Area 54
West Texas Area
Al-Anon\Alateen Assembly

GUIDELINES

November 1984
Amended
June 1986
June 1987 – November 1987
June 1988
June 1989 – November 1989
June 1990 – November 1990
June 1992
June 1994
June 1995
June 1996 – November 1996
June 1997 – November 1997
June 1998 – November 1998
June 2002 – November 2002
October 2003
May 2004
May 2005
May 2009
May 2013
Nov 2013
May 2014
Although Al-Anon Family Groups are not required by law to adhere to the American Disabilities Act (ADA), WTA is an inclusive environment that welcomes all Al-Anons regardless of any disability. We will ensure respect and dignity for individuals with diverse needs. An inclusive environment is flexible in accommodating personal needs, which includes: mobility, speech, hearing, visual and cognitive. Please notify your District Representative (DR) if WTA can meet your special needs at the assembly, who will coordinate with the Chairman and Hotel in meeting any special accommodations you may need or require while attending the West Texas Assembly.
AREA WORLD SERVICE COMMITTEE (AWSC)

AWSC meetings are scheduled at 7:00 p.m. on Friday evening, prior to the Saturday General Business Meeting in the designated meeting room.

**NOTE: *THE CHAIRMAN HAS VOICE BUT NO VOTE***

Voting attendees are:

1. Delegate
2. Past Delegates
3. Alternate Delegate/Chairman
4. Secretary
5. Treasurer
6. District Representatives (DRs)
7. Coordinators
8. Liaisons
9. Finance Committee Chairman

AWSC meetings are open to all who are interested.

All reports are to be submitted prior to the AWSC meeting in writing to the Chairman. All reports will also be submitted electronically to the Pipeline Coordinator, the Area Secretary and the Web Coordinator for posting to the West Texas Al-Anon/Alateen web site on the password protected page. DRs / Coordinators / Liaisons will read short, concise written reports sharing happenings / events, new information / projects, etc. at the General Business Meeting. (11/1/2013)
**I. General Information:**

A. Included in the *Al-Anon/Alateen Service Manual:*

   - PART 1: AL-ANON AND ALATEEN GROUPS AT WORK
   - PART 2: DIGEST OF AL-ANON AND ALATEEN POLICIES
   - PART 3: WORLD SERVICE HANDBOOK
   - PART 4: WORLD SERVICE CONFERENCE CHARTER
   - PART 5: AL-ANON’S TWELVE CONCEPTS OF SERVICE

B. World Service Delegates:

   1960 Panel 1  Arbutus O’Neal (All – Texas)
   1963 Panel 4  Dorothy Fancher
   1966 Panel 7  Marcelline White
   1969 Panel 10 Louise Clary
   1972 Panel 13  Blanche Debenport
   1975 Panel 16  Mary Hawkins
   1978 Panel 19  Mary Nell Taylor
   1981 Panel 22  Jean Hendrix
   1984 Panel 25  Ruthe Owens
   1987 Panel 28  Margaret Nixon
   1990 Panel 31  Harry Fairley
   1993 Panel 34  Mary Dickson
   1996 Panel 37  Sheri (Armstrong) Sutton
   1999 Panel 40  Diane Hastings
   2002 Panel 43  Margie Rhoades
   2005 Panel 46  Sue (Evans) Merritt
   2008 Panel 49  Cindy Kuykendall
   2011 Panel 52  Debbe Pangburn

**II. General Policies – Policies pertaining to individual Area World Service Committee (AWSC) members are printed with that member’s duties:**

A. Area World Service Committee Membership:

   The composition of the Area World Service Committee (AWSC) is in the “Al-Anon/Alateen Service Manual.”

   1. All past Delegates shall be honorary AWSC members. They shall have a voice and a vote in the AWSC and a voice but no vote in the General Business Meeting.

   2. The outgoing Delegate may choose to remain on the AWSC as Chairman.

   3. Alternates serving as representatives of absent AWSC members shall have a voice and a vote.

   4. Vacancies:

      a. AWSC members who miss two consecutive meetings in a row without an alternate present or an acceptable reason shall be replaced.

   5. Full name of all AWSC members are listed in the *PIPELINE.*

B. Elections:

   Refer to “Al-Anon/Alateen Service Manual.”
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)."

A new panel of officers, GRs, and DRs is elected once every three years. The West Texas Assembly elections will be in the Fall of 2014, 2017, 2020, 2023, etc. The incoming GRs will vote for a panel of officers that take office the following January 1 of the upcoming year.

