWSC Travel and Expense Reimbursement Policy

Purpose

The purpose of this policy is to outline a plan for reporting AWSC expenses and receiving reimbursement. This also applies to the Convention Committee, a Sub-Committee of the AWSC.

Although most Districts follow the AWSC Travel and Expense Reimbursement Policy, in the spirit of Tradition Four, Districts have autonomy to set policy for District Representatives.

Reimbursable Travel

The following qualify for reimbursable travel:

- AWSC Meetings, typically four (4) per year.
- Travel to the Annual Spring and Fall Assemblies.
- All other travel undertaken at the request of the AWSC.

Expense Reports

The AWSC Expense Report form is to be completed within one month of the incurred travel expenses.

Receipts

Receipts are required for all expenditures except for mileage as noted below.

Reimbursable Expenses

- Airfare: The lowest available coach fare should be booked. Costs related to upgrades utilizing frequent flyer miles are not reimbursable. Delays in travel beyond the control of the individual will generally be considered reimbursable.
- Lodging: The negotiated hotel rates are acceptable rates for reimbursement. If the AWSC member chooses to stay at a hotel other than the approved contracted hotel(s), the negotiated rate is reimbursed toward the stay. In an attempt to minimize expenses, members are encouraged to share a room whenever possible.
- Travel: Reimbursement for travel is 25 cents per mile. Parking costs and tolls are reimbursable.
- Meals: Meals, including tips, are reimbursed up to $50 per day.
- Supplies / Postage: Supplies and postage are reimbursable.

Tipping

In the spirit of Tradition Seven and as an expression of gratitude, tipping is an accepted practice. Many service personnel rely on tips for a large part of their income. The following are suggested amounts:

- Skycaps, bell person, or porter: $2 for the first bag and $1 per additional bag
- Housekeeping: $3-5/day
- Restaurant Server: 18-20% pretax

When in doubt, tip 20%.

AWSC Expense Report

Name		**Date Submitted**
Event / Date		**Service Position**
Lodging **$**		**Budget Line Item**
Travel ($.25/mile, ticket $) **$**		**Comments**
Meals ($50 per day) **$**		
Supplies **$**		
Postage **$**		**Check #** **(Area Treasurer)**
TOTAL **$**		**Date Paid** **(Area Treasurer)**

Please staple receipts to the rear of this form or email receipts.

Area Website

Purpose

The North Carolina / Bermuda AFG, Inc. website is to:

1. Provide current information about Al-Anon and Alateen in North Carolina and Bermuda to the general public, the media, and the professional community as well as to the family members and friends of alcoholics.
2. Improve communication within the Fellowship in North Carolina and Bermuda by disseminating accurate, accessible, and timely Area business information including assembly agendas, assembly minutes, Area budget, District and Area event schedules and locations.
3. Provide an organized list and schedule of Al-Anon and Alateen meetings across North Carolina and Bermuda.

Policy and Website Changes

Any additions or changes to these policies, basic features or content of the Area website are approved by the Group Representatives as described in the Bylaws of North Carolina/Bermuda AFG, Inc. adopted November 4, 2017.

Conformity

The website content conforms with the 12 Traditions and 12 Concepts of the Al-Anon and Alateen Family Groups as well as to the current *Al-Anon/Alateen Service Manual* and guidance from the World Service Office (WSO).

Linking

The website maintains a link to the World Service Office (WSO) website as well as to district websites in the North Carolina/Bermuda area. It may link to any sites that are on the WSO website, the AIS/LDC websites in North Carolina/Bermuda as well as useful logistical sites as selected by the Area Website Coordinator and approved by the AWSC.

Implementation Notes

The Area website pops up a new window to display the linked website.
The Area website posts a disclaimer before completing the link to any site other than WSO.
The disclaimer includes language that linking to the destination site does not imply endorsement or agreement with the material presented on the destination website.

Anonymity / Privacy

In keeping with the Al-Anon/Alateen 12th Tradition of anonymity, no personally identifying information, such as full name, phone number, postal or personal e-mail address or photo is posted on the website.

Al-Anon Family Group (AFG) members are able to view Assembly agendas, Assembly minutes and motions as well as the North Carolina/Bermuda Policy and Practices Handbook, by typing in a password.

Contact Information

The contact information page provides Al-Anon Family Group (AFG) members and non-members with the means of contacting North Carolina/Bermuda Area Officers, some Past Delegates, District Representatives, and Coordinators. Instructions are provided on how to

contact the World Service Office (WSO) in Virginia Beach, VA, all Literature Distribution Centers (LDCs) and Al-Anon Information Services (AISs) in North Carolina/Bermuda AFG.

Any district that supports an answering service or website may have its information listed. It is the responsibility of the Districts, LDCs and AISs to keep the Website Coordinator informed of any changes in information.

AFG members can contact any North Carolina/Bermuda Officer, some Past Delegates, District Representatives, or Coordinator through a "general" e-mail address. (e.g., to send an e-mail to the North Carolina/Bermuda Area Delegate, click on the position title or position name and an e-mail pops up.)

Content and Features

The content and features of the website are limited to the following, provided such implementation does not violate any of the other website policies. Assembly minutes, and the North Carolina/Bermuda Policy and Practices Handbook are in a .PDF format.

Al-Anon Information

- North Carolina / Bermuda AFG Policies and Practices Handbook
- Assembly information, including all reports, agenda items, and hotel information
- Area and District Calendar of Events
- Area Archives and History
- Area Assembly Minutes
- Area Assembly Motions
- Links as outlined in Section D
- Contact Us (a way in which members and non-members can contact the District, AIS, and Area World Service Committee)
- "Are You Troubled By Someone's Drinking, Al-Anon Is For You" (S-17)
- "Did You Grow Up With A Problem Drinker" (for Adult Children) (S-25)
- Al-Anon Twelve Steps, Twelve Traditions and Twelve Concepts of Service
- Literature Distribution Centers (LDCs), Al-Anon Information Services (AISs) and District supported answering services
- Events hosted by or connected to the WSO, an Area, District, Al-Anon Information Service (AIS)/Intergroup, or one or more Al-Anon or Alateen groups can be posted on the website

Alateen Information

"Has Your Life Been Affected By Someone Else's Drinking, Alateen Is For You" (S-20)
North Carolina/Bermuda Alateen Safety and Behavioral Requirements and associated forms
Alateen Twelve Steps, Twelve Traditions and Twelve Concepts of Service

Al-Anon & Alateen Convention
a subcommittee of the Area World Service Committee

General Information
The North Carolina / Bermuda Al-Anon & Alateen Convention is held each year in late February or early March.

Early Bird and on-site Registration fees for Al-Anons, AAs, Alateens are set as determined by the budget, which is developed/revised each year by the Convention Chair and Convention Treasurer. Generally on-site registration fees for Al-Anons and AAs are $10 higher and $5 higher for Alateens.

All speaker meetings and regular meetings are open.

Conference Approved Literature and subscriptions to *The Forum* are the only items raffled or sold at the convention. Al-Anon, Alateen, or AA fundraising or selling of trinkets is discouraged.

Only flyers pertaining to Al-Anon/Alateen and AA conventions in the service structure of the Area are displayed. The Convention Chair approves flyers, which will be displayed in a location at the discretion of the Convention Committee. Though not part of the service structure, flyers for Eastern Alateen Roundup and Southeastern Alateen Conference have been approved for display.

All speaker meetings are recorded. There are generally three Al-Anon speakers, one AA speaker, and one Alateen speaker or a panel of Alateen speakers, in lieu of one Alateen speaker.

A detailed financial report shall be made to the Area World Service Committee (AWSC) at the first AWSC meeting immediately following the Convention.

Convention Committee:
The Convention Committee, whose terms of service begin immediately following the current year's Convention, consists of the following:

- Convention Chairperson
- Program Chair (becomes Convention Chair the following year)**
- Secretary-Treasurer**
- Registration Chairperson**
- Hospitality Chairperson**
- Alateen Coordinator
- Immediate Past Convention Chairperson**
- Area Chairperson

Committee members indicated with ** are reimbursed for Convention Committee meetings and Convention expenses by the Convention treasury. Reimbursements are based on the AWSC Travel and Expense Reimbursement Policy adopted by the AWSC.

The Convention Chairperson, Alateen Coordinator, and Area Chairperson, as members of AWSC, are reimbursed for expenses to Convention and Convention Committee meetings by the Area treasury.

Members of the Convention Committee are reimbursed for tips provided to hotel staff during the Convention.

The Program Chair is elected by the AWSC at the March/April AWSC meeting for a three-year term beginning immediately following the Convention for that year.

Convention Committee members are to attend committee meetings or notify the Convention Chairperson of their inability to attend.

Committee members are to use the "Guidelines for the North Carolina/Bermuda Al-Anon/Alateen Convention" (including position descriptions and other addenda) and abide by the hotel contract.

The Alateen and Al-Anon Members Involved in Alateen Service (AMIAS) pre-registration deadline is two weeks prior to the convention date.

