



MAINE AREA POLICIES

Introduction

The following policy statements have been approved and accepted by Maine Area Al-Anon/Alateen. The process used to arrive at these interpretations was through the guidelines set forth in the service manuals and/or Conference Approved Literature (CAL). Some changes have been made from the Digest of Al-Anon/Alateen Policies. It has been found that these changes apply more easily to Maine Area needs. Changes and additions can be made as circumstances and our growth require. These statements are to be used in conjunction with our service manuals and guidelines which generally cover topics in more detail.

No abbreviations or initials will be used in these policies. The full names of service positions, committees, etc. will be used, followed by the initials in parentheses afterwards.

Motions made and passed at Assemblies that affect Maine policy are included in this book. A complete history of motions can be found in the minutes from Area Assemblies and is available through the Archives.

Maine Area Procedures

Area Assemblies

The **Maine Area** will hold three Assemblies per year:

Spring Assembly – Usually held the third Saturday in March in the Bangor area. A member or members bring bids with appropriate accommodations to the Assembly via the Area World Service Committee for approval. The Assembly usually runs from approximately 9:00 AM to 4:00 PM.

Delegate's Report Assembly – Held soon after the World Service Conference which is in April. A volunteer finds appropriate accommodations in his/her area on a date that is convenient for the Delegate. Part of the day is reserved for an AWSC meeting and the balance is for the Delegate to deliver his/her report.

Fall Assembly – A three-day assembly, Friday afternoon to approximately noon on Sunday, held usually the third weekend in October. Members bring bids based on Assembly guidelines to the September Area World Service Committee meeting two years prior to the Fall Assembly in question. The bids are then brought before the Assembly for Group Representatives' approval. Securing a bid is not a commitment to host the Assembly. A district would then offer to host the Assembly after the location is decided by the Group Representatives. It is desirable for the Fall Assembly to be held in different parts of the state to encourage greater participation. **GR Caucus** – The caucus of Group Representatives is planned for the Friday evening of the Fall Assembly. The purpose of the caucus is to encourage Group Representatives to discuss upcoming voting issues and increase the likelihood of an informed electorate. There are no votes taken at the caucus; no consensus is reached; no time limit is imposed. Area World Service Committee members are available if questions arise. A Group Representative from the hosting district usually 'chairs' the GR Caucus.

A **weekend Assembly each fall** is considered a permanent part of the Maine Area structure.

Effective Spring Assembly 2007, there will be a \$5.00 registration fee for assemblies. The Area will utilize this money primarily to contribute to expenses for the hosting district of the Assemblies and/or Area outreach activities. No Al-Anon group or member would be refused admittance to the assembly due to an inability to pay the fee. (10/21/2006)

Group Representatives (GRs) are encouraged to observe the Area World Service Committee (AWSC) meeting (they may have a voice, but it is suggested they try to speak via their District Representatives (DRs)).

The **outgoing Group Representatives** (GRs) are the voting body at the election Fall Assembly, held every three years, concurrent with the Delegate's term. Outgoing Group Representatives (GRs) vote for the incoming Delegate and officers (Alternate Delegate, Chair, Secretary, Treasurer, AIS Coordinator and Group Records Coordinator) from among outgoing District Representatives (DRs) and other eligible members. All other coordinator positions will also be elected at this time. The incoming Group Representatives (GRs) take office on the first of January, as do Committee members. No one who is a member of Alcoholics Anonymous (AA) may be elected for any Area office, nor any office above the group level.

Maine Area World Service Committee meetings for February, September and November are usually held in the Waterville area from 9:00 AM to 4:00 PM. The following is the typical schedule for meetings each year:

- The first Saturday in February
- At the Delegate's Report Assembly, either before or after
- The first Saturday after Labor Day in September
- During the GR Caucus at the Fall Assembly
- The first Saturday in November

Area Expenses

The Area may reimburse **overnight expenses for the AWSC members who attend one-day Assemblies** if those member's expenses are not covered by any other service position. Autonomy allows groups and districts to decide whether to pay overnight expenses for their representatives attending one-day Assemblies.

