

Article I Introduction

The NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures is a body of principles and relationships through which Al-Anon/Alateen as a whole can function in New Hampshire. The provisions of the document are not legal, but traditional, since the NH Al-Anon/Alateen Area Assembly (Assembly) is not incorporated. This statement of policies and procedures is an informal spiritual agreement among all NH Al-Anon and NH Alateen groups.

Article II Purposes

The purposes of this Assembly are:

- To be a service body, not a governing body and have no authority over individual members or groups in New Hampshire;
- To encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism;
- To reinforce their efforts to understand themselves and the alcoholic;
- To foster their restoration toward a more manageable life.

These purposes shall be accomplished through the dissemination of information pertaining to the Al-Anon Family Groups and through performing services for the Al-Anon Family Groups that they cannot do independently. This Assembly shall serve as a guardian of the Twelve (12) Traditions of Al-Anon and the Twelve (12) Traditions of Alateen.

Article III Definitions

Al-Anon/Alateen Family Groups NH Inc. (AFG NH Inc.) is the legal arm of Al-Anon in NH

Area World Service Committee (AWSC) is a committee that plans the agenda for the Assembly, initiates projects and makes recommendations to the Assembly. The AWSC is composed of Area Officers, District Representatives or their elected alternates, Coordinators and Liaisons. (See Article VIII, Sections 3 - 10)

NH Al-Anon/Alateen Area Assembly (Assembly) represents the fellowship in NH Area 35 and is the traditional decision-making body in NH Area 35. The Assembly is composed of Group Representatives (GRs) (or elected Alternate GRs), District Representatives (DRs) (or elected Alternate DRs), Coordinators, Officers and the Delegate. (See Article VIII, Sections 2 – 10)

Past Active DR previously held a NH Area 35 DR position and presently attends at least one (1) Al-Anon meeting weekly in NH Area 35

Past Active GR previously held a GR position and presently attends at least one (1) Al-Anon meeting weekly in NH Area 35

Traditional Approval is the voice of the Assembly being heard while actual legal action is conducted by the corporation

For more detailed information, refer to the *NH Area 35 Handbook and Job Descriptions* document.

Article IV Relation to the AL-ANON/ALATEEN FAMILY GROUPS NEW HAMPSHIRE, INC. (Herein referred to as Corporation)

For information see *NH Al-Anon/Alateen Spiritual Agreement between the Assembly and the Board*, Article 4.

Article V Assembly Policies

All policies of the Assembly shall be set forth in this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures*. For any issue not covered in this statement of policies and procedures, the *Al-Anon/Alateen Service Manual* will be used to provide guidance until the Assembly amends this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures* or makes a decision to act differently in accordance with Article XIII of this statement of policies and procedures. Such other policies may be voted on and approved by the Group Representatives or elected alternates at an Area Assembly, provided that such other policies are not in conflict with the Three (3) Legacies [Twelve (12) Steps, Twelve (12) Traditions and Twelve (12) Concepts of Service] of Al-Anon/Alateen.

Article VI Assembly/AWSC Order of Business

At Area Assemblies and Area World Service Committee (AWSC) meetings, the agenda shall include the following:

- Open the meeting by:
 - Reading the Serenity Prayer,
 - Reading the Three (3) Legacies [Twelve (12) Steps, Twelve (12) Traditions and Twelve (12) Concepts of Service],
 - Discussion of a Concept of Service and/or other pertinent topic from the *Al-Anon/Alateen Service Manual*;
- Establish presence of a quorum (See Article IX, Section 1: Assemblies or Section 2: Area World Service Committee Meetings);
- Ask for a vote of acceptance of the proposed method of voting [e.g. show of hands (blue cards), written ballot];
- Review the voting options: in favor, opposed, abstain (See Article XII)
- Correction and approval of the Minutes of the preceding meeting (Assembly to Assembly, AWSC to AWSC);
- Review and approval of Financial Report;
- Delegate's Report;
- Hear and discuss issues regarding the upcoming World Service Conference (The First Spring Area Assembly) (See Article IX, Section 1);
- Reports of other AWSC members;
- Process of traditional affirmation of Corporation officers (Fall Area Assembly every three (3) years or as necessary):
 - Election of Area Officers (Fall Area Assembly every three (3) years or as necessary)
 - Recess Assembly for Board nomination of slate of Corporation officers (Fall Area Assembly every three (3) years or as necessary)
 - Reconvene Assembly for traditional approval of slate of Corporation officers (Fall Area Assembly every three (3) years or as necessary);
- Traditional approval of Annual Area Budget (Fall Area Assembly);
- Establish intention to sponsor the two (2) years hence Area Convention (Fall Area Assembly annually) (See Article IX, Section 1);
- Old Business;
- New Business;
- Such other business that may properly come before the meeting;
- Evaluation of meeting;
- Adjournment by reading the Al-Anon Declaration or the Serenity Prayer.