1. Group Representative – Each Al-Anon/Alateen group in the West Texas Assembly Area elects one GR to represent and vote for the group at District and Assembly meetings. A GR should have a basic understanding of the program. There is one vote per Group.

2. Alternate GR – An Al-Anon/Alateen is elected to represent the group at District and Assembly when the GR is not present. Votes only when GR is absent.

3. District Representative and Alternate – The election of the DR and Alternate DR from among the incoming, outgoing, or active** past GRs, none of whom are members of AA, takes place in the Fall of the year after election of GRs and before election of Area Offices. This can be done at a District meeting, or by a caucus of GRs at the Assembly, and both positions are three year terms. The DR has a vote in the Friday night AWSC (Area World Service Committee) meeting. The Alternate DR does not have vote or voice at the AWSC meeting unless the DR is absent. The DR may or may not be serving as GR of his/her Group. If the DR is also GR, he/she has one vote in the General Business Meeting. If the DR is not a GR, he/she does not have a vote in the General Business Meeting. The Alternate DR is also elected from the incoming, outgoing or active** past GRs and the same voting procedures apply to the Alternate DR.

4. Delegate – A World Service Delegate is elected by incoming Group Representatives (GRs) at the Fall meeting of the West Texas Al-Anon/Alateen Assembly every third year (2014, 2017, 2020, 2023, etc.). Anyone who has served a three year term as DR, has remained active** at the Area level in an AWSC or Assembly position, and regularly attends Al-Anon meetings is eligible to stand for Delegate. The first candidate to receive two-thirds vote is elected. If no one has a two-thirds vote after three ballots are taken, and if two candidates each have 40% or more of the total vote, the Chairman may suggest that the two candidates stay and the others withdraw. Another ballot is taken. If no election occurs, the Chairman asks for a motion to close the balloting and that the choice be made by lot between the two high candidates.

5. Alternate Delegate/Chairman – Incoming GRs elect this officer by the same method as the Delegate (See Al-Anon/Alateen Service Manual). If an incoming DR is elected, he/she may remain as GR, if applicable, and DR, unless he/she becomes Delegate. A Delegate does not serve as a GR or DR.

6. Secretary – The Secretary is elected from incoming, outgoing, or active** past DRs by majority of incoming GRs.

7. Treasurer – The Treasurer is elected from incoming, outgoing, or active** past DRs by a majority of incoming GRs.

8. Chairman – The Chairman of the West Texas Assembly Area is the outgoing Delegate if the Delegate is willing to serve. If the Delegate does not become Chairman, the Chairman is elected from outgoing DRs by a majority of incoming GR votes (Al-Anon/Alateen Service Manual).

9. Coordinators, PIPELINE Editor – The new panel of officers of West Texas Al-Anon/Alateen Assembly selects new Alateen, Area Alateen Process Person, Archivist,
Literature/FORUM, Public Outreach, Hispanic, Web Site Coordinators and PIPELINE editor at the Spring Assembly following elections. Resumes of those interested in serving as Coordinators or PIPELINE editor should mail their Resume to the Chairman by April 1 or present their Resume to the Chairman at the Spring Assembly.

10. Finance Committee – The members of the Finance Committee are the Treasurer, Past Treasurer, and three (3) members from separate Districts that are appointed by Officers of the Assembly. The Chairman of the Finance Committee is to be selected by the Finance Committee. The Treasurer is not eligible to be Chairman. A quorum is defined as three members (one must be Treasurer or Past Treasurer). A simple majority (greater than one-half) constitutes a decision. The appointment of the three (3) District members (from separate Districts) will be for a three-year term beginning with Assembly Panel Election in 1997.

**Active is defined as regularly attending Al-Anon meetings and Assembly**

C. Reports– (Guidelines requested by May, 1984 Assembly)

1. All reports are to be submitted in writing to the Chairman and copies distributed to AWSC members at the AWSC meeting. DRs, Coordinators, and Liaisons will read short, concise written reports sharing happenings and events, new information and projects, etc. at the General Business Meeting.

2. Any Al-Anon member involved in service at the Area level, who feels a need for more time to educate members, to encourage participation, and/or to exchange information, may request time from their DR/Host District Chairperson who works with the Chairman and Delegate to plan the WTA Assembly Program.

3. Suggestions for reports:
   a. Gather information from Districts or Groups concerning any new activities or ideas for service.
   b. Choose reports from WSO publications that will inform and enlighten the Assembly’s knowledge of World Service.
   c. Report problems that have arisen in your District as well as solutions to those problems.
   d. Report solutions to problems and condense information into a short, concise report.