Frequently Asked Questions:

- Can we refund money? *As a general rule, no refunds. Special circumstances will be considered by the Convention Committee.*
- Can a registration be transferred to another person? *Yes.*
- Is full registration charged if attending only one meeting? *Yes.*
- Can we display flyers? *Only flyers pertaining to Al-Anon/Alateen and AA conventions in the service structure of the area can be displayed and no flyers will be displayed of events occurring during the Convention weekend. Flyers for Eastern Alateen Roundup and Southeastern Alateen Conference, though not part of the area service structure, are approved for display. Approved flyers will be displayed in a location at the discretion of the Convention Committee.*

Position Description – Convention Chairperson

- The outgoing Convention Chairperson passes the Convention electronic and hard copies of all flyers, programs, and financial information to the incoming Convention Chair within one month following the Convention.
- The incoming Convention Chairperson appoints the Hospitality Chairperson, Registration Chairperson, and any other members rotating off the Convention Committee, and furnishes each member a copy of the Guidelines for the North Carolina/Bermuda Al-Anon/Alateen Convention. Every effort should be made to invite Committee members from all districts.
- The Convention Chairperson provides a Committee Member Roster to all Convention Committee members.
- The Convention Chairperson attends AWSC meetings and Area Assemblies and gives a report at each meeting.
- The Convention Chairperson coordinates a registration table at Area Assemblies.
- The Convention Chairperson calls at least two in person meetings of the Convention Committee during the year. Other meetings via phone or email may be held at the Convention Chairperson's discretion. Convention Committee meetings are discouraged on the Friday night of the AWSC Transition Meeting.
- The Convention Chairperson works with the hotel on the Banquet Event Order (BEO), ensuring accurate arrangement of chairs and tables, cost and number of sleeping room

nights, meeting room and hospitality suite charges, beverage charges, small meeting rooms, etc. The Convention Chairperson is the only person that may authorize additional services or expenses that are not on the BEO unless delegated to the Program Chair. If the hotel has a marquee, arrange with hotel to post: “Welcome NC/Bermuda Al-Anon Family Groups.”

- The Convention Chairperson secures the person to record meetings and clarifies the number of tables the sound recording engineer needs in the main meeting room for their equipment.
- The Convention Chairperson ensures speaker CD sets are purchased for each speaker, the Early Bird drawing, North Carolina/Bermuda Archives, and the Dance Contest.
- The Convention Chairperson makes sleeping room reservations for speakers, sound recording engineer, and Convention Committee members. A room for the DJ for the Saturday night dance is paid for one night if needed.
- The Convention Chairperson confirms that the Area Literature Coordinator is displaying and selling literature at the Convention. The North Carolina AA Literature Coordinator is invited to display and sell AA literature at the Convention, with AA members staffing the literature table. The AA Literature Coordinator is responsible for all room and meal expenses. Convention Chairperson may reserve a room for said Coordinator.
- The Convention Chairperson purchases fruit baskets or basic refreshment goodie bags and gifts for speakers, taking into consideration what will travel well in a suitcase.
- The Convention Chairperson arranges with the hotel to use on site floral arrangement to be placed in front of the podium. If none are available, Convention Chairperson may purchase an arrangement at minimal cost.
- The Convention Chairperson presents the preferred venues of the Site Selection Committee to the AWSC for their approval and selection of one venue.
- The Convention Chairperson presents the Program Chair candidate for approval at the January AWSC meeting so the incoming Program Chair can assume the position immediately following the current year’s Convention.

At the Convention site:

- The Convention Chairperson ensures all reserved rooms for speakers, sound recording engineer, DJ, and committee members are available. The goodie bags for the speakers are placed in their rooms prior to their arrival. Speaker gifts are handed to each speaker after their talk by the meeting chairperson.
- The Convention Chairperson ensures that drapes are placed on the dais tables, water stations, registration desk, literature tables, hospitality suites, breakout rooms, and sound recording engineer’s tables. The chairs are arranged theater-style in the convention hall.
- The notebook containing the opening readings, Anonymity Clause and Photo/Internet Policy is placed on the podium. Speaker gifts are placed at the podium. Fresh water and tissues are provided at each meeting.
- The Convention Chairperson opens the Convention Friday night with a welcome, introduction of speakers and Convention Committee members, introduction of AWSC members who are present, and makes pertinent announcements. The closing announcements are made prior to the Sunday speaker.
- The Convention Chairperson provides a sign in the lobby stating the location of the meeting rooms, hospitality suites, and registration table.
- Following the Convention, the Convention Chairperson updates the information from each committee chairperson and transfers it to the Program Chair.

Position Description — Program Chair

The Program Chair is an active Al-Anon member who has served on any Convention Committee or the current Speaker Selection Committee. The Program Chair agrees to serve a total of three years. 1) Program Chair; 2) Convention Chairperson; 3) Past Chairperson. If the current Program Chair is unable to accept the Convention Chairperson position, the current Chairperson, if possible, remains as Convention Chairperson.

- The Program Chair appoints and chairs the Speaker Selection Committee. The Speaker Selection Committee (Addendum C) chooses the speakers for the Convention.
- The Program Chair secures speakers by telephone and arranges the speaker panel by October 1. The convention speakers are announced at Fall Assembly, but may be announced as soon as the speakers are confirmed.
- The Program Chair develops the Early Bird flyer with registration section at bottom.
- If the Convention Committee wishes to have an Early Bird drawing (e.g., set of speaker CDs), this information is included on the Early Bird flyer. All who register prior to the January mailing will be included in the drawing.
- The Program Chair provides 50 copies of the Early Bird flyer to the AA Convention and an electronic copy to the Area Website Coordinator.
- The Program Chair provides the Registration Chair with a copy of the Convention flyer by January 1 for mailing and/or emailing.
- The Program Chair coordinates with the Area Alateen Coordinator to ensure that the Alateen speaker's travel/attendance meets the North Carolina Safety & Behavioral Requirements.
- The Program Chair provides the following information to each speaker:
    - Program Chair contact information.
    - The convention is informal (no banquet).
    - All meetings are open.
    - All speakers are introduced at Friday night meeting and are requested to attend all speaker meetings.
    - The time of first and last meetings and closest airport (to assist in travel plans).
    - Information related to travel, room, and meal reimbursement.
    - If an Al-Anon or AA speaker has a travel companion, the following expenses will be covered by the convention: shared sleeping room, companion's registration fee, the one meal with the speaker's host.
    - For the Alateen speaker, the expenses of an accompanying AMIAS or a parent/guardian are covered.
    - Speakers may charge meals to sleeping room and/or provide receipts if meals are eaten elsewhere.
    - Confirmation of room type and name tag information.
    - Name and contact information of their host.
    - If arriving by plane, the name of the person meeting them at the airport.
- The Program Chair works with the Convention Committee to develop the agenda which generally includes:
    - The Friday night Al-Anon speaker, Al-Anon/AA "Friday Night Owl" meetings, and Alateen meeting
    - The Saturday Al-Anon/AA "Early Riser" meetings, Saturday morning AA and Alateen speakers, Al-Anon/AA/Alateen afternoon sessions, Saturday evening Al-Anon speaker, and Alateen sponsored dance
    - The Sunday Al-Anon/AA "Early Riser" meetings and Al-Anon speaker
- Prior to printing the Convention program, the Program Chair confirms with each speaker their commitment to speak.

- The Program Chair is responsible for creating the Convention program for printing. After approval by the Convention Committee, the Program Chair collaborates with the Registration Chairperson to have the programs printed in time to prepare registration packets for Convention.
- The Program Chair prepares an informational sheet with dates and location of the next Convention for the Spring Assembly immediately following the Convention.
- The Program Chair secures Al-Anon and AA-members to chair all meetings.
- The Program Chair works with the Alateen Coordinator to secure an Alateen chairperson for the Alateen speaker. The Alateen Coordinator chooses a chairperson for Saturday Alateen Sharing meeting.
- The Program Chair appoints a member to coordinate the raffle. The coordinator receives $50 in change from the treasurer, to be held in a metal lockbox. The drawing of raffle tickets occurs Friday night and before each speaker meeting Saturday. There are no ticket sales on Sunday. The coordinator of the raffle selects several people to sell raffle tickets. Tickets are good for the entire weekend.
- The Program Chair greets all speakers upon their arrival, provides their room number, and introduces them to their chairperson/host.
- Following the Convention, the Program Chair sends thank-you notes to speakers and meeting chairpersons
- The Program Chair updates the speaker and meeting chairperson master list for the next Program Chair.
- The outgoing Program Chair updates all documents to be passed forward. The electronic versions of all files are forwarded to the Convention Chairperson to maintain.

Position Description — Speaker Selection Committee

- The Speaker Selection Committee is a sub-committee of the Convention Committee and comprises the following:
    - Program Chair
    - Alateen Coordinator
    - Area Delegate
    - Three Al-Anon/Alateen members appointed by the Program Chair
- The Speaker Selection Committee is responsible for selecting speakers for the convention. Multiple recordings are provided to the Speaker Selection Committee by the Program Chair.
- The Program Chair and Alateen Coordinator work together to identify the Alateen speaker(s).
- The selection of speakers is ideally completed by September 15.

