

**Final  
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**Al-Anon Family Groups  
HAWAII WORLD SERVICE AREA  
POLICIES and PROCEDURES**

These Policies and Procedures for Al-Anon Family Groups of Hawaii were passed by substantial unanimity of the Hawaii Area Assembly, on October 25, 2009.

**BACKGROUND:**

These Policies and Procedures (P&P) contain valuable information for each Al-Anon member involved in service work at the various levels in the Area of Hawaii. These P&P are meant to supplement the current Al-Anon Alateen Service Manual. If there is a conflict between these P&P and the Al-Anon Alateen Service Manual, the Hawaii P&P take precedence.

**PURPOSE:**

To provide Hawaii Area P&P in addition to the Al-Anon Alateen Service Manual and special customs and traditions as approved by the Hawaii Area Assembly. These P&P will be corrected, amended, or modified as necessary; when said amendments, modification, or corrections are approved by a two-third (2/3) vote of all Group Representatives (GRs) present at the Hawaii Area Assembly when presented.

**PROCEDURES:**

The Hawaii Area uses Al-Anon's Concepts & Knowledge-Based Decision Making (KBDM) as a guide in conducting area business. Discussion is held with background information being introduced to frame the topic. Sometimes discussions may go on over long periods of time without a motion being formed. All points of view will be considered at each stage during the discussion. Once an informed group conscience is arrived at, a motion is made, seconded and voted on. In this way everyone involved in the decision-making process is assured of complete discussion with all the related information to frame the subject, hearing all sides before a motion is formed.

**I. Area Officers and Coordinators:**

- A. All elected Area Officers and Coordinators are expected to attend all Area Committee Meetings and Area Assemblies.
- B. Any Area Officer or Coordinator who misses two consecutive meetings without notification or a valid excuse shall be asked to resign by the Area Chairperson.
- C. In addition to the duties given in the Al-Anon Alateen Service Manual, Area Officers and Coordinators responsibilities are as follows:

**OFFICERS**

**Delegate**

- a) Attend the Southwest Regional Delegate's meeting every year.
- b) Attend the Southwest Regional Service Seminar.
- c) After attending each function, the Delegate gives a verbal report and provides a written summary at the Assembly following the event and at District meetings when invited.
- d) Serve as the facilitator for the Action Committee session(s) at the Assemblies.

**Alternate Delegate**

- a) Coordinate the logistics for each Assembly with the hosting district.
- b) Work with a hosting district to secure an Assembly site one year before their scheduled rotation.

- c) Is authorized to sign contracts on behalf of the Area relating to Assemblies.
- d) Serve as liaison to the Area Committee for the various Al-Anon Area events.
- e) Serve on the Communication Services Action Committee.
- f) Attend the Southwest Regional Delegates Meeting during the first year of the new panel.
- g) Host the new GR orientation session at each assembly.

#### **Chairperson**

- a) Is authorized to sign contracts on behalf of the Area relating to Assemblies when the Alternate Delegate is not available.
- b) Coordinate with the elected officers of the Assembly in the selection of Area Coordinators.
- c) Is responsible for developing a draft assembly agenda to bring to each regular Area Committee meeting for review and discussion.
- d) Set up and serves as moderator for the panel's e-group.
- e) Serve on the Business Services Action Committee as the Policy and Guidelines Co-Chairperson.
- f) Reach out to the members with questions or concerns about the Hawaii Area Policies and Guidelines.

#### **Secretary**

- a) Coordinate all Group Records for the World Service Office
- b) Serve on the Membership Services Action Committee as the Group Records Co-Chairperson.
- c) Assure that every member or potential member is welcomed.
- d) Keep our mailing list and group records current.
- e) Reach out and invites participation by new and unregistered groups.

#### **Treasurer**

- a) Serve as the chairperson of the Budget Committee
- b) Serve on the Business Services Action Committee as the Hawaii Area Budget and Fundraising Co-Chairperson
- c) Plan ways and/or suggest fundraising activities to support the Hawaii Area Budget.

### **COORDINATORS**

**Public Outreach** – Encourage members to become involved in public outreach efforts to attract new members and inform the professional community about the Al- Anon and Alateen program.