D. Financial:

1. There shall be no raffles unless the Assembly is in dire need of money, and then only an appropriate Al-Anon or Alateen article shall be used.

2. Any expenses incurred by AWSC members must be itemized (ex: phone calls, copies, postage, supplies, etc.) and submitted to the Treasurer within 90 days for reimbursement. If expenses have not been submitted within a one-year time period, expenditures will not be reimbursed and those expenses will be considered null and void.

E. Changes:

1. Record policy changes in your “West Texas Al-Anon/Alateen Assembly Guidelines.”

2. Give any procedural changes to the Alternate Delegate/Chairman triennially at the Spring Assembly preceding Fall elections.
DELEGATE

I. Policies:
   A. The outgoing Delegate, if willing to serve WTA, may choose to remain on the AWSC as the incoming Chairman for the next Panel.
   B. Policies for expenses are listed under TREASURER.

II. Duties (in addition to those listed in “Al-Anon/Alateen Service Manual”):
   A. WTA Action Committee:
      1. Oversees WTA Action Committees.
      2. Communicates with the Action Committee Facilitator in assigning Al-Anon/Alateens to Action Committees.
      3. Communicates with the Action Committee Facilitator and provides a West Texas Action Committee Chart or other assignment tool at Assembly for each member at Registration.

ALTERNATE DELEGATE/CHAIRMAN

I. Policies:
   A. Policies for expenses are listed under TREASURER.

II. Duties (in addition to those listed in “Al-Anon/Alateen Service Manual”):
   A. Keep the “West Texas Al-Anon /Alateen Assembly Guidelines” up-to-date.
      1. Incorporate changes or new policies into “Guidelines.”
      2. Remind Alternates to notify absent AWSC members of changes.
      3. Copy revised “Guidelines” before new AWSC takes office. Guidelines may be purchased from the Literature Coordinator for $3.00.
      4. Maintain a copy of the West Texas Al-Anon/Alateen Assembly Guidelines on disk, giving a second copy of the disk to the Chairman for safekeeping.
   B. Performs duties of the Action Committee Facilitator as follows:
      1. Communicates with Delegate in facilitating the Action Committees.
      2. Contacts the Action Committee Chairperson before Assembly to follow up on plans for chairing the Action Committees.
      3. Asks the reporters for a copy of Action Committee Challenge Form. After Assembly, creates an Action Committee Report with all Action Committee challenges and distributes to the DRs to send to the groups in their District.
      4. Communicates with the Delegate in assigning Al-Anons/Alateens to Action Committees at the WTA Assembly.
      5. Provides a West Texas Action Committee Chart at Assembly so each member at Registration can sign up for assignment to an Action Committee.
C. Keep the Group records up-to-date, receiving new and corrected Group changes from each District or Group and making the necessary changes on-line for WSO.

**CHAIRMAN**

I. Policies:

A. Policies for expenses are listed under TREASURER.

II. Duties (in addition to those listed in “Al-Anon/Alateen Service Manual”):

A. Immediate duties:

1. Ask Assembly body for Coordinator resumes prior to and during the Spring Assembly (following the Fall Election Assembly). Call meeting of officers to review submitted resumes and make selection of Coordinators at the upcoming Spring Assembly.

2. List all Area World Service Committee (AWSC) members’ names, addresses, and/or email addresses and phone numbers on the form provided by WSO and make sure the Secretary sends the form to WSO soon after the election.

3. Join previous Chairman and/or Treasurer to settle hotel account.

4. Book West Texas Al-Anon/Alateen Assembly dates and reservations for all meeting rooms for 3 years in advance, beginning at mid-term of current Panel. Work with the Hotel in finalizing contract as soon as Hotel will allow.

5. Check supply of Assembly stationary. Order more if needed. Take to each Assembly meeting.

6. Make sure Assembly Secretary has form for complete list of AWSC members and has mailed list to WSO in Virginia Beach and to the PIPELINE Editor.

7. Sign bank signature card. (See Treasurer)

8. If an observer wishes to communicate to the Assembly, he/she shall do so through his/her Group Representative (GR).

9. Assumes possession of portraits of Anne B. and Lois W. and Al-Anon Declaration signs, and is responsible for them to be displayed at each Assembly.