Article VII Membership

Section 1: Eligibility

Anyone who feels his/her personal life is or has been affected by close contact with a problem drinker is eligible for membership in Al-Anon/Alateen.

Alateens are members of the Al-Anon Family Group. Where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings. As the name implies, Alateen is designed for members in their teens. Alateen members beyond the teen years are encouraged to attend Al-Anon meetings.

Membership in Al-Anon/Alateen is generally demonstrated by regular attendance in one or more Al-Anon/Alateen Family Groups in the Area.

Section 2: Alateen Sponsorship

Every Alateen group shall be sponsored as required in the *State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements*. Every potential AMIAS shall complete the PROCESS FOR AMIAS CERTIFICATION as outlined in the *State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements*. If an AA member is also an Al-Anon member, he/she may serve as the sponsor/AMIAS by virtue of his/her Al-Anon membership. Emphasis shall be placed on the Al-Anon/Alateen interpretation of the program at all times.

Article VIII Assembly Structure

Section 1: Eligibility, Election Procedures

Only members of Al-Anon/Alateen are eligible for any of the following positions which begin on January 1st following the Fall Area Election Assembly. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the positions listed in Sections 2 through 9 of this Article VIII. Procedures for elections, terms of office and procedures for filling unexpired terms are set forth in this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures*. For any issue not covered in this statement of policies and procedures, the *Al-Anon/Alateen Service Manual* will be used to provide guidance until the Assembly amends this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures* or makes a decision to act differently in accordance with Article XIII of this statement of policies and procedures. Voting is defined by Article XII of this statement of policies and procedures.

Section 2: Group Representative (GR)

Each Al-Anon/Alateen group in the Area shall elect a Group Representative (GR) and an Alternate Group Representative prior to the Fall Area Election Assembly to serve the group by:

- (a) attending district meetings;
- (b) attending the Area Assemblies;
- (c) fulfilling such other duties as may be determined by group autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* with voting defined by the *NH Area 35 Handbook and Job Descriptions* document.

(See Article VIII, Section 1 for eligibility)

Section 3: District Representative (DR)

Each district shall elect a District Representative (DR) and an Alternate District Representative prior to the Fall Area Election Assembly to serve the groups in the district by:

- (a) attending AWSC meetings and Area Assemblies;
- (b) convening and attending the district meetings;
- (c) fulfilling such other duties as may be determined by the GRs of the district in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document.

In the event said election has not taken place prior to the Fall Area Election Assembly, the Area Chairperson shall ask the district(s) to caucus for the purpose of electing a DR as outlined in the *Al-Anon/Alateen Service Manual*. Incoming, outgoing, and past active (See Article III) GRs are eligible for this position. Currently serving GRs vote for this position. (See Article VIII, Section 1 for further eligibility)

Section 4: Delegate

The Delegate shall be elected at the Fall Area Election Assembly to serve the Area by:

- (a) attending the World Service Conference and reporting to the Area the activities conducted at said Conference;
- (b) attending other functions and meetings;
- (c) fulfilling such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document.

