

Minnesota South Area

Al-Anon/Alateen

Policy and Procedure

October 5, 2019

The Minnesota South Area adheres to the policies set forth by the World Service Conference and follows the procedures listed in the *Al-Anon Alateen Service Manual – World Service Handbook* section except where special procedures have been set aside or adapted for the Minnesota South Area and recorded in this document.

When you have a question about policy or procedure, it is important to look both in the *Service Manual* and in the most current version of this document.

The policy statements and guidelines on the following pages grew out of the questions and opinions from Al-Anon and Alateen Area-wide in regard to the functioning of the MN South Area.

As Minnesota South Area Al-Anon/Alateen grows and more ideas and questions are received, other than those set forth on the following pages, changes and additions will be made as circumstances and our growth require.

Significant changes to content and/or organization of this document require prior approval by Assembly vote.

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Common Terms & Acronyms

AAPP	Area Alateen Process Person
AC	Action Committee
AGS	Alateen Group Sponsor
AMIAS	Al-Anon Member Involved in Alateen Service
Area	Minnesota South Area
ASBR	Alateen Safety and Behavioral Requirements
ASC	Alateen Safety Committee
ASE	Area Service Event (Folderol)
Assembly	Meeting of voting GRs and AWSC members
AWSC	Area World Service Committee
CAL	Conference Approved Literature
DR - Alt. DR	District Representative / Alternate District Representative
GR - Alt. GR	Group Representative / Alternate Group Representative
Manual	<i>Al-Anon/Alateen Service Manual or Service Manual</i>
MNSA	Minnesota South Area
MNSA Policy & Procedure	Referred to as "this document" throughout
PRC	Policy Review Committee
RDM	Regional Delegate Meeting
WSC	World Service Conference
WSO	World Service Office

I. Establishing or modifying policy or procedure:

- A. The AWSC presents policy recommendations to the Assembly. However, the AWSC cannot itself set policy for the Area. If the recommendation is approved by substantial unanimity at Assembly, it becomes policy.
- B. The Policy Review Committee (PRC) can make recommendation for update or change to the AWSC but cannot itself set policy for the Area.
- C. A recommendation for a policy can also be made at the Assembly without being reviewed by the Area World Service Committee. Such a recommendation would be voted on at the next appropriate Assembly.
- D. In addition to new policies, the same procedure is required for major revisions of and amendments to current policies.
- E. Any motion to establish or make changes to this document should be so stated.

II. MNSA Policy and Procedure document

- A. MNSA business shall be conducted in accordance with the *Al-Anon Alateen Service Manual - World Service Handbook* section.
- B. All policies or procedures that differ from the *World Service Handbook* and are in effect for the MNSA will be incorporated in this document.

III. Substantial Unanimity

- A. All important decisions of the assembly and Area World Service Committee shall be made by substantial unanimity.
- B. Substantial unanimity is the proportion of those voting required to pass a motion.
- C. Substantial unanimity is to be decided near the start of each meeting.

IV. MNSA Elected & Appointed Positions

- A. The area elects the Chair, Delegate, Alternate Delegate, Secretary and Treasurer (officers). The area also elects its AAPP.
- B. The Delegate serves as the Alternate Chair.
- C. All Coordinators and Action Committee chairs are appointed by the Area Chair, with the exception of the AAPP.

V. AWSC

- A. The purpose of the AWSC meeting is to plan the Assembly agenda, convey information, provide reports, and make decisions that cannot wait until the next Assembly. Ideas, questions, and problems in regard to the Assembly are discussed.
- B. The AWSC meets twice each year on the first Saturday of February and the first Saturday of August. The dates may be changed for good reason, by the Area World Service Committee or, in an emergency the Area officers and the Assembly Activities Coordinator.
- C. Members of the AWSC with voice and vote include: Officers, DRs (or the Alt. DR), Coordinators, AC chairs, the AAPP, and Liaisons.
Non-voting members of the AWSC with voice but no vote are past Delegates and past Alt. Delegates.