10. Will make hotel reservations for Speakers.

11. Keep dated copies of all correspondence with hotel.

12. Keep in touch with AWSC members to insure an informed Assembly.

13. Be familiar with duties of each member.

14. Suggestion: Contact by mail or email at least once prior to each Assembly. Keep copies.

15. Contact Host DR at least three months prior to Assembly. Review “Suggested Guidelines for Host Group” with DR.

16. Check hotel account with Treasurer following each Assembly.

17. Encourage incoming Area World Service Committee (AWSC) members to obtain a copy of the “West Texas Al-Anon/Alateen Guidelines.” The Alternate Delegate/Chairman is responsible for having these revised copies ready to be purchased.
18. Make arrangements for Assembly to be taped.


20. Contacts the PIPERLINE Editor to get the PIPERLINE publication date so the Assembly tentative agenda can be published in the PIPERLINE.

SECRETARY
(5/16/2014)

To act as recorder and custodian of area past and current Assembly and Area World Service Committee meetings.

I. Job Description

A. It is an officer position, term of service is 3 years and attendance at the AWSC/Area Assembly is required.

B. The position is elected from the body and a brief summary of qualifications and past service commitments is presented at the election assembly.

C. Officer expenses are paid per the West Texas Area Guidelines.

D. The Secretary is responsible to record minutes, including exact wording of all motions, corrections to previous minutes, old and new business and reports given.

II. Duties/Responsibilities

A. Provide copies of minutes and previous minutes as corrected or amended to the Area World Service Committee no later than 60 days after the assembly.

B. Post minutes to the website no later than 90 days after the assembly.

C. Maintain and distribute the Roster of members of the West Texas Area World Service Committee and to make changes as necessary.

D. Attend and take minutes of Assemblies and Committee Meetings.

E. Call roll at Assemblies and Committee Meetings establishing substantial unanimity requirements.

F. Assure that each motion is accurately written on an appropriate form, that the determination and vote are recorded, and properly included in the minutes as passed or failed.

G. Read each motion presented as directed by the Chair.

H. Keep and maintain any Area equipment assigned to Secretary and files of past Area meetings.

I. Set up seating assignments at both the Area World Service Committee Meeting and the General Business Meeting.

J. Take care of such correspondence for the Area as directed by the Delegate or Chairperson.

K. Ensure that the Chairman has a backup copy of past and present minutes, treasurer reports, coordinators and KBDM presentations.

L. Publish minutes of AWSC and Assembly meetings in the next edition of the PIPERLINE following the Assembly.
III. Equipment and Technical Skills

A. Ability to translate and type minutes from a voice recorder
B. Access to a computer and Microsoft Word
C. Access to internet and e-mail
D. Ability to backup minutes and reports to a thumb drive after each assembly

TREASURER

I. Policies:

A. All checks written for Assembly expenses require two authorized signatures. The authorized individuals are the Chairman, Delegate, Alternate Delegate/Chairman, Treasurer, and Secretary.
B. The Assembly attempts to maintain a prudent reserve fund that approximates the expenses for one Assembly meeting, or up to $8,000. Signatures required would be the same as for regular bank account.
C. In order to be reimbursed for qualified expenses, a written request for reimbursement needs to be submitted to the Treasurer no later than 90 days after the date of receipt. If expenses are not submitted to the Treasurer within the one-year filing deadline, expenditures will not be paid and will be considered null and void.

II. Duties (in addition to those listed in “Al-Anon/Alateen Service Manual”):

A. Pay Delegate expenses (in addition to regular Assembly expenses).
   1. Before January 1 of each year, send Delegate’s expenses (see Al-Anon/Alateen Service Manual-Conference Structure”) to WSO for the WSC. You will be notified of the amount.
   2. Give Delegate $500.00 for expenses before the World Service Conference (WSC).
   3. Pay budgeted expenses to the yearly meeting of the South Central Regional Delegates.
   4. Pay budgeted expenses for District and Assembly related activities.
B. Pay Assembly expenses twice each year.
   1. Pay hotel for the costs of having the West Texas Assembly (including meeting rooms, speakers; taper, and any other special arrangements, such as banquet charges and any other hotel expenses incurred).
   2. Pay Officers’ expenses (Chairman, Delegate, Alternate Delegate/Chairman, Treasurer, & Secretary) – two nights lodging, no food or registration.
   3. Pay Coordinators’ expenses (Coordinators, listed in Index of “Assembly Guidelines”) – two nights lodging, no food or registration.
   4. Pay District Representatives’ expenses – one night lodging, gas one way, no food or registration.
   5. Pay Liaisons’ expenses (Amarillo, Dallas, Fort Worth, Lubbock & Hispanic) – one night lodging, gas one way, no food or registration.
   6. Pay Finance Committee Chairman’s expense – two nights lodging, no food or registration.
7. Pay Past Delegates’ expenses – two nights lodging, no food or registration.