Speaker recommendations:

- Choose speakers who are active Al-Anon, Alateen, or AA members with a strong, positive recovery message.
- Seek diverse speakers in terms of race, age, culture, ethnicity, gender identity and expression, sexual orientation, geographic location, and recovery experience, strength, and hope.
- Avoid inviting speakers who have spoken at our Convention within the last ten years.
- Avoid inviting speakers who have spoken at any Al-Anon or AA sponsored event in North Carolina during the 12 months prior to the Convention.
- Consider the cost of a potential speakers' travel. Purchase refundable airline tickets.

Position Description — Secretary/Treasurer (2-year term)

- The outgoing Secretary/Treasurer maintains copies of all financial records, minutes, etc. to be passed forward. Electronic versions of all documentation are forwarded to the Convention Chairperson to maintain.
- The Secretary/Treasurer either rents and maintains a post office box or provides home address for Convention registration mailings.
- The Secretary/Treasurer maintains the checking account for the Convention. Another committee member, preferably the Convention Chair, is usually required on the checking account signature card. The signature card is updated at the end of Secretary/Treasurer term.
- The Secretary/Treasurer keeps financial records and is responsible for all money, receipts, deposits, registration fees, etc.
- The Secretary/Treasurer provides to the registration desk each day sufficient change in cash for on-site registrants. The Secretary/Treasurer collects money from the registration desk on Friday and Saturday nights and stores it in the lock box at the hotel, if available.
- The Secretary/Treasurer provides sufficient change to the Raffle Coordinator for raffle ticket sales.
- The Secretary/Treasurer provides the Hospitality Chairperson $100 in cash to include $5 and $1 bills to use for tips and other immediate cash purchasing needs during the convention.
- The Secretary/Treasurer pays all convention-related expenses (using the Area Travel Guidelines) as follows:
    - Committee member attendance at Convention Committee meetings (refer to list on page 1):
        - Mileage
        - Hotel room
        - One meal
    - Committee member attendance at Convention (refer to list on page 1):
        - Mileage
        - Hotel room
        - Meals
    - Printing of flyers and programs
    - Conference calls
    - Copy of speaker recordings
    - Postage
    - Speaker expenses
    - Speaker gifts and goodie bags
    - Podium flowers, if needed
    - DJ fee plus one night's sleeping room if needed.
    - Al-Anon and Alateen Hospitality Suite expenses including Alateen Saturday lunch and dinner.
    - Room rent for outgoing Alateen Coordinator and Area Chairperson every third year (following AWSC election year) (the current Area Alateen Coordinator and Area Chair are paid by the Area treasury); the immediate past Area Alateen Coordinator and Area Chair are paid by the Convention treasury.
    - Sound recording engineer's hotel room
    - Other Convention-related expenses
- After the Convention, the Secretary/Treasurer prepares a financial statement (See Addendum E) showing:
    - Beginning balance
    - Income/contributions

    - Expenses – broken out by travel, room nights, hotel fees, etc.
    - Ending balance
- The financial statement is provided to the incoming Convention Chair to present at the first AWSC meeting following the Convention.
- The Secretary/Treasurer sends the date and location of the Convention (with Convention Chairperson's generic email address) to *The Forum* and "Alateen Talk" by June 1.
- The Secretary/Treasurer takes minutes of all meetings of the Convention Committee and distributes the minutes to committee members.
- The Secretary/Treasurer passes the books to the incoming Convention Chair for audit no later than July 1.

NC/Bermuda Al-Anon/Alateen Convention Financial Report
*****DATE*****

STARTING BALANCE	**Starting date**	**$00000**
INCOME		
SOURCE	NOTES	AMOUNT
Registrations		
Donations		
Raffle Income		
TOTAL INCOME		
EXPENSES		
	NOTES	AMOUNT
Speaker Expenses (Meals, Lodging, Travel)		
Taper/Sound Recording		
Committee Members at Convention		
Committee Meetings prior to Convention		
Registration costs		
Hospitality costs		
Speaker CDs		
Alateen pizza party and other Alateen costs		
Saturday night dance		
Hotel Meeting Rooms and BEO		
Miscellaneous (Raffle, bank fees, etc)		
TOTAL EXPENSES		
	NET GAIN/LOSS	
ENDING BALANCE	**CLOSE OUT DATE**	**AMOUNT**

Note that details of each expense, donation, etc. are kept in documents separate from this overall Summary, to be made available to Convention Committee Members and Area upon request.

Position Description — Registration Chair

- The Registration Chairperson develops the registration form, which provides space for members to identify the name and other information (e.g. home group/town) they would like on their name tag.
- The Registration Chair ensures that the Al-Anon and AA registration form is available for the Website Coordinator to link at the Convention website.
- The Registration Chairperson maintains a mailing list of three years of prior registrations. The registration forms are mailed six weeks prior to Convention and are distributed to the AWSC via the Convention Chairperson.
- The Alateen and Al-Anon Members Involved in Alateen Service (AMIAS) pre-registration deadline is two weeks prior to the convention date to allow time for the Alateen Coordinator to verify AMIAS certification.
- There is no on-site Alateen registration unless the minor is accompanied by their guardian. At the time of registration, the Alateen will be assigned to an AMIAS if they wish to participate in Alateen activities. The AMIAS, the Alateen, and the guardian will sign a form indicating their understanding that the Alateen will be in the care of the AMIAS during Convention. Any change in that understanding will be by agreement of all parties. An Alateen Medical Information and Travel Form will remain with the Alateen registration desk.
- The "Alateen Medical Information and Travel Authorization Form" must accompany each Alateen registration form.
- The Registration Chairperson selects members to assist with the registration desk and determines and posts the schedule. The registration desk hours is generally open the following hours:

  Friday: 3 - 8:30 p.m.

  9:30 - 10 p.m.

  Saturday: 8:30 - 10 a.m.

  12:30 - 3 p.m.

  4 - 8 p.m.

  9 - 10 p.m.

- The Registration Chairperson prepares the name tags for pre-registered guests and makes extra blank tags for on-site registrants. The badges have "NC/Bermuda AFG Convention" and the number of the Convention (Ex. 31st).
- The use of first name and last initial only is utilized, unless otherwise noted on the registration form.
- The pre-registration badges and programs are filed alphabetically by last name and ready for distribution on the first day of the Convention. On-site registrants complete the registration form for inclusion on future mailing lists.
- The Registration Chairperson purchases the following supplies: name tags, ribbons for Committee members' and speakers' name tags, pens, scissors, staples, staplers, envelopes for stuffing pre-registrants' name tags and program.
- The Registration Chairperson is responsible for collecting and tallying registration fees and turning the money over to the Secretary/Treasurer at the end of each day.
- The Registration Chairperson provides a suggestion box on the registration table with paper and pencils.

- The Registration Chairperson submits receipts of expenses to Secretary/Treasurer for reimbursement.
- If online registration/payments are utilized, any service fees incurred are added to the cost of registration.
- The outgoing Registration Chairperson maintains copies of all flyers and registration records in a notebook to be passed forward to the incoming Registration Chair. The electronic versions of all documentation are forwarded to the Convention Chairperson, who maintains a master copy of all electronic documentation relative to the Convention.

Position Description — Hospitality Chair

- Hospitality Suites close 15 minutes prior to meetings so that Hospitality Chair, Alateen Coordinator, and all Hospitality volunteers may attend meetings on time.
- The Al-Anon Hospitality Suite is open the following hours except during speaker meetings:

  Friday: 3 - 11 p.m.

  Saturday: 8 a.m. - 11 p.m.

  Sunday: 8 a.m. – 10 a.m.

- The Hospitality Chairperson develops a sign-up sheet for members to volunteer and staff the Al-Anon Hospitality Suite. The volunteer sign-up sheet is placed at the registration table.
- The schedule and staffing of the Alateen Hospitality Suite is the responsibility of the Area Alateen Coordinator (See Addendum H). Volunteers assisting in the Alateen Hospitality Suite must be certified Al-Anon Members Involved in Alateen Service (AMIAS) and are scheduled through the Alateen Coordinator.
- The Hospitality Chairperson purchases all supplies for both Hospitality Suites and ensures they remain well-stocked. All receipts are submitted to the Secretary/Treasurer for reimbursement.
- The Hospitality Chairperson appoints a local “runner” to purchase hospitality items as needed.
- The Hospitality Chairperson posts the location and times that the Hospitality Suites are open at the entrances to suites and at the registration desk.
- The Hospitality Chairperson ensures the hospitality suites are open during the scheduled times, and coordinates volunteers to ensure there is coverage at all times.
- The Hospitality Chairperson posts a sign in the suite reading: “In case of emergency, call 911” and includes the hotel name, address, and suite number.
- The Hospitality Chairperson confirms the hotel’s recycling policy and arranges for pickup of those items. The recycling containers are clearly identified.
- The outgoing Hospitality Chairperson maintains an inventory of hospitality room supplies, including leftover paper products, as well as grocery and supply lists to be passed forward to the incoming Hospitality Chairperson. The electronic versions of all documentation are forwarded to the Convention Chairperson to maintain electronically.