Incoming, outgoing, and past active (See Article III) DRs are eligible for this office. Currently serving GRs vote for this position. A Delegate may not succeed him/herself in office for a period of three (3) years. (See Article VIII, Section 1 for further eligibility)

Section 5: Alternate Delegate

The Alternate Delegate shall be elected at the Fall Area Election Assembly to fulfill the duties of the Delegate in the event the Delegate is unable to do so. If the Delegate is unable to complete the three-year term, the Alternate Delegate shall automatically become the Delegate. If the Alternate must complete the term, a temporary Alternate is at once appointed by the Chairperson from among the current and past active (See Article III) DRs. A special Assembly can then be called to elect a new Alternate Delegate. The Alternate Delegate works closely with the Delegate throughout the term and fulfills such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document. Incoming, outgoing, and past active (See Article III) DRs are eligible for this office. The outgoing Delegate is ineligible for this position. Currently serving GRs vote for this position. (See Article VIII, Section 1 for further eligibility)

Section 6: Chairperson

The Chairperson shall be elected at the Fall Area Election Assembly to serve the Area by:

- (a) presiding over the Area Assemblies and AWSC meetings;
- (b) fulfilling such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document.

Incoming, outgoing, past active (See Article III) DRs and the outgoing Delegate are eligible for this office. Currently serving GRs vote for this position. (See Article VIII, Section 1 for further eligibility)

Section 7: Secretary

The Secretary shall be elected at the Fall Area Election Assembly to serve the Area by:

- (a) taking minutes at the Assemblies and AWSC meetings;
- (b) fulfilling such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document.

All incoming, outgoing, and past active (See Article III) DRs are eligible for this position. If no DR stands for this position, any incoming, outgoing or past active (See Article III) GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Currently serving GRs vote for this position. (See Article VIII, Section 1 for further eligibility)

Section 8: Treasurer

The Treasurer shall be elected at the Fall Area Election Assembly to serve the Area by:

- (a) monitoring the financial affairs of the Area;
- (b) reporting to the Area Assembly and the AWSC meetings the financial condition of the corporation;
- (c) fulfilling such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *NH Area 35 Handbook and Job Descriptions* document.

All incoming, outgoing, and past active (See Article III) DRs are eligible for this position. If no DR stands for this position, any incoming, outgoing or past active (See Article III) GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Currently serving GRs vote for this position. (See Article VIII, Section 1 for further eligibility)

Section 9: Coordinators

Any Coordinator position such as Alateen, AA Liaison, Area Alateen Process Person (AAPP), Area Archives, Forum, Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions), Literature, Literature Distribution Center, Area Convention, Group Records, Newsletter, Answering Service, and Website shall be appointed by the Delegate and the Alternate Delegate acting jointly, subject to traditional approval of the AWSC in accordance with the needs of the Area. The Convention Coordinator shall be recommended to the Board of Directors of the Corporation for formal appointment. In the year of an Election Assembly, appointments made by the Incoming Delegate and Alternate Delegate acting jointly for the foregoing positions shall be presented for approval at the November and/or a subsequent AWSC meeting following the Fall Area Election Assembly. All

Coordinator positions shall be for three-year terms with the exception of the Area Convention Coordinator's position which shall be a term starting on the date of the appointment and ending on the date of the final report as per the *NEW HAMPSHIRE AL-ANON/ALATEEN AREA 35 CONVENTION GUIDELINES* and the *NH Area 35 Handbook and Job Descriptions* document. Each Coordinator shall fulfill the duties and responsibilities of their position as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual*, the *NH Area 35 Handbook and Job Descriptions* document and the *State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements*. In order to create a new Coordinator position or eliminate a current one, a recommendation from the AWSC would be presented to an Assembly for a vote. (See Article XII) (See Article VIII, Section 1 for further eligibility)

Section 10: Officers

The Officers of the Assembly shall be the Chairperson, Secretary, Treasurer, Delegate, and Alternate Delegate.

Section 11: Procedure for Resolving an Allegation of Non-Performance

In keeping with the Al-Anon/Alateen purposes and principles, concerns regarding the performance of NH AWSC members (excluding DRs), Convention Committee members, Budget Committee members, any other approved Area committee members and/or AMIASs [in accordance with the *State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements*] shall be directed to the NH Area Chairperson. Concerns regarding the performance of the NH Area Chairperson shall be directed to the Delegate. In either circumstance, these concerns are specifically those of not satisfying the requirements of the position as stated in the current *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures*, the *NH Area 35 Handbook and Job Descriptions* document, the *State of New Hampshire Area 35 Al-Anon Members Involved in Alateen Service (AMIAS) Requirements* or the *Al-Anon/Alateen Service Manual* and/or of creating a public controversy.