8. Pay Speakers’ expenses – two nights lodging, travel, gas, food, and no registration. Airline transportation must be approved by special vote of the AWSC.


   **Note:** Lodging includes Room and Tax only. Room expenses should be prorated among those sharing rooms.

10. Pay AWSC members budgeted expenses for any office expenses (postage, paper, copies, phone, etc.) for the Assembly.

11. Pay $500 advance money (seed money) to Host District for the Hospitality Room expenses, sending check four to six weeks prior to holding the Assembly.

12. Remind the Host Committee to “pass the basket” at the Saturday night Speaker meeting.

13. Pay up to two interpreters’ expenses – one night lodging, round trip gas; no food or registration. (11/1/2013)

   C. Pay **PIPELINE** four times each year (if needed), usually January, April, July and September.

   D. Collect registration money at Assembly from the Host District that is in charge.

   E. Between Assemblies, prepare Financial Statement and send to AWSC members.

   F. Present Financial Statement to Assembly for approval, with photocopy of most current bank statement attached thereto.

   G. Pay budgeted expenses of Delegate, Alternate Delegate/Chairman, and Chairman to the yearly South Central Regional Delegates Meeting which is held the first weekend of March every year.

   H. Pass out to the General Assembly envelopes for contributions to World Service Office in honor of your Al-Anon Birthday.

   I. Pay WTA expenses for Texas website every other year. (Texas East pays one whole year, then Texas West pays one whole year)

   J. Write an Appeal Letter before the Fall and Spring Assembly and put it in the **PIPELINE**. Mail the Fall Appeal Letter to all groups in Texas West before the Fall Assembly.

**FINANCE COMMITTEE**

I. **Duties:**

   A. The Finance Committee should receive financial information to be used in preparing the next year’s budget from the Treasurer by November 1st of the current year.

   B. The Finance Committee communicates with the Treasurer regarding any special circumstances or information about the current year’s income and expenses.

   C. The Finance Committee proposes the next year’s budget (based on current year actual financial information, last year’s budget, and prior year’s information and budgets).

   D. Keep records of current and past year’s income and expenses for comparison.

   E. Inquire about expenditures that are over or under budget. Keep notations about such over and under budget expenditures, any special circumstances, etc.
II. Chairman of the Finance Committee:

A. The Chairman of the Finance Committee will present the proposed budget to the AWSC for discussion. A recommended budget will be submitted to the Assembly for approval at the Fall Assembly. The budget will be for the period of November 1 through October 31. In the event of cancellation of the Fall Assembly, the current year budget will be automatically adopted for the upcoming year. Any revisions to the budget may be presented to the Spring Assembly for approval.

DISTRICT REPRESENTATIVES

I. Policies:

A. Policies for expenses are listed under TREASURER.

II. Duties (in addition to those listed in “Al-Anon/Alateen Service Manual”):

A. Keep records of all groups and their Group Representatives.
   1. Use SUGGESTED GROUP ADDRESS FORM FOR DISTRICTS on page 15 for uniform recording of names and addresses.
   2. Send list to Secretary and PIPELINE Editor. Keep list updated. It is helpful to the PIPELINE Editor if you can indicate whether the GR wants the PIPELINE sent to the Group or the GRs home address.

B. Use the PIPELINE as your tool of communication.
   1. Remind GRs to encourage subscription.
   2. Send dates of your District meetings for the calendar.
   3. Write or encourage the writing of articles with priority given to Service.
   4. Send copies of workshop materials
   5. When your District hosts Assembly, send the WTA Agenda to the PIPELINE Editor by the cut-off date.

C. Cooperate with and send information to Assembly Coordinators.
   1. The Literature/FORUM Coordinator needs to know if your District wants any specific literature sold at Assembly.
   2. Public Outreach Coordinator
   3. Web Site Coordinator
   4. Alateen Coordinator
   5. Area Alateen Process Person Coordinator
   6. Hispanic Coordinator
   7. Archivist Coordinator
   8. PIPELINE Editor
D. Schedule regular District meetings:

1. Rotate meeting place and host group. Let host group plan topic for discussion from Service Manual, (Traditions, Concepts, etc.)

2. Encourage selection of Alternate DR and Treasurer.

3. Share information from World Service Office (WSO) publications

4. Encourage each GR to obtain and use the current “Al-Anon/Alateen Service Manual” and obtain a copy of the current “WTA Al-Anon/Alateen Assembly Guidelines”.