Position Description — Alateen Coordinator

- The Alateen Coordinator is responsible for maintaining a section of the registration desk for Alateen and AMIAS registrations, ensuring that AMIAS volunteers are at the desk during registration times, and keeping a list of onsite Alateen registrations.
- The Alateen Coordinator ensures that Alateen and AMIAS registration forms are available for the Website Coordinator to link at the Convention website.
- The Alateen Coordinator is responsible for verifying the AMIAS certification of all members who are responsible for an Alateen, unless the Alateen is accompanied by their guardian.
- Alateens and accompanying AMIAS are expected to attend speaker meetings.
- The Alateen Coordinator is responsible for the Alateen meetings.
- The Alateen meetings held Friday evening and Saturday afternoon are open to all Convention attendees.
- The Alateen Coordinator works with the Program Chair to secure the Alateen speaker.
- The Alateen Coordinator is responsible for securing Alateen chairpersons for the Alateen speaker meeting and the Saturday afternoon sharing meeting.
- The Alateen Coordinator is the Dance Chairperson, and is responsible for appointing Alateen members and AMIAS to the dance committee, securing the DJ, and coordinating decorations. The Alateens and AMIAS have the primary responsibility for organizing and running the Saturday night Convention dance.
- The Alateen Hospitality Suite is open Friday and Saturday at the discretion of the Alateen Coordinator. It is closed during speaker meetings.
- To maintain continuous attendance at the venue, Saturday lunch and dinner are available, but ONLY for Alateens and AMIAS assisting at the Convention. The Alateen Coordinator is responsible for planning and providing the food for these events in collaboration with the Hospitality Chairperson.
- The Alateen Coordinator posts the hours the Hospitality Suite is open on the Hospitality Suite door.
- The Alateen Coordinator is responsible for making sure there is at least one AMIAS present in the Alateen Hospitality Suite when it is open.
- The name of the Alateen Coordinator is provided to the front desk to ensure that only the Alateen Coordinator has a key to the Alateen Hospitality Suite.

Position Description — Past Convention Chairperson

- The Past Convention Chairperson attends the Conventions and all Convention Committee meetings.
- The Past Convention Chairperson is a member of the Site Selection Committee.
- The Past Convention Chairperson reviews the financial statement from the immediate past Convention in sufficient time for the final financial statement to be presented at the first AWSC meeting following the Convention.
- If the current Convention Chairperson is unable to fulfill their duties, the Past Convention Chairperson finishes out the term of the Convention Chair.

Position Description — Site Selection Committee

At the beginning of each panel, the Area World Service Committee (AWSC) Chairperson appoints a Site Selection Committee. This committee comprises the following:

- Area Chairperson
- Alternate Area Delegate

Immediate Past Convention Chairperson

One other Al-Anon member who has served on the Convention Committee - ideally the person who will serve as Convention Chairperson the year for which the site is being selected.

The Area Chairperson chairs the Site Selection Committee. The Site Selection Committee is responsible for identifying three or more venues. The Site Selection Committee reviews bids from the venues and requests formal proposals quoting dates, agreements for meeting rooms, sleeping room rates, and other pertinent details. This information is presented to the Convention Chair in the form of recommended venues for the Chair's consideration. The Convention Chair then presents their recommendation to AWSC, which makes the final decision.

Site Selection Committee Criteria for Convention Venue:
One ballroom with amphitheater / chevron seating for 500, one large room suitable for a dance (the dance floor can be pre-set in General Session meeting room), a location near the convention hall entrance for registration, and two parlors / suites for hospitality.

Position Description — Meeting Chairpersons

Every effort is made to have the chairpersons represent different geographical sections of our Area, while avoiding chairpersons who have served in recent years. The chairperson acts as the weekend host and contact person for their assigned speaker. They contact the speaker before the Convention and arrive early to the Convention to be available to greet the speaker on arrival at the hotel and help with check-in. They help the speaker and their guest as needed throughout the weekend. They arrange to have a meal with the speaker before the meeting to get to know them better. One meal for the host is reimbursed by the Convention treasury.

Dress code for chairing meeting is business casual.

Suggested speaker meeting format:

- Open with the Serenity Prayer.
- Read the "Welcome" and make announcements.
- Pre-arrange for members to read the Twelve Steps, Twelve Traditions, and daily reading from the respective program.
- Briefly introduce the speaker.
- Present the gift to speaker after their talk.
- Read the Anonymity Clause and Photo/Internet Policy.
- Announce the time of next meeting.
- Close with the Serenity Prayer.

Seating: Amphitheater / Chevron Style for 500 people

Sleeping Rooms: Run of the House

- Thursday 10 rooms; Friday 45 rooms; Saturday 45 rooms
  - Friday & Saturday 4 ADA rooms
- Reservations are made by attendees and are self-pay
- Speaker and Committee reservations are made by the Convention Chairperson

Friday 12:00 Noon - 12:00 Midnight
Convention Hall:

- Raised dais (aka platform)
- Skirted head table for six people
- Three skirted tables for the convention sound recording engineer in U-shape
- A/V: podium with microphone

Pre-Function Area / Registration / Displays
- Four 8’ skirted tables (Registration) / four chairs / two trash cans
- Four 8’ skirted tables (Al-Anon literature display) / two chairs / one trash can
- Four 8’ skirted tables (AA literature display) / two chairs / one trash can
- Water service in room

Hospitality Suites (Main/All & Alateen Only) ***Thursday evening through Sunday noon.***
- Two 8’ skirted tables, refrigerator, and wet bar / each suite
- Ten chairs for extra seating / each room

Two Breakout Rooms / Discussion Meetings
- 10:00 pm – Midnight
- Fifty chairs in circle or theatre style, depending upon meeting format

Saturday 7:00 am - 1:00 am
Pre-Function Area / Registration / Displays
- Same as Friday

Convention Hall:
- 7:00 a.m. – 11:00 p.m.
  - Same setup as Friday

Hospitality Suites (Main/All & Alateen Only) ***Thursday evening through Sunday noon.***
- Two 8’ skirted tables, refrigerator, and wet bar / each suite
- Ten chairs for extra seating / each room

Two Breakout Rooms / Discussion Meetings
- 10:00 pm – Midnight
- Fifty chairs in circle or theatre style, depending upon meeting format

Saturday 7:00 am - 1:00 am
Pre-Function Area / Registration / Displays
- Same as Friday

Convention Hall:
- 7:00 a.m. – 11:00 p.m.
  - Same setup as Friday

Room for Saturday Evening Dance (100 People and Disk Jockey)
- 8:00 pm – 1:00 am
- Two 6’ skirted tables for DJ
- Rounds on either side of dance floor with chairs

Hospitality Suites (Main/All & Alateen Only) ***Thursday evening through Sunday noon.***
- Two 8’ skirted tables, refrigerator, and wet bar / each suite
- Ten chairs for extra seating / each room

Two Breakout Rooms / Discussion Meetings
- 10:00 pm – Midnight
- Fifty chairs in circle or theatre style, depending upon meeting format

Saturday 7:00 am - 1:00 am
Pre-Function Area / Registration / Displays

- Same as Friday

Convention Hall:
- 7:00 a.m. – 11:00 p.m.
    - Same setup as Friday

Room for Saturday Evening Dance (100 People and Disk Jockey)
- 8:00 pm – 1:00 am
- Two 6’ skirted tables for DJ
- Rounds on either side of dance floor with chairs

Breakout Room / Discussion Meeting
- Time to be determined
- Fifty chairs in circle or theatre style, depending upon meeting format
- Water service

Sunday 7:00 am - 12:00 noon
Registration / Display / Pre-function Area – same as previous

Convention Hall:
- 7:00 am – 12:00 Noon
- Same setup as Friday and Saturday

Breakout Room / Discussion Meeting
- Time to be determined
- Fifty chairs in circle or theatre style, depending upon meeting format
- Water service

District / Group Realignment

District Realignment

When creating a new District, members of the participating Districts need to communicate among themselves keeping the Traditions in mind by considering the following:

What is the greatest good for the greatest number (Tradition One)?

Why is realignment being proposed?

Is there a simpler way?

Will realignment be beneficial for public outreach?

Will realignment negatively affect any groups, Districts, or the Area (Tradition Four)?

Are the financial obligations and the ability to fill service positions arising from the realignment acceptable to all affected groups?

Does the realignment increase participation, communication, and representation?

The groups within the involved Districts are polled. If the proposal is approved, the Districts may petition the AWSC to take action. If the AWSC recommends this proposal, it is presented at the next Area Assembly for consideration.

If the Assembly approves the realignment, a caucus of the GRs in the newly formed District elects a District Representative (DR) to complete the current term of office. The newly elected DR has immediate voting rights on the AWSC. The existing DR continues to represent the District in which they currently serve.

If, after a trial period of 3 years, the creation, division, or realignment is successful, as determined by the involved Districts, the AWSC is informed and recommends all revisions become permanent. This recommendation is presented at the next Area Assembly for final approval.

If the creation, division, or realignment does not prove beneficial to all parties, the AWSC recommends that all revisions revert to the original status. This recommendation is presented at the next Area Assembly for final approval.

Group Realignment

Any group located in a District contiguous with another District may, through group conscience, request to participate in the other District. If both Districts agree, the group gives up participation in the original District. If there is no DR to notify, the realigning group petitions the AWSC to take action. If the AWSC recommends this proposal, it is presented at the next Area Assembly for consideration.