VI. Assemblies

- A. The purpose of the Assembly is to conduct the business of the Area.
- B. Voting members of the Assembly are GRs, or the Alt. GR in the absence of the GR, following the principle of one vote per group.
- C. An assembly is held twice each year, the first Saturday of April and the first Saturday of October. The dates may be changed, for good reason, by the AWSC or, in an emergency, they may be changed by the Officers and Assembly Activities Coordinator.
- D. Assemblies are hosted by various Districts of the area. In each calendar year one assembly is to be hosted by a district outside the Twin Cities metro area and one assembly in the Twin Cities metro area. Minneapolis and St. Paul metros are encouraged to alternate hosting.

E. Assembly Agenda

1. Budgets are approved at the Fall Assembly for the following year. If necessary, a budget may be revised at the Spring Assembly.
2. Announcements:
 - a. The Delegate or Chair is to pre-approve announcements and fliers
 - b. Only announcements and fliers for Al-Anon or Alateen functions, or AA events with Al-Anon participation are allowed at the Assembly.
 - c. A disclaimer will be made that the Assembly neither approves nor disapproves such functions.
3. Workshops:
 - a. Are to be conducted by Al-Anon/Alateen members.
 - b. Must use only Conference Approved Literature
 - c. Are to be service related only.
 - d. Are not to be held at the same time as Assembly business.
4. Speakers:
 - a. Must be Al-Anon/Alateen members.
 - b. Invitation of a World Service Office representative must be approved by the AWSC at least 6 months prior to the Assembly. Expenses of such a speaker, up to an amount to be determined by the AWSC, will be paid by the Area. Arrangements are to be made through the Assembly Activities Coordinator.

F. Conference Approved Literature (CAL) sold at assemblies:

1. An Al-Anon Intergroup or Information Service may be asked to sell CAL at an Assembly.
2. The Area may advance an Intergroup or Information Service a loan to purchase literature for sale at an Assembly. The amount of the loan is to be determined by the Area Chair and Treasurer. The loan is to be repaid within 30 days after the Assembly.

G. Hosting Assemblies

1. Host District:
 - a. The DR serves as the host committee chair, or may appoint a GR to serve as chair.
 - b. The host district is responsible for having funds in a checking account that is not a personal account.
 - c. A written report, including a financial statement, is to be submitted to the Assembly Activities Coordinator within one month after an Assembly.
 - d. Assembly fliers are to be pre-approved by the AWSC or the Assembly Activities Coordinator and Officers prior to being sent.
 - e. Fliers are to be mailed 1st class to all registered MNSA Al-Anon/Alateen groups.
2. Host district finance:
 - a. The host district is responsible for all Assembly finances, except flier printing and postage, which is paid by the Area.
 - b. Assembly registration fees should be set to cover all other expenses.
 - c. Only Al-Anon members handle Assembly monies.
 - d. Al-Anon/Alateen groups are responsible for paying the registration fees to match the number of pre-registrations.
 - e. The host district may apply for an advance from the Area if necessary. An advance must be reimbursed within thirty days of the Assembly.
 - f. If an unforeseen act of nature results in a financial loss to the host district, the Area has the ultimate financial responsibility. The host district will be expected to attempt to raise the money necessary to pay the financial loss by mailing an appeal letter to districts. The cost of the appeal letters will be paid by Area funds.
 - g. Following an Assembly, after all host district expenses are met, any remaining balance of money will be turned over to the area treasury.

H. Election Assembly

1. A résumé form will be provided to each eligible candidate prior to the election to determine interests and collect service experience information.
2. Nominations for Officers can be taken from the floor on the day of the election.
3. The Chair shall read a short résumé for each person standing for election prior to voting.
4. *World Service Handbook* election procedures are set aside for MNSA elections as follows:
Anyone serving as an Officer, DR, Coordinator, or AC chair at the time of an Election Assembly is eligible to stand for office.

I. Area Service Event (Folderol)

1. The MNSA will hold an ASE during the first year of every panel.
2. For expenses to an Area Service event, the area will pay the registration for both incoming and outgoing Area World Service Committee members attending. Other expenses will be reimbursed based on the availability of monies.

J. Delegate's Report

1. The Delegate will report to the Area on the World Service Conference (WSC).
2. The Delegate may choose to make the report at a Report Assembly or at several Area meetings.
3. If a Report Assembly is held, it is typically held the second or third week in June.