The Maine Area will follow the World Service Handbook guidelines regarding **Assembly expenses**: the Group will pay the Group Representative's (GRs) expenses; the District will pay the expenses of the District Representatives (DRs) who are not also Group Representatives (GRs); and the Area will pay the expenses of Officers and Coordinators who are not also District Representatives (DRs) or Group Representatives (GRs).

Maine Area World Service Committee (AWSC) **expense sheets** will be used by all Committee members being reimbursed by the Area Treasurer.

The Areas Treasurer will provide, only upon request, a receipt for contributions. (10/15/2016)

Any necessary **expenses of an Area function**, such as printing, postage or rentals will be assumed by the Area.

Both the new Delegate and the immediate Past Delegate will be sent, at the Area's expense, to the first **Northeast Regional Delegates Conference (NERD)** of the new Delegate's term. The Area will send only the current Delegate during the next two years of his/her term if he or she wishes to attend. The expenses will either be covered by the budgeted amount or supplemented by the Delegate.

Area Finances

Proposed budgets are to be presented at the fall Area World Service Committee (AWSC) meeting. When approved by the Area World Service Committee (AWSC), the approved budget will then be presented to the Assembly for acceptance and vote by Group Representatives (GRs).

The **Budget/Finance Committee** will consist of the Treasurer, the immediate past Treasurer, a Past Delegate, a District Representative (DR), the Chair and the Delegate. The Chair and the Delegate are ex-officio members. The Budget/Finance Committee is empowered to designate which ex-officio member votes in case of ties. The Budget/Finance Committee will report on all finance matters of the Area.

The **Budget/Finance Committee** will be empowered to discuss all matters of finances and report information and make recommendations to the Area World Service Committee (AWSC) on these financial concerns.

The **Budget/Finance Committee** shall meet at least once a year for the purpose of preparing the annual budget for presentation to the September Area World Service Committee.

Only the Area Treasurer and Area Chair are authorized to sign checks from the Area checking account. (10/15/2016)

Area Officers and Coordinators may take an advance against their budgeted amount if and when needed. Receipts must be attached to the expense sheet when requesting additional funds. (10/15/2016)

In any given year, each Maine Area Officer and Coordinator is allowed to exceed his or her combined line item budget by \$100.00. A request for more than \$100.00 will require prior approval by the AWSC.

The Maine Area Budget shall have a separate line item for a separate donation to be made by the Maine Area to the WSO. (10/2015)

Meeting Directories

Directories will be prepared by the Group Records Coordinator. He/she will make an electronic copy available on the website and bring printed copies to Area meetings.

Al-Anon Directories will include each registered Al-Anon group in Maine, its meeting day, location and time. These are to be used by groups and for public information. The Maine website will provide the most current Al-Anon meeting day, location and time and a downloadable list.

The Al-Anon Directory will refer to the Al-Anon Information Service (AIS) telephone number and Maine website for Alateen meeting day, location and times.

Alateen meeting day, location and time will **only** be available on Maine Website **or** via area Al-Anon Information Service (AIS) Telephone Number. (05/16/2015)

We do not label the groups in our Area Directory (i.e. Men's Meeting, Gay & Lesbian, etc.). (03/20/1983)

Districts

If an existing **district is considering splitting** into two or more districts, the District Representative (DR) of the splitting district is to contact each group and have each vote on whether the members want to split. The District Representative (DR) presents the proposal to split districts to the Area World Service Committee (AWSC) and the Area World Service Committee (AWSC) takes the proposal to the Assembly for approval. New elections would be held for district officers in the new districts. Groups situated on the dividing line between districts will decide which district to join. The new districts have the autonomy to decide how to number their districts.

Dual Member

Dual members are Al-Anon/Alateen members who are also members of Alcoholics Anonymous (AA).