Regional Trustee Candidate

The *Al-Anon/Alateen Service Manual,* the *Al-Anon World Service Conference Charter,* and the Al-Anon website [https://al-anon.org/for-members/board-of-trustees/wso-volunteers/board-of-trustees/] provide information related to the composition, jurisdiction and responsibilities of the Board of Trustees for Al-Anon Family Group Headquarters, Inc. There are 9 Regional Trustees - 6 in the United States (including Puerto Rico) and 3 in Canada.

It is suggested that each Area in the Southeast region submits a qualified candidate for the Southeast Regional Trustee position. The candidates' résumé is submitted to the World Service Office no later than August 15th of the regional election year prior to the Trustee affirmation by the World Service Conference and the election by the Board of Trustees for Al-Anon Family Group Headquarters Inc. (E.g. 2021 submission for 2022 consideration for nomination; 2024 submission for 2025 consideration for nomination; etc.). The Board of Trustees may announce 1- or 2-year terms for the Region at any time if the position is vacant.

The term of office is three years. The Trustee may serve two consecutive terms, but must follow the Area candidate procedure for both terms of office.

Delegates to the World Service Conference are not eligible to be candidates for Trustee until two (2) World Service Conferences have elapsed after their term as Delegate ends.

Regional Trustee Candidate Process

1. An Al-Anon member that meets the minimum requirements for Trustee electronically submits his/her "Regional Trustee Service Position Acknowledgment Form" (www.ncbermudaafg.org) and "Trustee Résumé Al-Anon Family Group Headquarters Inc" form to his/her District Representative.

2. The Group Representatives (GRs) of the District in which the Al-Anon member resides votes on whether to submit the member's "Regional Trustee Service Position Acknowledgment Form" and "Trustee Résumé Al-Anon Family Group Headquarters Inc" form to the Area World Service Committee (AWSC). If approved, the District Representative submits these forms electronically to the Area Chairperson no later than March 1st of the year of the August 15th deadline. Signatures are not required at this step.

3. The Area Chairperson distributes electronically the Districts approved candidate résumés to the members of the AWSC for discussion at the next AWSC meeting.

4. The Area World Service Committee selects up to two (2) qualified candidates for presentation to the Spring Assembly.

5. The "Regional Trustee Service Position Acknowledgment Form" and "Trustee Résumé Al-Anon Family Group Headquarters Inc" forms are sent to all GRs to prepare for discussion and vote at the Spring Assembly.

6. The GRs vote for the North Carolina/Bermuda Area candidate at Spring Assembly. The candidate electronically signs the résumé form and submits it to the World Service Office no later than August 15th. The World Service Office confirms with the Area Delegate that the candidate followed the Area process.

7. If no candidate is chosen by the GRs at the Spring Assembly, the Area Delegate notifies the World Service Office no later than the deadline of August 15th that no candidate résumés

shall be submitted for consideration for Southeastern Regional Trustee from the North Carolina / Bermuda Area.

Trustee At Large (TAL) Process

Trustee At Large candidate(s) submit their résumé directly to the World Service Office no later than August 15th of the year preceding selection (see schedule above under General Information). This résumé does not require Area approval.

Regional Trustee Service Position Acknowledgment Form

District #: _____ District Representative: _____

Candidate Name: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

I certify that I have received, read, understand, and can comply with the Trustee Minimum Requirements. Be an active member of Al-Anon Family groups, with at least ten (10) year of continuous membership

- Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS) & pass a national background check
- Have service experience beyond the group level
- Not be a present or past member of Alcoholics Anonymous (A.A.)
- Be able to speak and write proficiently in the English language

If chosen to serve as a Regional Trustee, I understand and agree to these following requirements:

- I understand that serving as a Trustee requires more than just a “willingness to serve.”
- I will continue to regularly attend Al-Anon meetings.
- I must relinquish all Al-Anon service positions beyond the group level during the term of service.
- I will be required to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- I will be required to attend Trustee meetings on a quarterly basis (i.e., January, April, July and October) or even on a monthly basis. These meetings may range from 28 to 60 days a year, depending on assignments.
- I will be available to the WSO for consultation and on short notice to attend special meetings of the Board of Trustees.
- I may be asked to travel anywhere in the world on behalf of Al-Anon Family Groups and can travel independently without accommodation.
- I will consider sharing a room with another Trustee as assigned by the Chairperson of the Board. Sharing is preferable but not required.
- I will be able to devote sufficient time to complete all assignments on Task Force, Committee and Work Group projects in a timely manner.
- I will need to be competent in using basic computer programs such as Word, Excel and PowerPoint and able to communicate through email including opening attachments and accessing and navigating websites.
- I understand my assignments will require work between Board meetings by phone or email, individually or with a team.
- I will be asked to speak to large groups, both inside and outside of Al-Anon Family Groups.
- I support the AFG, Inc. Strategic Plan.
- I will support the Board’s group conscience decisions, regardless of my personal opinions.

Signature of Candidate & Date	Signature of District Representative & Date

North Carolina/Bermuda Area Use Only:

Signature of Area Chair and Date

Questions and Responses (Q&R)

Members may have questions about the content or suggestions for improving this handbook. If so, please send an email to the Area Chairperson at chairperson@ncbermudaafg.org. Please include your name, home group, and District. The Area Chairperson or the Chairperson of the *North Carolina/Bermuda Policies and Practices Handbook Work Group* shall respond within **one** week.

Addendums

A. Articles of Incorporation of North Carolina/Bermuda AFG Inc.
B. North Carolina/Bermuda AFG Inc. Bylaws
C. WSO Style Sheet

SOSID: 722059
Date Filed: 4/21/2004 1:58:00 PM
Elaine F. Marshall
North Carolina Secretary of State
C200411000378

ARTICLES OF INCORPORATION
OF
NORTH CAROLINA / BERMUDA AFG, INC.

The undersigned, being of the age of eighteen years or older, does make and acknowledge these Articles of Incorporation for the purpose of forming a corporation under and by virtue of the North Carolina Nonprofit Corporation Act as provided in Chapter 55A of the General Statutes of North Carolina:

1. The name of the corporation is North Carolina / Bermuda AFG, Inc.

2. The corporation is an educational corporation within the meaning of N.C.G.S. §55A-1-40(4).

3. The purposes for which the corporation is organized are:

   (A) To operate exclusively for educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws (the "Code"); and

   (B) To engage in any lawful activity for which corporations may be organized under Chapter 55A of the General Statutes of North Carolina so long as the corporation does not engage in any activity or activities not in furtherance of one or more tax exempt purposes as contemplated in section 501(c)(3) of the Code.

4. The corporation shall have members with the rights and privileges as set forth in the bylaws of the corporation.

5. The method of election of the Group Representatives (which Group of Representatives shall act as, and in lieu of, and have all of the powers and responsibilities of a board of directors) shall be set forth in the bylaws of the corporation.

6. No part of the net earnings of the corporation shall be distributable to or inure to the benefit of its officers or Group Representatives or any private person, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except to the extent permitted by Section 501(h) of the Code), and the corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision hereof, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code or (2) by a corporation to which contributions are deductible under Section 170(c)(2) of the Code.

7. In the event of termination, dissolution or winding up of the affairs of the corporation in any manner or for any reason whatsoever, the Group Representatives shall, after paying or making provision for payment of all liabilities of the corporation, distribute all of the remaining assets of the corporation as such Group Representatives may determine among one or more organizations which are then organized and operated for exempt purposes and qualified as exempt organizations under Section 501(c)(3) of the Code and to which contributions are then deductible under Section 170(c)(2) of the Code or to federal, state and local governments to be used exclusively for public purposes.

8. If the corporation is deemed by the Internal Revenue Service to be a "private foundation" within the meaning of Section 509(a) of the Code, it shall comply with the provisions of the following paragraphs:

   a. The corporation shall distribute such amounts of income or principal or both for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code.

   b. The corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code.

   c. The corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Code.

   d. The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Code.

   e. The corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Code.

9. The address of the initial registered office of the corporation is 43 Crane Court, Concord, Cabarrus County, North Carolina 28025-9655. The name of the initial registered agent of the corporation at such address is Doreen Devore.

10. The address of the initial principal office of the corporation is 43 Crane Court, Concord, Cabarrus County, North Carolina 28025-9655.

11. To the full extent from time to time permitted by law, no person who is serving or who has served as a Group Representative of the Corporation shall be personally liable for any action for monetary damages for breach of his or her duty as a Group Representative, whether such action is brought by or in the right of the corporation or otherwise. Neither the amendment or repeal of this Article, nor the adoption of any provision of these Articles of Incorporation inconsistent with this Article, shall eliminate or reduce the protection afforded by this Article to a Group Representative of the corporation with respect to any matter which occurred, or any cause of action, suit or claim which but for this Article would have accrued or risen, prior to such amendment, repeal or adoption.

13. The name and address of the incorporator are Sheri O. Covington, 2530 Meridian Parkway, Suite 400, Durham, Durham County, North Carolina 27713.

IN WITNESS WHEREOF, the incorporator has hereunto set her hand and seal this 15th day of April, 2004.