**Alateen** – Encourage the formation and support of Alateen groups by Al-Anon Groups. Educate membership about the Alateen Safety Requirements for Alateen Sponsors. Encourage members to volunteer as Al-Anon Members Involved in Alateen Service (AMIIAS).

**Archives** – Preserve records and history of Al-Anon in the Hawaii Area. Educate the membership about Al-Anon's history.

**Literature/Forum** Provide information to the groups about Conference Approved Literature (CAL) and the Forum magazine. Encourage members to share their experience, strength and hope by writing articles for submission.

**Newsletter** - Produce an area newsletter as a communication vehicle and voice for Al-Anon to the general public and members in the Hawaii Area.

**Website** - Maintain the Hawaii Area website to communicate the voice of Al-Anon to the general public and members of the Hawaii Area.

## II. Election of Area Officers

- A. When: Election of Area Officers is held at the Fall Assembly of the third year of the Delegate's Panel. A panel is the three year term served by the area officers and coordinators.
- B. What: Area Officers including Delegate, Alternate Delegate, Area Chairperson, Secretary and Treasurer.
- C. Eligibility: Former, out-going and current District Representatives, Area Officers and Area Coordinators who have remained active members of Al-Anon.

## III. Voting Procedure for officers

- A. The Secretary calls the roll of GRs and Alternate GRs (Alt GR) who are voting members. Dual members who are "sent" by their group cannot represent the group as GR or Alt GR and cannot vote.
- B. During the voting, members eligible to vote should stay in the room. If they must leave the room, they must notify the Secretary or Chairperson. In addition, the following procedure may be used. The hosting district will provide a 3x5 card to each GR with the name of the GR, Group, and Island on it. When a GR has to leave the room, it is placed in a box near the door. Upon their return, the GR picks up the card. When a vote is taken, the GR's stand and hold up their cards. If a GR is out of the room, that card will be noted by a person in charge of "the box" and at end of the count, notify the Chair. Those cards would be noted as abstentions.
- C. Non-voting members are selected to serve as tellers, collectors of ballots, and to record and tally votes.
- D. All members of the Hawaii Area eligible for officer positions will be asked to stand. (See II. C. above)
- E. Members who are eligible, but cannot attend the election assembly, can submit their names for an officer position to the chairperson and they will be added to the board as willing members.
- F. Members not willing to serve are asked to sit down.
- G. If only one candidate is left standing or on the board, she/he will become the new officer.
- H. If more than one candidate is left standing for a position their names will be written on the board, along with any willing members listed on the board.
- I. The first candidate to receive two-thirds vote is elected. If no one receives a two-thirds vote, the top two candidates stay and the rest are removed.
- J. A second and a third ballot are taken as needed until a two-thirds vote is received by one candidate. If no one receives a two-thirds vote, the chairperson asks for a third and final vote.
- K. If no election occurs after the third vote, the chairperson asks for a motion to close the balloting and the two highest candidate names will be put in a "hat". The first one drawn becomes the new officer.

## IV. Area Coordinator selection procedure

- A. Active Al-Anon members desiring to make themselves available for the above Coordinator positions are to complete a Coordinator's resume form available from the Area Chairperson or Hawaii Area World Service Committee (HAWSC) website.
- B. In an election year, completed Coordinator resumes for the new incoming panel can be given to the current Area Chairperson no earlier than the 1st of September of that year but no later than 30 days following the close of the election Assembly.
- C. If, at the election Assembly, members still want to apply or a coordinator position needs to be filled, the members will be notified and blank resumes will be distributed to the fellowship at the election Assembly and completed no later than 30 days after the Assembly.
- D. The current Area Chairperson will pass all completed resumes to the newly elected Area Chairperson within five days following the close of the assembly.

E. Selection of the incoming panel of Coordinators will be made by the five newly elected officers no later than the 15th of December of the election year, as World Service Office (WSO) needs names of newly appointed Coordinators by the 31st of December of the election year.

F. The incoming Area Chairperson shall notify the selected Coordinators as soon as possible and send their contact information to the World Service Office (WSO) no later than the 31<sup>st</sup> of December of the election year.

G. During the panel, when a coordinator vacancy occurs during the panel term, the Area Chairperson will announce the vacancy through the District Representatives with a deadline to receive resumes. At that time, the five elected officers will make the selection.