VII. Standing Committees**A. Policy Review Committee**

1. The purpose is to review, clarify and make recommendations for changes to this document.
2. The secretary of this committee is to update this document at the end of each calendar year.
3. Members of the Policy Review Committee are:
The current Delegate, current Alternate Delegate, current Chair, current Treasurer, immediate past Delegate, and DRs elected by the AWSC to make up an eight-member committee.
4. To ensure a full committee, Alt. DRs are eligible for election should there be an insufficient number of DRs willing to serve. The DRs and Alt. DRs must be from different districts.

B. Finance Committee

1. The purpose of the Finance Committee is to recommend a proposed budget to the AWSC and to review budget overruns.
2. Members of the Finance Committee are the Delegate, Alternate Delegate, Chair, Secretary, and Treasurer.
3. A budget line overrun of more than 5% must be approved by the Finance Committee.

C. Alateen Safety Committee (ASC)

1. The purpose of the Alateen Safety Committee is to review the Alateen Safety section of this document; research, develop and monitor AMIAS certification procedures; and to provide safety guidelines for the protection of Alateen members and AMIAS, in accordance with WSO and MNSA requirements.
2. Proposed changes to the MNSA Alateen Safety and Behavioral Requirements section of this document must be reviewed and accepted by the ASC and WSO prior to implementation by the area.
3. Members of the Alateen Safety Committee are:
The AAPP, the Alateen Coordinator, the Alternate Delegate (or another PRC member who is an AMIAS), the immediate past AAPP or Alateen Coordinator, and three active AMIAS who are elected by the Assembly. The immediate past AAPP is required to become an AMIAS to continue to serve on this committee.
4. The ASC meets annually and as needed.
5. The current AAPP is not required to be an AMIAS unless that individual is going to have direct contact with the Alateen members.

D. Action Committees

The MNSA has the following action committees:

- Fellowship Communication
- Group Services
- Membership Outreach
- Public Outreach

VIII. Coordinators

- A.** Alateen, WSO Guideline G-24
Archives, WSO Guideline G-30
Assembly Activities, MNSA guidelines
The *Forum*, WSO Guideline G-32
Group Records, WSO Guideline G-36
Literature, WSO Guideline G-6
Newsletter Editor, WSO Guideline G-21
Public Outreach, WSO Guideline G-38
Web, WSO Guideline G-40
AAPP, MNSA guidelines

B. MNSA Guidelines approved as policy:

1. Newsletter
 - a. The newsletter editor is to determine the content of the newsletter, according to MNSA policy and Al-Anon principles.
 - b. Individual MNSA Al-Anon/Alateen members may subscribe to the newsletter.
 - c. Past Delegates receive a lifetime subscription to the newsletter.
2. Public Outreach

At the beginning of each Panel, the Public Outreach Coordinator will write a letter to all MNSA private and public facilities stating the purpose and principles of Al-Anon/Alateen and the availability of the Public Outreach Coordinator.

IX. Area Finance

A. Area Treasurer

1. The Treasurer will be bonded.
2. Annually, and before the end of January, the preceding year's Treasurer's books are to be audited by a committee appointed by the Chair.
3. The Treasurer may maintain three accounts for bookkeeping and accounting purposes, an Operating Account, an Area Service Event (ASE) Account and a Prudent Reserve Account.
The Treasurer will consult with the Finance Committee on the details of reporting the separate accounts. The use of separate bank accounts is at the discretion of the Treasurer.
4. The Area's ultimate financial goal is to maintain an ample reserve equal to approximately on half of the previous calendar year's expenses.

B. Financial contributions

1. Two appeal letters per year are to be sent out by the Treasurer, the first no later than March 1 and the second no later than September 1.
2. The treasurer is to keep accurate records on contributions to MNSA and report twice per year:
 - a. The Treasurer is to report group contributions to the area to the respective DR.
 - b. Names of groups contributing to the Area will be listed in the newsletter.
3. The Delegate is to annually report the contributions to the World Service Office by the groups in a district to the DR of that district.