5. Ask these questions:
   a. Are you receiving your PIPELINE, The Forum, etc.?
   b. Is your group address and contact information correct?
   c. Pass the basket each at each District Meeting.
SUGGESTED GROUP ADDRESS FORM FOR DISTRICTS

District # ____________

City/Town: ________________________________

District Representative:
Address:
City, State, Zip:
Phone Number:
E-mail address:

Alternate District Representative:
Address:
City, State, Zip:
Phone Number:
E-mail address:

Group Name:
Group Mailing Address:
City, State, Zip:
Phone Number:
E-mail address:

Meeting Address (if different):
City, State, Zip:
Phone Number:

Group Representative:
Address:
City, State, Zip:
Phone Number:
E-mail address:

(*Indicate where PIPELINE is to be mailed)
HOSTING THE ASSEMBLY

I. Policies:
   A. Each district in the West Texas Area, in its numerical turn, executes the duties necessary to provide a comfortable atmosphere in which Al-Anon/Alateen service experiences can be shared.
   B. No airline expenses shall be paid for speakers except by special vote and approval of the AWSC.
   C. Lodging for Speakers includes room and tax only. Room expenses should be prorated among those sharing rooms.

II. Duties of the District Representative (DR):
   A. Meet with present Host District Chairperson at the Assembly for exchange of information.
   B. Call a District meeting of GRs and interested members well in advance (three months) of Assembly.
      1. Submit complete program to Chairman for approval.
   C. Outline basic needs (EACH COMMITTEE NEEDS A CHAIRPERSON):
      1. Program:
         a. Paid for by Assembly.
         b. Contains full Assembly Agenda, including names of chairpersons, speakers, workshops, and meeting rooms. The Chairman has the location of rooms.
         c. Distribute the WTA Program at the Registration table.
      2. Registration:
         a. Check with Chairman about registration form. Al-Anon and Alateen fees are different. Al-Anon registration is $20.00; Alateen registration fee is $5.00.
         b. Collect registration fees and give to Treasurer.
         c. Schedule volunteers to work Registration during these times:
            - Friday, 3:00 p.m. until 10:00 p.m.
            - Saturday, 8:00 a.m. continuing until beginning of Saturday afternoon meeting.
            Place sign on registration table for registration times. Registration opens for 30 minutes before Speaker Meeting, and will be closed during the General Business Meeting and the Saturday evening Al-Anon/Alateen/AA Speaker Meeting.
            The Hotel provides table and chairs for Registration to be stationed in the courtyard until Saturday noon, and then the Registration table is moved to the rear of the Assembly meeting room.
      3. Hospitality Rooms:
         a. Rooms reserved by Chairman.
         b. Schedule:
            - Opens 5:00 p.m. Friday.
            - Closed during all meetings.
            - Open between meetings.
            - Open after night meetings until 11 p.m.
            - The Hospitality Room will not be open on Sunday.
c. Rooms are not to be used as sleeping quarters. (Exception: person in charge of the Hospitality Room, if desired/requested).

d. Check with previous host about leftover supplies. Buy other supplies in advance.

e. Ask Assembly Secretary to include appeal for donation of food and money in letter to GRs, published in the PIPELINE.

4. Speakers:

a. Saturday night speakers traditionally (not mandatory) are Al-Anon, AA, and Alateen. AWSC suggests selecting speakers from those with past Area World Service experience chosen from the Host District.

b. Sunday morning speaker – AWSC suggests selecting speaker from those with past or present Area World Service experience chosen from the Host District.

c. Speaker Chairperson sends a letter to the Speakers before Assembly stating the Assembly will pay gas when receipt is presented for reimbursement, hotel room and food. It is customary for the Host Committee to take the Speakers out to dinner on Saturday night unless other arrangements have been made. Letter states no telephone charges, room service, or movie rental will be paid for by the Assembly. Letter states that it is requested that Speakers refrain from the use of offensive language when speaking from the podium.

d. Speaker Chairperson sends a thank you note to Speakers after Assembly.

5. Workshops:

a. A GR Orientation Workshop will be held during the Assembly. This meeting will be led by an experienced GR, DR, and/or Past Delegate.

b. Saturday morning workshops may be added to the Assembly Agenda, when time allows, using materials taken from the service manual, Al-Anon/Alateen literature, WSO publications, newsletters, etc.

6. Meetings requiring a Chairperson:

a. Friday night Al-Anon/Alateen meeting.

b. Two Saturday afternoon Al-Anon meetings for Al-Anons (who do not attend the General Business Meeting).

c. Saturday night Speaker meeting.

d. Two Saturday night owl meetings – one Al-Anon and one Alateen.

e. “God as I Understand Him” meeting on Sunday morning.

f. Sunday morning Speaker meeting.