## V. Area Committee

A. Members of the Area Committee having voice and vote on the Area Committee are the elected Area Officers, District Representatives, and Area Coordinators. Each member shall have one vote regardless of the number of positions held.

B. Members of the Area Committee having voice are the Liaison for the registered Area Information Services, and managers of the Area Literature Distribution Center and the past delegates that have remained active in the Area.

C. The Area Chairperson and/ or the Area Delegate, at their discretion, determine the dates for the Hawaii Area Committee meetings. They are usually held at least six weeks prior to the scheduled Assembly to allow reports, questions and items on the Assembly agenda to be made known by the District Representatives to all Group Representatives and their groups prior to the Assembly. Correspondingly, Group Representatives channel their questions back through their District Representatives which in turn flow back to the appropriate Hawaii Area Committee member. This follows the links of service which exist within the Al-Anon fellowship.

D. Any Al-Anon member/group/district desiring to place an item(s) on the Committee and or Assembly agenda, shall submit the item(s) to the Area Chairperson, no later than two weeks before the next Area Committee meeting.

E. Early in the first year of a newly elected panel prior to the spring HAWSC meeting, a third Area Committee meeting known as an Orientation Area Committee meeting is scheduled and held. Outgoing and Incoming Officers, Coordinators, and District Representatives attend this meeting. This meeting prepares newly elected members of the Area Committee for service at the Area level and establishes area goals. Members are also selected to serve on ad hoc and standing committees for the current panel. The Area pays expenses for airfare, parking fees and gas mileage not to exceed the amount approved in the Area budget for Incoming and Outgoing Officers, Coordinators and District Representatives. Elected Area Officers, Area Coordinators and District Representatives submit reimbursement expense sheets with receipts to the Area Treasurer for reimbursement.

F. Financing of the Area Committee meetings is an expense of the Area and includes transportation for the elected Area Officers, the Area Coordinators, and District Representatives. Outgoing and incoming Officers, Coordinators and DR's attend this meeting. Reimbursement of airfare and expenses, including parking fees and mileage, will not exceed the amount approved in the Area budget. Elected Area Officers, Area Coordinators and District Representatives submit reimbursement expense sheets with receipts to the Area Treasurer for reimbursement.

## VI. Area Assemblies:

A. Members of the Assembly having voice and vote are the Group Representatives (GR) elected by a group to represent the group for a three-year panel. Each GR (or Alternate GR, if attending in place of the GR) represents only one group and has one vote.

B. Only Group Representatives can make a motion. Chairperson can ask for a motion to be made by a GR.

C. All attendees have a voice at the Area Assembly.

- D. Hawaii Area has two assemblies per year; one is held in spring and one in fall. The Hawaii Area World Service Committee considering the recommendation of the hosting district, will approve the exact dates each year. (See Hawaii Area Guidelines for Hosting Assemblies)
- E. The Spring Assembly is held on Oahu and rotates between the Leeward, Central, and Windward districts. The Spring Assembly is scheduled as soon as possible, but not earlier than three weeks after the ending of the World Service Conference (WSC) and will carry the Conference theme.
- F. The Fall Assembly rotates between Neighbor island districts: Kauai, East Hawaii , Maui, and West Hawaii and is scheduled between October and December. This Assembly will carry the theme suggested by the hosting district, at the final approval of the Area Committee.
- G. The hosting District should reserve a site for the Area Assembly one year before the district's scheduled Assembly rotation. The Area Treasurer will advance seed monies to help secure the reservation. If the Assembly occurs after a newly- elected panel takes office, the existing district panel should select and reserve the Assembly site a year in advance. The new panel will assume responsibility for hosting the Assembly.
- H. Any Al-Anon member/group/District desiring to place an item(s) on the Assembly agenda, shall submit the item(s) to the Area Chairperson, no later than two weeks before the next Area Committee meeting.
- I. Assemblies are an Area function. Hawaii Area World Service Committee assumes final responsibility for Assemblies. The Area takes responsibility for any profits or deficits. These will be reported to the Area Committee thirty days from the close of the Assembly, supported by an acceptable written accounting report from the hosting district to the Area Treasurer with monies due to include the advanced seed monies.
- J. Area Officers and Coordinators transportation and expenses to attend the Area Assemblies are borne by the Area. Reimbursement of the airfare and expenses will not exceed the amount approved in the Budget. Submit reimbursement expense sheets with receipts to the Area Treasurer.
- K. If a Coordinator chooses to attend as a DR or a GR, expense for registration, meals, travel and lodging to Assemblies is to be borne by the District or Group.
- L. District Representative expenses to attend Assemblies are borne by the District.
- M. Group Representative expenses to attend Assemblies are borne by the Group.
- N. Action Committees are to meet at least one time during each Assembly. (See Addendum A). Action Committees were established to provide a time and place where Coordinators can present Al-Anon projects, ideas and steps that require ACTION. The current Action Committee Plan is contained in Addendum A. This plan will be reviewed at the final Fall Area Committee meeting of each panel. The committee will present the recommended changes to the Fall Assembly for approval by the Group Representatives. (Note: having this documented in an addendum will allow for easier changes.)