C. Expenses paid by Area funds

1. Requests for reimbursement are to be made on forms provided by the Treasurer. All expenses must be identified and itemized.
2. Expenses for Area activities that qualify for reimbursement include:
 - a. Expenses necessary for carrying out the duties of the Officers, Coordinators, AC chairs and Standing Committees.
 - b. Reimbursable expenses for AWSC members include, but are not limited to postage, telephone, supplies, printing and literature.
 - c. Expenses incurred by a trusted servant who is not an AWSC member, at the request of an AWSC member. The AWSC member submits a request for reimbursement.
 - d. Reimbursable expenses include registration, travel (at a rate of \$0.25 per mile), and lodging (up to \$50 per night). Trusted servants are encouraged to share lodging to minimize expenses.
 - e. DR and Alt. DR expenses associated with the duties of a DR when district funds are not available. Reimbursable expenses may include mileage to and from groups, meeting room rental, telephone, printing, postage and literature. The DR is to submit reimbursement requests for the Alt. DR expenses.
 - f. Travel, lodging and registration for one or two people who supply literature for sale at assemblies.
 - g. Expenses incurred when hosting a Delegate's report, if the report is initiated by the Delegate.
 - h. Expenses incurred when hosting an AWSC.
 - i. All expenses incurred by the Delegate to attend the World Service Conference will be paid by the Area. This includes the full amount as specified by the World Service Office as well as any additional expenses.
 - j. Regional Delegate Meeting (RDM) expenses:
 1. The World Service Delegate's expenses to the RDM will be fully paid.
 2. Expenses of the immediate past Delegate, Alternate Delegate, and Chair will be partially reimbursed in equal amounts from the budget line created for that expense.
 - k. Expenses associated with a hospitality room at an event held in the Area

X. Miscellaneous

- A.** Stationery will be printed with MNSA's letterhead
- B.** Group contact information may be used as a mailing list for functions deemed appropriate by a Coordinator or Officer of the Minnesota South Area.

Note: The Alateen Safety and Behavioral Requirements section of this document (pages 6-9) are currently being reviewed by the World Service Office, Board of Trustees, and their legal counsel for compliance to the 2003 Conference Motion from the Board of Trustees. It is our area Alateen Safety Committee's most current working draft. The PRC and ASC will keep you informed of any changes.

XI. Alateen Safety & Behavioral Requirements

- A. Purpose:** Alateen is of paramount importance to all of us in Al-Anon as we seek recovery for our families, friends, and ourselves from the family disease of alcoholism. MNSA strives to provide safe places for our younger family members to find the hope and healing we've discovered in Al-Anon.

In accordance with the 2003 Alateen Motion by Al-Anon Family Groups' Board of Trustees, MNSA Al-Anon/Alateen developed these ASBR. It will be incumbent on our MNSA Alateen Coordinator, ASC, AMIAS, and Al-Anon members to accept and carry these out.

B. Support of Alateen Groups:

1. Alateen groups need to stay connected to other Alateen and Al-Anon groups. This begins by attending district meetings and MNSA Assemblies. Contacts made within the fellowship provide resources to strengthen groups, cooperate in public outreach, learn new program ideas, and to experience and improve personal relationships.
2. It's the support of Al-Anon that helps Alateen groups to survive and thrive, especially Al-Anon groups meeting at the same time and location as Alateen. Children from the families of Al-Anon and AA members often hear about Alateen from outreach within the fellowships. Future AMIAS [Al-Anon Member(s) Involved in Alateen Service], and support for those AMIAS, come from our Al-Anon groups. DRs can also be great support for Alateen groups and their AMIAS. DRs may be invited to attend Alateen meetings to share their recovery experience.

C. Definition of AMIAS: An AMIAS is a person directly involved with Alateen members in the context of service to Alateen.