Because of the unique nature of both programs, Al-Anon/Alateen members who are also A.A. members do not hold office beyond the group level, as these positions could lead to membership in the World Service Conference (WSC). (see Al-Anon/Alateen Service Manual – Dual membership in Al-Anon/Alateen and A.A.)

If **dual members** attend Assemblies as voting Group Representatives (GRs) it is not the role of the Area Chair to deal with this issue on behalf of the Assembly; the issue needs to be clarified at the beginning of the business session of each Assembly.

Service Positions

Persons holding positions at the Area level are called **Coordinators**; at the District level these positions are called **Chairs**; at the group level these positions are called **Secretaries**. For example, the Public Information (PI) position would be called the Public Information (PI) Coordinator at the Area level, the Public Information (PI) Chair at the District level, and the Public Information (PI) Secretary at the Group level.

Whenever possible, **dual and triple jobs** at the Group, District and Area level should be avoided.

The **Alternate Delegate** will serve as chair when the Area chair is absent.

The duties of the **Alternate Delegate** will include the duties of the **Area Alateen Process Person (AAPP)** for the Area.

A **Delegate** cannot hold any other office during his/her three (3) year term. The Alternate Delegate may continue to serve also as a District Representative (DR).

The **Area Roundup/Convention Chair** is split into two separate positions: that of **Area Roundup Chair** and **Area Convention Chair**, each with separate budgets and committees and each with a three-year term. The Area Convention Chair's budget will continue to be paid from convention funds and the Area Roundup Chair would have a line item budget as part of the Area Budget - the amount to be determined during budget preparation. The first three-year term starting January 2014 will be a trial period, to be assessed over that time and extended, made permanent or otherwise changed as the Area deems appropriate at the end of that trial period. (10/19/2013) Extend the trial period for another three years. (10/15/2016)

Purpose of the Maine Area Convention: Foster spiritual growth among the fellowship of Al-Anon/Alateen.

Priorities for the Maine Area Convention were established by the Assembly and are as follows:

Accessibility: First and foremost, the Convention should be accessible to as many members as possible. While no event can meet all needs, the Maine Area should strive to make the Convention accessible in three ways: 1) affordability; 2) ease of navigating around the convention site; 3) enhancing the understanding of the role of the Convention in the recovery of members.

Fun & Fundraising: Whenever members gather, fun results. And, fundraising is a bonus of a successful event. By fulfilling the three accessibility priorities stated above, fun and fundraising becomes the natural by-product, not the central focus. (03/17/2012)

Up to seven Convention committee members may have their expenses for lodging, food and travel to the convention paid out of Convention funds. The maximum amount allowed will be \$75.00 per person. Any payment in excess of that will require the approval of the AWSC. (Do we need to review this policy – maximum amount per person?) To be brought back to the AWSC.

The **Convention Treasurer** will open a separate checking account for the Convention fund. The Convention Chair will give a financial report to the September and February Area World Service Committee (AWSC) meetings. (10/15/2016)

The **AIS (Al-Anon Information Service) Coordinator** will answer the phone for meeting information and general inquiries. This position is a result of the closure of the Literature Distribution Center/Al-Anon Information Service. The AIS Coordinator is a member of the AWSC and must have served at least one term as a District Representative. (10/2011)

The **Group Records Coordinator** was established as a result of the closure of the Literature Distribution Center/Al-Anon Information Service. The Group Records Coordinator must have served one term as a District Representative and have the necessary technological skills to maintain the group records and the website.

Any **outgoing District Representative (DR)** at the end of his/her 3-year term who did not stand for or was not elected as Delegate, but remains active at the Area level, may still be eligible to stand for Delegate in succeeding years.

The **Archives Coordinator** will be the keeper of the Maine Area Policy and Procedures Manual. (10/15/2016)

The **Policy Committee** will consist of the Archives Coordinator, Area Chair and the current and/or past Delegate will meet as needed or at least once during a three year term. (10/15/2016)

Area World Service Committee

Area World Service Committee (AWSC) members may be asked to resign if they have not attended three (3) consecutive meetings of the Area World Service Committee (AWSC) and/or Assemblies.