## VII. Standing Committees

### A. **Policy and Guidelines**

The committee shall consist of the Area Chairperson, two District Representatives and two Past Delegates. The Committee shall serve simultaneously with the Area Officers term. The committee elects a chairperson from among themselves. The Chairperson of this committee serves on the Business Services Action Committee

### B. **Budget Committee**

The Committee shall consist of the Treasurer, immediate past Treasurer and two additional members who have served on the Area Committee and remain involved in Area activities. This committee shall serve simultaneously with the Area Officers term. The Area Treasurer serves as the Chairperson of this committee and serves on the Business Services Action Committee.

1. All Hawaii Area elected Officers and Coordinators will submit written budget requests for the upcoming year by May 31<sup>st</sup>.

2. Upon receipt of the Area Committee members' budget requests, the Budget Committee will assemble a proposed balanced budget. The proposed budget is to be mailed/e-mailed to all Area Committee members no later than two weeks prior to the last scheduled Area Committee meeting before the Fall Assembly.

3. The Budget Committee will present the proposed budget to the Area Committee. Following the Area Committee Meeting, the Treasurer will make the recommended changes to the budget and mail/e-mail a copy to each member of the Area Committee. A final draft of the proposed budget needs to be mailed/e-mailed to the District Representatives **NO LATER THAN ONE MONTH PRIOR TO THE ASSEMBLY.**

**C. Auditor**

1. The auditor for the Hawaii Area's "books and reports" is appointed by the Hawaii World Service Area Committee at the fall Committee meeting and ratified by the Fall Assembly to serve in the year following the appointment.

2. Prepares a written report of the "books and records" maintained by the Hawaii World Service Area Treasurer and submits it to the Area Chairperson for presentation at the Spring Assembly.

**D. Hawaii Area Literature Distribution Center (HALDC) Auditor**

1. The auditor for HALDC's "books and reports" is appointed by the Hawaii World Service Area Committee at the fall Committee meeting and ratified by the Fall Assembly to serve in the year following the appointment.

2. Prepares a written report of the "books and records" maintained by the manager of HALDC and submits it to the Area Chairperson for presentation at the Spring Assembly.

**VIII. Redistricting for the Area of Hawaii:**

When a district, group/s or the Area feels that they would be better served by redistricting, the following procedure is provided:

A. The current District Representative/s for the affected district/s will notify all of the active groups within the district/s of the realignment intention.

B. Every group within the affected district/s will be asked to take a group conscience. If the majority of the groups vote for the realignment, the District Representative/s will request the item be included in the next Area Committee meeting agenda for discussion. At that Area Committee meeting, a proposed motion to include the geographic boundaries, district name and district number will be drawn for the next Area Assembly Agenda.

C. The Area Assembly has the final approval of the district/s geographic boundaries, name/s and number/s.

D. Upon completion of this process; the Area Group Records Coordinator will notify the World Service Office of the changes if any. The notice will include the district number/s along with the affected groups and the placement of those groups.

E. If at any time, a district is no longer active, the Area Committee will review the structure and propose a motion for District realignment to the next Area Assembly. All groups in the affected district/s will be notified of the proposed action.