1. AMIAS fall into the following categories:
 - a. Alateen Group Sponsor (AGS): AMIAS sponsoring any Alateen meeting on a regular basis.
 - b. Substitute AMIAS: AMIAS sponsoring an Alateen meeting when an AGS is absent.
 - c. Conference AMIAS: AMIAS working directly with Alateen members to plan, organize, or supervise Alateen activities at any conference hosting Alateen meetings, speakers or other Alateen activities. This includes Alateen-specific conferences, such as Midlake, in which Minnesota Alateen Groups and AMIAS participate in planning.
 - d. Transportation AMIAS: AMIAS who provide rides for Alateens going to and from meetings, conferences, or speaking engagements. This does not apply to private arrangements initiated by any Alateen or the parent or legal guardian of any Alateen.
 - e. All AMIAS must be certified per MNSA requirements as described in Section D and must meet all ASBR in accordance with Section E.

D. AMIAS Certification:

1. To be certified, every AMIAS must:
 - a. Regularly attend Al-Anon meetings.
 - b. Actively work with an Al-Anon sponsor.
 - c. Be at least 21 years old.
 - d. Have attended Al-Anon regularly for at least two years, in addition to any time spent in Alateen.
 - e. Complete a background screening, conducted by our AAPP, verifying that they have no felony convictions and have not been charged with child abuse or any other inappropriate sexual behavior in accordance with Section D (3).
 - f. Not have demonstrated emotional problems, which could result in harm to Alateen members, as determined by our MNSA ASC with the advisement of our Alateen Coordinator and AAPP, through reasonable judgment and discretion.

2. All AMIAS applicants must attend at least one AMIAS training prior to any service directly involving Alateens and one AMIAS training annually to remain certified as an AMIAS in MNSA.
3. For the protection and safety of Alateen members and AMIAS, all of the following must be practiced in the MNSA AMIAS certification process:
 - a. The contracted background screening agency will store all background screening applications and reports.
 - b. MNSA will pay the cost of background screenings for all AMIAS and AMIAS applicants.
 - c. Our MNSA AAPP and Alateen Coordinator are the only trusted servants with administrative access to the background screening agency website and any background screening results. When necessary, a MNSA Officer who is also currently certified as an AMIAS in MNSA can be designated to assist.
4. AMIAS certification procedures will be reviewed and upheld by our MNSA ASC.

E. Essential Safety and Behavior Requirements. The following requirements must be met by all AMIAS, Alateens, and attendees at events with Alateen participation in MNSA. Anyone not in compliance will be excluded from participation in Alateen service and all Alateen activities at the event.

1. For the protection of Alateen members and the AMIAS, at least one currently certified MNSA AMIAS is required in every Alateen meeting.
2. AMIAS are prohibited from engaging in overt or covert sexual interactions with Alateen members.
3. Alateens are prohibited from engaging in overt or covert sexual interactions on meeting property.
4. AMIAS may not engage in any behavior that is prohibited in federal, state, and/or local law.
5. AMIAS are prohibited from using alcohol or illegal substances at Alateen meetings and on meeting property.

F. Supervision of Alateen Members.

1. AMIAS will supervise Alateen members at:
 - a. Regular Alateen meetings: in the Alateen room, for the duration of Alateen meetings or activities.
 - b. Events with Alateen participation: whenever Alateen members are in the Alateen room.
 - c. Alateen-specific conferences: whenever Alateens are on the conference property, for the duration of the conference.
2. AMIAS are NOT responsible for supervising Alateens at:
 - a. Regular Alateen meetings: before and after regular Alateen meetings or when Alateens are not in the meeting room, except as required by hosting venue.
 - b. Conferences with Alateen participation: whenever Alateen members are not in the Alateen room.

G. Alateen Participation at Conferences and Events.

1. One MNSA AMIAS must be in attendance for every four Alateens at any Alateen-specific conferences such as Midlake, events occurring in MNSA using the name "Alateen", or events planned by MNSA AMIAS and/or Alateen members.
2. Alateens attending Alateen-specific conferences, such as Midlake, must have prior approval from their AGS to attend.
3. All conferences with Alateen participation, including Alateen-specific conferences, must provide a liaison to MNSA Assembly.
4. Written permission from a parent or legal guardian is required when transporting any Alateen(s) to meetings or conferences. A medical release signed by a parent or legal guardian must be secured when an Alateen will be away from home overnight. (Refer to Alateen Guidelines G34 for recommended parental permission and medical release forms). Completed permission forms and medical releases must be retained by the AMIAS responsible for the Alateen. When circumstances prevent any AMIAS from obtaining a written parental/legal guardian permission form, the responsible AMIAS must obtain verbal AND text or e-mail authorization prior to transporting that Alateen. AMIAS should document any verbal authorization. Documentation must be retained by the AMIAS for 3 years.