An appropriate amount is to be set aside as **rent for each Area World Service Committee (AWSC) meeting**. Rent may be paid in cash or in Conference-Approved Literature.

Past Delegates will be added to the Area World Service Committee (AWSC) mailing list as honorary non-voting Area World Service Committee (AWSC) members.

Past Delegates are permanent members of the Area World Service Committee (AWSC). They may also serve in other capacities in the Area with the same guidelines as other Area World Service Committee (AWSC) members.

There will be **no smoking** during any Assemblies or Area World Service Committee (AWSC) meetings, but there will be periodic breaks.

At **Area World Service Committee (AWSC) meetings**, District Representatives (DRs), Coordinators and Officers have voice and vote, and his/her appropriate expenses are covered as outlined in the policies. In the event of a tie, the Chair has vote. Past Delegates have voice, no vote; none of his/her expenses are covered. All other visiting Al-Anon/Alateen members may have voice, no vote and none of his/her expenses are covered.

Minutes

Archives Coordinator will preserve the official set of the minutes from all Assemblies and the Area World Service Committee meetings in the Area fire proof files. (10/15/2016)

Bequest

The Maine Area can accept **bequests** from Al-Anon members according to these guidelines: a) the bequest has to be in the donor's will; b) the bequest cannot be designated for a specific expenditure; c) the bequest is to be made payable to Maine AFG. The Maine Area Assembly will decide by vote how to expend these funds in accordance with our Traditions, Concepts and Warranties.

Alateen

Al-Anon/Alateen Area 23 (Maine) Alateen Minimum Safety and Behavioral Requirements

1. Al-Anon Members Involved in Alateen Service (AMIAS) are members who have direct care of Alateens, and may include Sponsors, substitute sponsors, and anyone else the Area determines to allow direct responsibility for the care of Alateens. The qualifications for being an AMIAS are as follows:
 - Minimum age of 21
 - Currently attending Al-Anon for at least two years in addition to any time spent in Alateen
 - Must have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor
 - Must attend an Alateen Sponsor Workshop
 - Must have a "vote of confidence" from the applicant's Al-Anon home group. (A vote of confidence is a positive vote by the majority of voting members while the applicant is out of the room.)
 - Make a commitment for at least one year of Service
 - Must submit three references or recommendations from Al-Anon members who will confirm that the above criteria are met
 - Institutions that host Alateen meetings may require additional measures (e.g., background checks for group sponsors) beyond what the Maine Area requires

2. The completed *Area Alateen Group Sponsor Application (which must be notarized)* and the *Al-Anon Member Involved in Alateen Service* forms must be sent to the Area Alateen Process Person (AAPP). The AAPP will then notify the applicant, the Area Alateen Coordinator and the District Representative of the applicant's certification. The final step in the certification process is the filing of AMIAS' paperwork with the World Service Office (WSO).

3. Re-certification:
 - AMIAS must be re-certified each year by attending an Alateen Sponsor workshop before April 30th.
 - AMIAS who do not attend an Alateen workshop by the April 30 deadline are considered inactive and reported as inactive to WSO. To then become re-certified, the AMIAS applicant must attend an Alateen workshop and submit to the AAPP another **Al-Anon Member Involved in Alateen Service Form**, which will be filed with the WSO.
 - Re-certification forms will be mailed yearly, in March, to AMIAS by the AAPP; the forms must be completed, signed and returned by May 15.
 - AMIAS who are inactive for 1 (one) year must repeat the entire application process and previous records will be destroyed with the exception of the **Al-Anon Members Involved in Alateen Service Form** and the **World Service Office Status Change Form**.