Sheri O. Covington (SEAL)
Sheri O. Covington, Incorporator

RTP 70613v3

Addendum B

Al-Anon Family Groups of
North Carolina / Bermuda AFG, Inc. Bylaws
November 4, 2017

ARTICLE I ~ NAMES

The name of this Corporation, as set forth in its Articles of Incorporation, is North Carolina / Bermuda AFG, Inc. In these bylaws, the Corporation is sometimes referred to as the Corporation or North Carolina / Bermuda AFG, Inc.

1. As used in these bylaws:

    a) Al-Anon group means a group of relatives and friends of alcoholics organized and functioning in keeping with the principles and Traditions of the Al-Anon fellowship.

    b) Alateen group means a group of teenage relatives and friends of alcoholics organized and functioning in keeping with the principles and Traditions of the Al-Anon fellowship.

    c) North Carolina / Bermuda AFG Assembly means the organization described in Article XI of these bylaws.

    d) Trustee means a person who is or becomes an Officer (see Article VI) of the Corporation pursuant to these bylaws.

ARTICLE II ~ PURPOSES

1. The purposes for which the Corporation was formed, as set forth in its Articles of Incorporation, are: “To operate exclusively for educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws (the “Code”); and “to engage in any lawful activity for which corporations may be organized under Chapter 55A of the General Statutes of North Carolina so long as the corporation does not engage in an activity or activities not in furtherance of one or more tax exempt purposes as contemplated in section 501(c)(3) of the Code.”

2. In furtherance of the purposes set forth in the Articles of Incorporation, North Carolina / Bermuda AFG, Inc. will:

    a) Coordinate policy among the Al-Anon and Alateen groups throughout North Carolina and Bermuda;

    b) Assist Al-Anon and Alateen groups in the conduct of their activities;

    c) Provide relatives and friends of alcoholics with information about the principles and Traditions of Al-Anon and locations of Al-Anon and Alateen groups;

    d) Assist in the formation of new Al-Anon and Alateen groups;

    e) Sell Conference Approved Literature of interest to Al-Anon and Alateen groups;

    f) Bring Al-Anon or Alateen groups to the attention of the concerned public;

g) Provide information and other assistance to persons for whom regular attendance at meetings of Al-Anon or Alateen groups is difficult or impractical; and

h) Support and maintain public outreach activities within North Carolina and Bermuda.

ARTICLE III ~ MEMBERS

1. The members of the Corporation shall be the persons who are the Trustees of the Corporation. Each Trustee shall become a member upon becoming a Trustee and shall cease to be a member upon ceasing to be a Trustee.

2. Members shall not be required to pay dues or any other compensation to the Corporation, or to anyone else, as a condition of membership.

3. Members will be required to sign appropriate documents to avoid potential conflicts of interest and clarify desired conduct as set by the Board of Trustees.

ARTICLE IV ~ TRUSTEES

1. The Directors of the Corporation shall be the persons who are the Trustees (see Article I d.) of the Corporation. Each Trustee shall become a Director upon becoming a Trustee and shall cease to be a Director upon ceasing to be a Trustee. For the purpose of these bylaws, the term Director and Trustee shall be deemed synonymous and interchangeable so far as necessary to conform to the Articles of Incorporation of the Corporation which contemplates, and refers to, Directors.

2. The Board of Trustees shall consist of not less than 3 persons or more than 6 persons as those terms are described in these bylaws. The actual number of Trustees and the composition of the Board shall be as established by the Board from time to time and in this regard the Board will generally be guided by the directions of the North Carolina / Bermuda AFG Assembly.

3. Any Trustee may resign by sending written notice to the Secretary of the Corporation.

4. Any vacancy in the office of a Trustee which occurs in any year between the annual meeting and the next North Carolina / Bermuda AFG Assembly may be filled by the Board of Trustees until the next meeting of the North Carolina / Bermuda AFG Assembly.

5. Any member of the Board of Trustees may be removed for just cause by a vote of two-thirds of the written ballots cast by the Board of Trustees. Just cause is defined as absence from two meetings during any 12 month period; a conflict of interest or a conflict of commitment violation; or failure to adhere to any written policies and procedures of the Board of Trustees. Such removal shall occur at a regular or specifically called meeting of the Board of Trustees. Upon calling a meeting to hear the “just cause” allegations, the Chairperson of the Board of Trustees shall direct the Secretary of the Board of Trustees to send a notice of the proposed removal by mail, certified or registered, if possible, to the last recorded address of such member at least fifteen (15) days before final action is taken on such removal. The member shall have the opportunity to present any relevant information in writing, in person, or through a representative, to the Board of Trustees before final action is taken.

6. Trustees shall serve without remuneration but they shall be entitled to payment of reasonable expenses.

ARTICLE V ~ POWERS AND DUTIES OF THE TRUSTEES

1. The Board of Trustees shall control and manage the affairs of the Corporation.

2. Without limiting the generality of the preceding paragraph, the Board of Trustees shall have the following powers:

   a) To establish and maintain the policies of the North Carolina / Bermuda AFG, Inc.;

   b) To control the material assets and finances of the North Carolina / Bermuda AFG, Inc.;

   c) To establish plans and conduct the operations of the North Carolina / Bermuda AFG, Inc.;

   d) To authorize expenditures;

   e) To appoint members of committees in accordance with these bylaws;

   f) To take such measures as may be necessary to carry out the purposes of the North Carolina / Bermuda AFG, Inc..

3. Any Trustee having a substantial financial interest in any contract or transaction requiring authorization by the Board of Trustees shall not vote on the matter.

ARTICLE VI ~ OFFICERS

The Officers of the Corporation shall consist of a President (Area Chairperson), a First Vice President (Alternate Delegate), a Second Vice President (Area Delegate, also known as a World Service Delegate), a Treasurer (Area Treasurer), a Secretary (Area Secretary) and such other officers as may be deemed necessary from time to time by the Board.

ARTICLE VII ~ DUTIES OF OFFICERS

1. **THE PRESIDENT (AREA CHAIRPERSON).** The President shall preside at all meetings of the Board of Trustees, and shall perform all the necessary duties, and exercise all the customary powers incident to the office of President, including appointment of committee Chairpersons. The President shall have general supervision of all of the affairs of North Carolina / Bermuda AFG Inc., and shall be an ex officio member of all committees. By virtue of the position, the President shall be vested with full voting rights on the Board of Trustees.

2. **THE FIRST VICE PRESIDENT (ALTERNATE DELEGATE).** The First Vice President shall be an aide to the President and shall perform the duties of the President in the absence or disability of the President. The Board of Trustees shall in its sole discretion determine the matter of the President's disability. In the event the Board determines that disability has occurred, the office shall be deemed vacant. The Board of Trustees may elect a successor to serve until the next meeting of the North Carolina / Bermuda AFG Assembly.

3. **THE SECOND VICE PRESIDENT (AREA DELEGATE, also known as WORLD SERVICE DELEGATE).** The Second Vice President shall be an aide to the First Vice President and shall perform the duties of the First Vice President in the absence or disability of the First Vice President. The Board of Trustees shall in its sole discretion determine the matter of the First Vice President's disability. In the event the Board determines that disability has occurred, the office shall be deemed vacant. The Board of Trustees may elect a successor to serve until the next meeting of the North Carolina / Bermuda AFG Assembly.

4. **THE TREASURER (AREA TREASURER).** The Treasurer shall be the financial officer of the Corporation and shall provide advice to the Corporation with respect to general financial policy and ancillary matters such as the collection, custody, and control of funds of North Carolina / Bermuda AFG Inc. and maintenance of books of accounts and financial records subject to such directions as may be given by the Board of Trustees. The Treasurer is responsible for having the books of account of the Corporation audited at regular intervals as directed by the Board of Trustees. The Treasurer may be an authorized signatory for disposition of funds of the Corporation on deposit in banks and other holding accounts. The Treasurer shall not be individually responsible for accounting procedures, security of funds, books of accounts or financial records, but does have general oversight authority respecting these matters.

5. **THE SECRETARY (AREA SECRETARY).** The Secretary shall record the minutes of all meetings of the Corporation, shall be the custodian of books and records of the Corporation and shall perform such other duties as may be delegated.

6. The Officers of the Corporation shall each perform such other duties as may be delegated to them by the Board of Trustees as well as such other duties as shall pertain to their respective offices.

ARTICLE VIII ~ FINANCES

1. The fiscal year of North Carolina / Bermuda AFG Inc. shall begin on the first day of January in each year and end on the 31st day of December thereof.

2. Checks shall be made in the name of the Corporation and shall be signed by one officer as may from time to time be designated by the Board of Trustees.

ARTICLE IX ~ MEETINGS

1. The annual meeting of the Board of Trustees shall be held immediately following the first Area World Service Committee meeting of each year at such place as is designated by the President, except when special circumstances warrant a change of date of the Area World Service Committee meeting.

2. Regular meetings of the Board of Trustees shall be held two times a year in May and November at a time and place designated by the President.

   If all the Trustees consent thereto generally or in respect of a particular meeting, a Trustee may participate in a meeting of the Board or of a committee of the Board by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a Trustee participating in such a meeting by such means is deemed to be present at the meeting.

3. Special meetings of the Board of Trustees may be called by the President at any time. The President shall call a special meeting upon the written application of three Trustees or upon the written application of the President for the transaction of such business as may be described in such application.