NH Area Officers will review the concerns with the individual.

NH Area Officers will make recommendations to the NH AWSC. Minority appeal may be presented at this meeting.

NH AWSC will review the recommendations and approve necessary action.

A brief summary of the situation and action will be reported at the next Assembly.

Article IX Meetings

Section 1: Assemblies

- A minimum of three (3) Area Assemblies shall be held annually. These meetings may be held at any convenient time, but have customarily been held on the third Saturday of March, May and October.
- A quorum shall consist of the GRs or elected alternates from one-fourth (¼) of the registered meetings in the Area as established by the NH Area Group Records.
- The First Spring Area Assembly which shall precede the World Service Conference shall allow the Assembly members and Delegate the opportunity to hear and discuss issues regarding the upcoming World Service Conference. Committee Financial Reports for the prior year shall also be presented.
- At the Second Spring Area Assembly, the Delegate shall report to the GRs, AWSC and other interested members on the proceedings of the World Service Conference.
- At the Fall Area Assembly, the Group Representatives (GRs) or elected alternates shall vote on a decision to hold and delegate responsibility for the Board to implement the two (2) years hence Area Convention.
- At the Fall Area Assembly, the Board presents the annual budget to the Group Representatives (GRs) or elected alternates for traditional approval.
- Every third year, the Fall Area Assembly is an Election Assembly as outlined in Article VIII.

At all Assembly meetings, reports from Officers, Coordinators and DRs shall be presented, and all Area business shall be conducted as the need may arise or as may be appropriate.

The Area Assembly is composed of the Officers, Coordinators, DRs (or elected Alternate DRs) and GRs (or elected Alternate GRs) of the Al-Anon/Alateen groups of the Area. The ultimate authority rests with the individual groups and is exercised through the Group Representatives (GRs). (See Concept 1) Each group has one (1) vote only and this vote is cast by the current GR or the elected

alternate in the event the GR is unable to attend. (See Article XII) No person shall serve as GR of more than one (1) group. Individual members are encouraged to attend and have voice, but only the GRs or elected alternates are allowed to vote.

Section 2: Area World Service Committee Meetings

A minimum of five (5) AWSC meetings shall be held annually. These meetings may be held at any convenient time, but have customarily been held on the third Sunday of the month. This AWSC consists of the Officers as outlined in Article VIII, Section 10, Coordinators as outlined in Article VIII, Section 9, and DRs or their elected alternates. A quorum shall consist of one-fourth (¼) of all Officer, Coordinator and DR positions which comprise the AWSC. Holding multiple positions does not reduce the calculation of the quorum. Individual members are encouraged to attend and have voice, but only AWSC members are allowed to vote. (See Article XII) Each AWSC member has one (1) vote at AWSC meetings.

The purpose of the AWSC is to inform and unify the groups in the Area. This purpose is accomplished by:

- discussing Area, district, and group issues;
- planning the agenda of each Area Assembly;
- studying and proposing projects;
- making recommendations to the Area Assembly;
- setting the dates for the AWSC meetings and Area Assemblies;
- reviewing yearly budget and budget recommendations prior to submittal to the Area Assembly for traditional approval;
- approving Coordinator appointments made by the Delegate and the Alternate Delegate;
- traditionally approving Budget Committee members.

Article X Financing

Financial Contributions to Al-Anon/Alateen Family Groups – New Hampshire, Inc. (AFG NH INC)

There shall be no membership dues or fees. In keeping with Tradition Seven, group funds may be used to support Al-Anon/Alateen's purpose of carrying its message of help and hope to those who still suffer. According to the *Al-Anon/Alateen Service Manual*, contributions may be made by Al-Anon/Alateen members in celebration of their Al-Anon/Alateen birthday and/or in memory of anyone who is deceased. No outside contributions of goods, monies or services may be made in keeping with Tradition Seven. However, a one-time memorial contribution in honor of a deceased Al-Anon/Alateen member may be made from a relative or friend in an amount not to exceed five hundred dollars (\$500.00). Individual, group and/or district contributions may be used to support all levels of Al-Anon/Alateen service, however contributions cannot be earmarked for special purposes. The Assembly may propose earmarking of funds for Board of Directors consideration. All contributions made to Al-Anon/Alateen Family Groups – New Hampshire, Inc. (AFG NH INC) are tax deductible to the extent of the law.