4. The responsibilities of an Alateen Sponsor include:
 - Providing a safe meeting place
 - Reviewing Area and WSO guidelines
 - Attending Al-Anon meetings regularly (at least once a week with the exception for temporary absence due to travel or illness)
 - Coordinating the participation of Alateen members in District and Area Al-Anon functions
 - Getting re-certified annually
 - Assuring that the group registration information is current

5. The responsibilities of Al-Anon groups include:
 - All Alateen groups must be sponsored by either an Al-Anon group with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group.
 - Supporting Alateen groups by accepting the teens and welcoming them
 - Helping with the purchase of literature and other costs until the group can support itself
 - Encouraging qualified members to be Sponsors for the group
 - Encouraging AMIAS to periodically attend Alateen meetings if not currently sponsoring an Alateen group either by sponsor substitution or with permission from the Alateens

6. The responsibilities of the Area include:
 - Encouraging District Representatives, with permission from the Alateens, to visit meetings annually
 - Encouraging Alateen attendance at Area and District functions
 - Having the Area Alateen Coordinator and District Representative assist in the resolution of Alateen problems and bringing issues to the Area Officers when the situation cannot be resolved
7. **The Maine Area requires two Alateen Sponsors at every Alateen meeting.**
8. AMIAS and Alateens are prohibited from overt or covert sexual interaction between any AMIAS and Alateen member and any conduct contrary to applicable laws.
9. Every AMIAS must declare that he/she has not been formally accused or convicted of a crime (misdemeanor or felony) and has not been charged with child abuse or any other inappropriate sexual behavior. Additionally, AMIAS must not demonstrate any emotional problems which could result in harm to Alateen members.

When attending Alateen or Al-Anon functions, all Alateens attending events outside of the meeting need to provide written parental/legal guardian permission authorizing the Alateen to attend and parental/legal guardian permission for Al-Anon representatives to act in a medical emergency. This includes transporting Alateens to and from events. **These written permissions must be notarized.** For transportation to and from Alateen meetings, AMIAS need a face-to-face verbal permission from a parent or guardian. All Alateens, even those who are legal adults, are required to comply with the Alateen Conference guidelines and Area requirements when participating as an Alateen.

Rules of Order

The Maine Area does not use 'Roberts Rules of Order' but has conformed to some simple rules of order, outlined here:

Group Representatives make all motions – motions to change policy, to nominate, to accept the budget, to accept the reports of the Treasurer, Secretary and Coordinators, where to hold Assemblies, etc.

If a motion is seconded (by a Group Representative), there is then discussion/debate followed by a vote.

If a motion is not seconded (by a Group Representative), the motion dies (there is no discussion/debate and there is no vote).

A second to a motion is not necessarily an affirmation of that motion, but is a call for discussion/debate. An unpopular motion will be defeated in a vote.

An Assembly can deal with only one question/motion at a time. Once a motion is on the floor, it must be adopted or rejected by a vote, or the Assembly must dispose of that motion in some other way.

If the mover of a motion changes his or her mind during the debate, he or she can ask the Assembly's permission to withdraw the motion.

If the Assembly is not prepared to vote on a seconded motion, the Assembly can table that motion.

To bring a tabled motion again before the Assembly, a Group Representative must move "That the question concerning ____ be taken from the table." That motion must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a majority vote. If a tabled motion is taken from the table as described above, the Assembly resumes discussion/debate on the original question, including clarification, if necessary. After discussion/debate a vote may be taken.

A motion to rescind means a proposal to cancel or annul an earlier decision. It must be seconded, is debatable and amendable, and requires a two-thirds vote or a majority vote if advance notice was given of the intention to move to rescind.

A motion to reconsider, if passed, enables an Assembly to debate again the earlier motion and eventually vote on it. A motion to rescind, if passed, cancels the earlier motion and enables a new motion to be placed before the Assembly.

The Twelve Concepts of Service ensure that the minority voice is heard (with help from the Chair) and the rights of the minority be protected. The rights of all members should be the concern of all members, for a person could be in the majority on one issue and in the minority on another.

Every member has a right to speak and every member has a responsibility to make an informed vote.