D. Ask for donation of money and food from each group in Host District and each GR attending the Assembly.

E. Contact or meet with those responsible at least one month prior to Assembly to check on final plans.

F. Send tentative assembly agenda to Chairman and PIPELINE Editor. DRs should check with the PIPELINE Editor on submission/deadline date for PIPELINE.

G. Arrange meeting of Host group leader’s next Host District.
H. Requests advance "seed" money from the Treasurer four to six weeks prior to the Assembly. "Seed" money is paid back to the Treasurer after the Assembly.

Guidelines for Area Coordinators are available from WSO

LITERATURE/FORUM COORDINATOR

(5/16/2014)

Serves as a "link of service" between the members, groups, and district in the area and the WSO.

I. Job Description
   A. It is a coordinator position, term of service is 3 years and attendance at the AWSC/Area Assembly is required.
   B. The position is appointed and a resume is required to be presented to the AWSC Chairman at the Spring Assembly following the Fall Assembly elections every three years.
   C. Coordinators expenses are paid per the West Texas Area Guidelines.
   D. Coordinator is responsible for the sale of literature at the West Texas Assembly.

II. Duties/Responsibilities
   A. Attend AWSC meetings and Assembly meetings.
   B. Provide and present a written report to area assembly of ongoing Literature/Forum activities in the area.
   C. Inform WSO about area literature and Forum activities.
   D. Share information received from the WSO via E-Communities by writing articles for the Pipeline and participating in area events.
   E. Encourage member to write sharing's for ongoing and new CAL projects and the Forum.
   F. Receive advance notice of new or revised publications and other mailings from the WSO and keep the area informed.
   G. Write or encourage the writing of articles for the PIPELINE. Consider a regular column.

III. Equipment and Technical Skills
   A. Access to a computer
   B. Access to the internet and e-mail
   C. Ability to access E-Communities

IV. Literature/Forum Coordinator Guidelines
   A. Order Al-Anon literature from the World Service Office (WSO) or a Literature Distribution Center in Area 54 to be sold at the West Texas Assembly.
   B. Have current “Al-Anon/Alateen Service Manual” available.
C. Hold and transport the banners of the Steps, Traditions, and Concepts that are displayed at the WTA.
D. Encourage subscriptions and the use of The Forum at meetings.
E. Read and become familiar with each piece of Al-Anon and Alateen literature.
F. Hold a Literature/FORUM Workshop at the Assembly when asked.
G. Attend District meetings whenever possible.
H. Notify PIPELINE Editor of any material you want reprinted from World Service publications.

PUBLIC OUTREACH COORDINATOR

I. Policies:
   A. Policies for Coordinator’s expenses listed under TREASURER.

II. Duties:
   A. Attend Area World Service Committee (AWSC) meetings and Assembly meetings.
   B. Report upcoming events or information from WSO to the Assembly at the General Business Meeting.
   C. Hold a Public Outreach Workshop at the Assembly when asked.
   D. Share experiences and information periodically by submitting articles to the PIPELINE.
   E. Stimulate interest and activity within the West Texas Al-Anon/Alateen Assembly Area, acting as a clearinghouse for all members doing Public Outreach work in the Area.
   F. Keep updated list of information services for communication of ideas and information.
   G. Attend District meetings whenever possible, encouraging DRs and GRs to keep you informed of Public Outreach work being done in their Districts.
   H. Encourage other members involved in Public Outreach work to send articles to the PIPELINE or WSO.

ALATEEN COORDINATOR

I. Policies:
   A. Policies for Coordinator’s expenses listed under TREASURER.

II. Duties:
   A. The WTA Secretary and/or Delegate will notify the World Service Office (WSO) that you are a new Coordinator (form can be filled out and submitted to the World Service Office as notification).
   B. Report to the Assembly at the General Business Meeting previous and upcoming Alateen events in the Area and information received from WSO.
   C. Report upcoming events or information from WSO to the Assembly at the General Business Meeting.
D. Hold an Alateen Workshop at the Assembly when asked.

E. Share experiences and information periodically by submitting articles to the *PIPELINE*.

F. Stimulate interest and activity within the West Texas Al-Anon/Alateen Assembly Area, working with Alateens and Alateen sponsors.

G. Attend District meetings whenever possible, encouraging DRs and GRs to keep you informed of Alateen service work being done.