Article XI Conflict of Interest

Members of the Area Assembly and AWSC shall neither seek nor engage in any activities or pursuits which may result in either perceived, related or actual financial interest or gain from their service position.

Article XII Voting

On all matters requiring a vote of the Area Assembly or AWSC, the voting process as set forth in this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures* shall be followed. For any issue not covered in this statement of policies and procedures, the *Al-Anon/Alateen Service Manual* will be used to provide guidance until the Assembly amends this *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures* or makes a decision to act differently in accordance with Article XIII of this statement of policies and procedures. A proxy vote is not permitted. Any matter not addressed in the statement of policies and procedures shall be based on the *Al-Anon/Alateen Service Manual*. All important decisions shall be reached by discussion, vote and, whenever possible, by unanimity. (See General Warranty 3) Whenever unanimity is not possible, decisions shall be reached by a two-thirds (2/3) majority of the eligible votes cast at the Area Assembly or AWSC meeting. In the event an immediate need arises prior to a scheduled AWSC meeting to fill an open Area position (e.g. Area Coordinator), an appointment may be made by the appropriate officer as set forth in this statement of policies and procedures subject to the approval of the AWSC. The Chairperson shall conduct the vote by electronic ballot over the internet or written ballot by mail and maintain official documentation. In the event

an AWSC member does not have access to the internet and there is insufficient time to conduct a mailing, an oral ballot may be cast by the person so affected by telephonic communication with the Chairperson and the Delegate by means of a conference call or two (2) separate calls followed by a written confirmation ballot by mail for the official record. Qualifications of the appointee shall be posted on the ballot. The appointment shall be approved by unanimity, or if unanimity is not possible, by a two-thirds (2/3) majority of the eligible votes cast.

Counting the vote includes the following options: In favor (chooses to approve the motion); Opposed (chooses to disapprove the motion); Abstains (chooses not to vote but chooses to be present for the quorum). Reasons for abstaining may include ambivalence about the matter, conflict of interest, feeling inadequately informed about the matter or not having participated in relevant discussion. Abstentions are not considered votes; therefore, the number of votes needed for a two-thirds (2/3) majority may vary from motion to motion.

A motion is needed on all matters that describe a proposed action or decision affecting the Area as a whole. Consensus may be obtained on matters of general agreement affecting only those present at that Area Assembly or AWSC meeting.

At an Election Assembly or a special meeting of the Assembly to fill an open Officer position:

- As suggested in Warranty Three, the voting process should be followed even if there is only one candidate.
- Names of all candidates for the open Officer position are displayed.
- Votes are cast. Candidates leave the room while votes are tallied and displayed.
- In the spirit of substantial unanimity, the first candidate to receive a two-thirds (2/3) vote is elected.
- If no one has the required two-thirds (2/3) vote after three (3) ballots have been taken, the Chairperson may suggest that the candidates with the largest percentage of votes remain on the ballot and the others withdraw.
- Whether or not any names are withdrawn, another ballot is taken.
- If still no election occurs, the Chairperson asks for a motion to close the balloting and that the choice be made by lot between the two with the highest number of votes. The first one drawn becomes the Officer. Alternatively, some Assemblies prefer to have a final ballot taken, in which case the candidate with the most votes becomes the Officer.

Article XIII Amendments

If the wording or intent of this statement of policies and procedures is to be changed it shall be amended by a two-thirds (2/3) vote of the Group Representatives or elected alternates at an Area Assembly that has been preceded by a minimum of two (2) AWSC meetings and one (1) Area Assembly. The aforementioned AWSC meetings shall review, discuss, amend as required and then give preliminary approval to the proposed amendment(s). At the first Area Assembly following the requisite AWSC preliminary approval of the proposed amendment(s), the proposed amendment(s) shall be reviewed and discussed at said Area Assembly. No vote shall be taken at that Assembly to allow ample time for consideration by each group on the proposed amendment(s). At the next Area Assembly a vote shall be taken by the Group Representatives or elected alternates on each proposed amendment provided that there is a quorum present and acting throughout. (See Article IX, Section 1, Second Bullet)