H. Problem Solving in Alateen Groups.

1. Any AMIAS, Alateen, parent or legal guardian of any Alateen may contact a DR, our MNSA Alateen Coordinator and/or AAPP, or any MNSA ASC member for help with issues within an Alateen group that defy resolution informally within that group. The “Digest of Al-Anon and Alateen Policies” section of the Al-Anon/Alateen Service Manual is a compilation of the World Service Conference’s group conscience on resolving many group questions or problems. Al-Anon’s Twelve Traditions and Concepts of Service may also be directly consulted for solutions. A DR, Alateen Coordinator, AAPP or ASC member may assist holding a discussion about the problem or conducting a group conscience.
2. There may be problems of a more serious nature that would be inappropriate for group discussion or group problem solving, such as violent behavior or an accusation of sexual abuse.
 - a. If a situation arises involving allegations that any AMIAS engaged in inappropriate sexual conduct, violence, threatening behavior, or other serious conduct, the following steps must be taken.
 - i. The AMIAS must immediately cease participation as an AMIAS. If the accused AMIAS is an AGS, the affected group’s DR and the MNSA Alateen Coordinator will meet with the Alateen group to discuss this change, to help the group members determine their needs, and to procure a new AMIAS for the group. Confidential information relating to the allegation will not be shared with any Alateens.
 - ii. The MNSA Alateen Coordinator and ASC will determine if a referral for an outside investigation is appropriate under the circumstances. Nothing decided by the MNSA Alateen Coordinator and/or ASC precludes any individual from making such a referral.
 - iii. Pending results of an outside investigation, an Alateen group may decide by group conscience to invite an AMIAS to return as AGS, provided the AMIAS still meets all of MNSA ASBR.
 - b. If a situation arises involving allegations that an Alateen member has engaged in inappropriate sexual contact, violence, threatening behavior or other serious conduct, the following steps must be taken.
 - i. The Alateen member will be removed from the event or group.
 - ii. The group’s AGS and the MNSA Alateen Coordinator will meet with the group to discuss the issue and to assist the group members in determining their needs.
 - iii. The MNSA Alateen Coordinator and ASC will determine if referral for outside investigation is appropriate. Nothing decided by the MNSA Alateen Coordinator or ASC precludes any individual from making such a referral.
 - iv. Pending results of any outside investigation, the affected Alateen groups and their AGS may decide by group conscience to invite the Alateen member involved in the allegation to return to the group.

I. Additional Guidelines. In addition to the foregoing, the following guidelines shall be followed, when practicable.

1. Alateen meetings should be scheduled at the same time and location as an Al-Anon meeting.
2. Each Alateen meeting should have an Al-Anon group committed to supporting the Alateen group and its AGS.
3. AMIAS should confirm that all Alateen members have transportation home from Alateen meetings before leaving the property.
4. It is preferred that AMIAS-especially AGS-make a commitment of two years.
5. When an AGS intends to step down from Alateen service, whenever possible, time should be taken to find, certify, and orient a new AGS prior to the exiting AGS’s last meeting.

- J. Legal and WSO Review.** All of the following shall apply to legal review of the MNSA ASBR and its acceptance by Al-Anon's WSO:
1. MNSA's ASBR has been reviewed by legal counsel. To meet WSO requirements, the MNSA ASBR must contain its draft date, the attorney's full identity, and the date of MNSA counsel's last review.
 2. WSO requires that any area's ASBR be submitted for review and acceptance by them PRIOR to adoption by the area.
 3. Further review of the MNSA ASBR by MNSA legal counsel will occur only on an as-needed basis. Any changes to the MNSA ASBR resulting from changes in the law, requirements of Al-Anon's Board of Trustees, WSO, or as requested by MNSA ASC, AWSC, or its Assembly, will automatically require legal review and re-submission to WSO for review and re-acceptance.

*Date of WSO & local legal
Counsel review are to be noted here*