4. At least ten (10) days' notice of each meeting shall be given to the Trustees by first class, registered or certified mail. Forty-eight hours written notice of any meeting may be sent by electronic means. Trustees may waive notice of meetings by executing appropriate waivers.

5. A majority of members shall constitute a quorum for the transaction of business in any meeting. Each member shall have one vote. The vote of the majority of the Trustees present at the time of the vote, if a quorum is then present, shall be the act of the Board of Trustees, except as otherwise provided by law. In the absence of a quorum, a majority of the Trustees present may adjourn the meeting from time to time until a quorum is obtained.

6. Any member unable to attend any meeting of the Board shall give advance notice of the absence to the President or Secretary of the Board and indicate the reason for the absence. Any member who fails to attend two meetings per year for reasons deemed inadequate by the Board shall be subject to dismissal by the Board for such cause.

7. Unless otherwise determined by the President, the order of business at all meetings shall be as follows:

   a) Calling of roll;

   b) Approval of minutes;

   c) Report of Treasurer;

   d) Committee reports and communications;

   e) Elections (if such action is scheduled for such meetings);

   f) New Business.

ARTICLE X ~ INDEMNIFICATION

1. Each individual serving or having served as Trustee or Officer, or both, of the Corporation shall be indemnified in the circumstances and to the full extent permitted by law, against any and all costs, expenses and financial consequences of whatever nature, including legal fees actually incurred in connection with any action, suit or legal proceeding of any kind in which such an individual is a defendant by reason of serving or having served as an Officer or Trustee, or both, of the Corporation. This indemnification shall also extend to any individual made party defendant to any actions, suits or legal proceedings referenced in the preceding sentence by reason of the fact that his testator or intestate served as Trustee or Officer of the Corporation.

2. The foregoing indemnification shall apply also to each individual serving or having served (in his individual capacity, and not as a Trustee or Officer) as a Member of North Carolina / Bermuda AFG Inc. or of any special committee as may be authorized from time to time by the Board of Trustees.

ARTICLE XI ~ TRADITIONAL ORGANIZATION

1. The North Carolina / Bermuda Assembly consists of the following persons:

   a) Group Representatives – have voice and vote;

   b) District Representatives – have voice, no vote;

   c) Coordinators – have voice, no vote;

   d) Officers – have voice, no vote;

e) Members – have voice, no vote;

f) Past Delegates – have voice, no vote (unless they are serving as a Group Representative in which case they have voice and vote).

2. The North Carolina / Bermuda Assembly shall be the permanent body empowered to express the conscience of the Al-Anon fellowship within North Carolina and Bermuda.

3. The Board of Trustees shall consult with the North Carolina / Bermuda Assembly. However, the Board of Trustees shall continue to be vested with the full legal powers and responsibilities for North Carolina / Bermuda AFG, Inc. including, without limitation, approving all recommendations of the North Carolina / Bermuda Assembly.

4. Three-fourths of all authorized participants registered at the North Carolina / Bermuda Assembly may bring about a reorganization of North Carolina / Bermuda AFG, Inc. as or when it is deemed essential. They may request the resignation of the entire Board of Trustees and nominate a new slate of Trustees. In this regard the triennial election of Trustees shall be conditional upon the understanding of each, that his resignation is required on call for the same by the North Carolina / Bermuda Assembly, subject to the further understanding that prior to any such resignation becoming effective each Trustee shall be deemed to vote for the successor slate of Trustees presented by the North Carolina / Bermuda Assembly.

ARTICLE XII ~ COMMITTEES

1. **Area World Service Committee** – Shall be a permanent body that meets between Assemblies to discuss Area and District matters, plan the agenda for the Assembly, initiate projects, and make recommendations to the Assembly. This committee consists of:

   a) Officers elected by the North Carolina AFG Assembly for a term of three years (Area Chairperson, Area Delegate [also known as World Service Delegate], Alternate Delegate, Area Treasurer and Area Secretary).

   b) District Representatives elected by their respective districts to serve a term of three years.

   c) Area Coordinators appointed by the Area Chairperson (Area Alateen Coordinator, Area Alateen Process Person, Area Archivist, Area Group Records Coordinator, Area Literature Coordinator, Area Public Outreach Coordinator, Area Spanish Liaison, Area Website Coordinator and such other coordinators as may be deemed appropriate by the North Carolina / Bermuda Assembly to conduct the Area business).

   d) Convention Co-Chairperson (Program Chairperson) is appointed by the Area World Service Committee for a term of one year, and becomes a member of the Area World Service Committee the following year, for a period of one year, upon becoming the Convention Chairperson.

   e) Past Delegates.

2. **Convention Committee** – Serves as a subcommittee of the Area World Service Committee with terms of one year.

3. The Board of Trustees may appoint such other committees as they may from time to time determine appropriate.

4. Members of selected committees (subcommittees of the Area World Service Committee) shall serve at the direction of and duration determined by the Area Chairperson.

5. Committee members shall serve without remuneration but shall be entitled to payment of reasonable expenses.

6. Any Committee member may be removed from office for cause by affirmative vote of two-thirds of the Trustees.

ARTICLE XIII ~ AMENDMENTS

The Board of Trustees shall have the power to amend or alter these bylaws in whole or in part by the affirmative vote of two-thirds of the Trustees at a meeting called for the purpose of amending the bylaws.

Addendum C
Al-Anon Family Groups
WSO Style Sheet
Revised July 27, 2021

Most WSO documents that will be made accessible to the fellowship use Arial 12 or 11, for readability. Generally, documents are single-spaced with a double space between paragraphs. Spacing after a period is one space.

General guidelines

- When quoting any of the Legacies, Preamble, Serenity Prayer, Al-Anon Declaration, Suggested Welcome, or Suggested Closing, copy and paste the wording from the Macros documents rather than typing it. The documents can be found under S:/Macros 05. They are password protected and can be opened as "Read Only."

- When referring to any piece of Al-Anon literature, include the catalog number in parentheses the first time it is mentioned, e.g., *Discovering Choices* (B-30). Subsequent referrals in the document can be made by title only.

- When typing the word, "Al-Anon" *always* insert a non-breaking hyphen: CTRL+shift+hyphen. When working in a document where Al-Anon appears many times, use the Find and Replace function in Word. Do not use a hard space to fix the problem of Al-Anon separating, as it will affect the presentation of a published document.
  Note: The only exception is when writing emails, which don't recognize the non-breaking hyphen.

- References to attending WebEx meetings, video conference calls, or internet conference calls in Directors' Reports and other WSO materials should use the term "web conferencing" or "web conference calls."

- Use *italics* to indicate emphasis in a sentence, rather than **bold** or ALL CAPS, or <u>ALL CAPS UNDERLINED</u>; you do not want to give the impression that YOU'RE YELLING AT WHOEVER IS READING <u>YOUR</u> DOCUMENT, e.g., "This was a perfect example of not jumping in with my *will*."
  Note: The only exception is when referring to working titles of books, pamphlets and service tools, e.g., "We are still accepting sharings for the NEW DAILY READER (working title)."

- In a list of three or more items, a comma should be included before "and" or "or."

- The WSO website address is al-anon.org, not al-anon.alateen.org (there is no need to use www). When referring to the section of the website dedicated to members, use "WSO website under the Members tab" (no apostrophe).

- Anne B. is our Cofounder, not Anne S. Please make sure that no references to either of them are missing the "e" in their names.

- General fax number is 757-563-1656 (757-563-1655 is for orders only).

- Puerto Rico is part of the United States. Therefore, all locational/mailing/shipping/etc. references to Puerto Rico should acknowledge this. In other words, rather than writing "the US, Canada, Bermuda, and Puerto Rico," one should write, "the US (including Puerto Rico), Bermuda, and Canada."

- All Al-Anon job titles use the ampersand rather than the word “and” (e.g., Director of Finance & Operations).

- Make special care to properly distinguish between “Spanish” and “Spanish-speaking” and between “French” and “French-speaking.” A group from California that speaks Spanish is a Spanish-speaking group, not a Spanish group.

Al-Anon words that are always capitalized and corresponding acronyms, if available

- Spell out the word the first time it appears in the document, followed by the abbreviation in parentheses, e.g., The World Service Office (WSO) is the headquarters of Al-Anon Family Groups. The WSO is located in Virginia Beach.

- Abbreviation plural: use a lower case “s” as in LDCs, GRs, etc.

Note: the words internet, social media and website are not capitalized, **and website is one word.**

Alateen
Alateen Group Sponsor
Al-Anon/Alateen
Al-Anon Declaration
Al-Anon Family Groups
Al-Anon Family Group Headquarters, Inc.
Al-Anon Family Group Headquarters (Canada) Inc. [Note: no comma after (Canada)]
Al-Anon Information Service (AIS) [also Information Services/Intergroup]
Al-Anon Member Involved in Alateen Service (AMIAS)
“Al-Anon World Service Conference Charter” (use quotation marks)
Alcoholics Anonymous (A.A.) [except in the Traditions, where AA is used]
Alternate (when part of a title, e.g., Alternate Delegate)
Area (when referring to Al-Anon term)
Area World Service Committee (AWSC)
Assembly (when referring to Al-Anon term)
At-Large (Committee member)
Board Mission Statement
Board of Trustees (BOT)
Board Vision Statement
Bylaws (for the US only. For Canada, we use By-Laws. BY-LAWS all caps *only* when referring to US or Canadian AFG corps)
Clearing House (Al-Anon’s first office) [otherwise spelled: clearinghouse]
Cofounder
Conference Approved Literature (CAL)
Current Mailing Address (CMA)
Delegate
“Digest of Al-Anon and Alateen Policies” (subsequently referred to as Policy Digest)
District
District Representative (DR)
Equalized Expense
Executive Committee
Financial Statement
Full Amount
General Service Office (GSO)

Goals (when referring to the Strategic Plan)
Group Phone Contact
Group Representative (GR)
Higher Power
Knowledge-Based Decision-Making (KBDM)
Legacy(ies) (when referring to Steps, Traditions and Concepts)
Literature Distribution Center (LDC)
Lone Member
Lone Member Contact
Objectives (when referring to the Strategic Plan)
Policy Digest (see the above note for "Digest of Al-Anon and Alateen Policies")
Power (as in Power greater than ourselves)
Region (when referring to Al-Anon term)
Regional Trustee (RT)
Service Sponsor
Sponsor (as a noun)
Staff
Strategic Initiatives (when referring to the Strategic Plan)
Strategic Plan
Strategy(ies) (when referring to the Strategic Plan)
Structure (when referring to specific service entities such as the WSC Structure or German Structure. When referring to a concept rather than an entity, the term should remain lowercase [for example, service structure])
Suggested Al-Anon/Alateen Closing
Suggested Al-Anon Preamble
Suggested Alateen Preamble
Suggested Al-Anon/Alateen Welcome
Together Empowering Al-Anon Members (TEAM)
Trustee
Trustee at Large (TAL) [no hyphen]
Twelve Steps
Twelve Traditions
Twelve Concepts of Service
United States (US) or USA
Warranties (as in General Warranties of the Conference)
World Service Conference (WSC)
"World Service Handbook" (part of *Service Manual*) [subsequently referred to as Handbook.]
World Service Office (WSO)
World Service Office Volunteer (WSO Volunteer)
Zonal
Zone

- When referring to Al-Anon's three Legacies, the words Step(s), Tradition(s) and Concept(s) are always capitalized. (Note: the word "three" does not need to be.) Also, the Concepts of Service can subsequently be referred to as the Concepts after the first occurrence in a document.)

- An individual's service position is capitalized, e.g., Committee Chairperson, *Forum* Coordinator, Group Treasurer, Sponsor, Service Sponsor, etc.

- The names of pages and tabs on the website and mobile app are capitalized, e.g., Members page, Meetings page, Contributions tab, etc.

- When referring to the *Al-Anon Family Groups Mobile App*, first reference should be the full name italicized and subsequent references can be *AFG Mobile App* or *Mobile App*. When referring to the concept of mobile applications, mobile app is not italicized or capitalized.

Al-Anon terms that are occasionally capitalized

Cooperating with the Professional Community (CPC) [please see bullet point 2]
Committee [please see bullet point 2]
Conference [capitalized when referring to the World Service Conference (WSC); please see bullet point 2 for further clarification]
Convention [please see bullet point 2]
Guideline [please see bullet point 4]
Public Information Institution(s) (PI) [please see bullet point 3]
Public Outreach (PO) [please see bullet point 3]
Task Force (TF) [please see bullet point 2]
Thought Force (ThF) [please see bullet point 2]
Volunteer [only capitalized when it refers to a WSO Volunteer]
Work Group (WG) [please see bullet point 2]

1) The following words are not capitalized: group, meeting, member, longtime member (do not use long timer or old timer) and fellowship, unless referring to a specific group name, e.g., "Fun and Fellowship Al-Anon Family Group."

2) The words "committee," "conference," and "convention" are not capitalized unless referring to the name of a specific committee, conference, or convention, as in "On second reference, the Literature Committee and World Service Conference can be called the Committee and the Conference." This principle also applies to thought force, work group and task force.

3) Capitalize "Public Outreach," "Public Information," and "Cooperating with the Professional Community" when referring to a specific committee or service position, as in "Area Public Outreach Coordinator" and "Members of the Public Outreach Committee met via conference call to discuss…"

4) Similarly, "Guideline" is capitalized when used as part of the title of a specific guideline or when referring to the Al-Anon Guidelines, e.g., "The Al-Anon Guidelines are found on the WSO website under the Members tab, in Group Services."

5) When referring to people in the LGBT community the correct term to use is LGBTQIA+

Publications

The titles of all Al-Anon publications and service materials are italicized and in title case e.g.:
The Al-Anon/Alateen Service Manual (P-24/27)
Many Voices, One Journey (B-31)
Taking a Group Inventory (G-8)
World Service Conference Summary (P-46)
The Forum
Al-Anon Faces Alcoholism
Area Highlights
In the Loop (formerly *Group e-News*)
News about Families of Alcoholics (formerly *e-News for Professionals*)
Note: The one exception is *Alateen—a day at a time*.

- When referencing chapters, headings and article titles within a publication, quotation marks are used, e.g., refer to the "Public Outreach" portion of the "Digest of Al-Anon and Alateen Policies" section of the *Al-Anon/Alateen Service Manual*.

- When referencing a specific title within a publication, use the title exactly as it appears in that publication, whether it is in title case or sentence case, e.g.,

Read Chapter Four in *How Al-Anon Works* (B-22), "Understanding Ourselves and Alcoholism."
The following sharing, "Al-Anon's greatest gift: finding balance in my life," was published in the March 2015 issue of *The Forum*.

- When referencing the "Al-Anon and Alateen Groups at Work" section of the *Service Manual*, put the title of the section in quotation marks. The term should not be italicized in this case, as it is referring to a portion of the *Service Manual*. When referencing the *Al-Anon and Alateen Groups at Work* standalone book (P-24), italicize the term, as it is referring to a complete publication rather than a section of a publication.

- When referencing a publication that contains a year in its title, such as *Al-Anon Faces Alcoholism 2019* or *2015 World Service Conference Summary*, italicize the year, as it is considered part of the title.

- Abbreviations and shortenings of publication titles, such as *AFA* (an abbreviation for *Al-Anon Faces Alcoholism*) and *Service Manual* (shorthand for the *Al-Anon/Alateen Service Manual*), should be italicized like the full titles they reference.

Slogans
Slogans should be treated like titles in regards to capitalization and should be set in quotation marks. If the slogan is not quoted exactly, it should not be capitalized or set in quotation marks, e.g., In Al-Anon, I learned to "Let Go and Let God," but letting go and letting God wasn't always easy.

"But for the Grace of God"	"Keep Coming Back"	"One Day at a Time"
"Easy Does It"	"Keep It Simple"	"Progress Not Perfection"
"First Things First"	"Let Go and Let God"	"Think" (when referred to as a slogan)
"How Important Is It?"	"Let It Begin with Me"	
"Just for Today"	"Listen and Learn"	"Together We Can Make It"
"Keep an Open Mind"	"Live and Let Live"	

Sayings
There are several sayings sometimes used in Al-Anon that are not considered slogans. Sayings should be lowercase and set apart in quotation marks.

"this too shall pass"	"principles above personalities"
"gratitude changes your attitude"	"take what you like and leave the rest"
"to keep it you have to give it away"	"learn, love and grow"
"mind your own business"	"fake it 'til you make it"

Mnemonic devices
The three Cs (didn't cause it; can't control it; can't cure it)
The three As (awareness, acceptance, action)
HALT (Hungry, Angry, Lonely, Tired)
THINK (Thoughtful, Honest, Intelligent, Necessary, Kind)

Because of difficulty in translating, these mnemonics are usually spelled out following the initials.

Hyphenated words

Al-Anon
French-speaking
Spanish-speaking
French- and Spanish-speaking
Knowledge-Based Decision-Making
non-alcoholic
non-member
toll-free
Catalog numbers, e.g., P-24, B-30, S-4
Twelfth-Step work
Fourth-Step inventory

Note: repost, Cofounder, email, online and website are each one word, without hyphens.

Numbers

- Spell out numbers one through ten, and use numerals for 11 and above. Spell out percent in text and/or headlines but not in charts or in information supporting charts.
  Note: The exception is when a sentence begins with a number, *always* spell out the number.

- Spell out and capitalize all numbers related to the Twelve Steps, Traditions, and Concepts of Service: Fifth Step, Step Three, Concept Eleven, and Twelfth Step work.

- Avoid superscript, such as (10^{th}, 11^{th} and 12^{th}) when referring to the Steps, Traditions and Concepts, e.g., "Tenth" "Eleventh" and "Twelfth" are preferred.

- Money
  - Include dollars and cents on order forms, as in $10.50, but not when a dollar amount is cited in text, as in "The Outreach Committee spent $35 on copies of *Al-Anon Faces Alcoholism*."
  - Include "US" following the amount when anyone outside of the US will see it, e.g., $10.00 US

- Time: When referring to time zones and times in general, e.g., 5 pm or 5 am ET, there is no need to use periods.

- Dates: When giving dates, the form "October 3" is preferred over "October 3^{rd}."