H. Keep an updated list of Information Services for communication of ideas and information.

I. Encourage other members involved in Alateen service work to send articles to the *PIPELINE* or WSO.

J. Coordinate with the Host Committee and assure that Alateen activities are carried out at the West Texas Al-Anon/Alateen Assembly held in the Spring and the Fall.

K. Work with the Area Alateen Sponsors to maintain the WSO Sponsorship Eligibility Guidelines for Alateen Group Sponsorship. Any West Texas changes to the Sponsorship Eligibility Guidelines can not be made without the approval from WSO.

**AREA ALATEEN PROCESS PERSON**  
*(5/16/2014)*

Is the selected Area's Alateen contact with the WSO Group Records Department regarding Alateen forms.

The AAPP collaborates with the Area Alateen Coordinator and Alt. Delegate/Alt. Chair Group Records Coordinator to ensure continuity of Alateen in the area.

I. **Job Description**

A. It is a coordinator position; term of service is 3 years and attendance at the AWSC/Area assembly is required.

B. The position is appointed and a resume is required to be presented to the AWSC Chairman at the Spring Assembly following the Fall Assembly elections every three years.

C. Coordinators expenses are paid per the West Texas Area Guidelines.

D. Coordinator is responsible for the submission of Alateen forms as required by the WSO.

II. **Duties/Responsibilities**

A. Internet access to communicate with the AWSC and on E-Communities.

B. Ability to be on conference calls initiated by the Area/WSO.

C. Present a report to the AWSC and Area Assembly outlining activities during the preceding six months.

D. Bring and update the Alateen Safety and Behavioral Requirements Guidelines document as necessary to Assembly.

E. Bring AAPP guideline changes to the AWSC and Area Assembly if necessary.

F. Process and submit all required Alateen forms to the WSO on a timely basis.
III. Equipment and Technical Skills
   A. Access to a computer and Microsoft Word.
   B. Access to the internet and e-mail.
   C. Ability to access E-Communities, Group Records and interact with the WSO electronically.

IV. AAPP Guidelines
   A. Processing and submission to the WSO of the Area's Annual Alateen Recertification Packet. Process includes verification of the following by May 31st of each year:
      1. Verify each active AMIAS attended one Sponsors Workshop during the current certification year.
      2. Verify each active AMIAS attended one Sponsors Meeting during the current certification year.
      3. Verify each active AMIAS attended one District Meeting during the current certification year.
   B. Processing and submission to the WSO group record's department of the Alateen Registration/Groups Record Change Form (GR-3) as required.
   C. Processing and submission of the completed approved Alateen Background Check form to the authorized company performing the background check.
   D. Processing and submission to the WSO group record's department of the Al-Anon Member Involved in Alateen Service (AMIAS) form as necessary.

ALATEEN GROUP SPONSORSHIP ELIGIBILITY GUIDELINES

I. An Alateen Sponsor should have attended Al-Anon meetings regularly for a minimum of two years and be a minimum of 21 years of age. Former Alateen members who wish to serve as sponsors are expected to meet the same requirements. Al-Anon members who are also members of AA may serve as Assistant Sponsors by virtue of their Al-Anon membership. Emphasis should be placed on the Al-Anon interpretation of the Program at all times.

II. Because Sponsors must have a program to share in order to help the Alateen group, regular attendance at Al-Anon meetings is suggested. For purposes of these guidelines, “regular” may be defined as at least one meeting per week (on average), besides the Alateen meeting. The sponsor should have a working knowledge of the 12 Steps and the 12 Traditions and have a personal sponsor.

III. In order that the Alateens have the opportunity to build rapport and trust over time, prospective sponsors are encouraged to commit to serving the group for a minimum of one year.

IV. Parents do not sponsor groups where their own children regularly attend.

V. If a sponsor finds it necessary to miss a meeting, he/she is responsible for securing a replacement from among the certified group sponsors, the Al-Anon group membership, or other local Alateen sponsors.

VI. As a rule, Alateens run their own meetings. Sponsors are expected to share their own recovery, offer knowledge of the Steps, the Traditions, and Conference Approved literature, and direct the Alateen group to the “Al-Anon/Alateen Service Manual” as needed to resolve group problems.
VII. Sponsors should have contact with other sponsors. If local sponsors’ meeting is available, attendance is highly encouraged. If the Alateen group is more remote, the sponsor(s) are strongly encouraged to participate in Area Conferences and Assemblies and to get to know other sponsors and the Area Alateen Coordinator. Contact with other sponsors helps immensely in resolving group questions and problems.

VIII. When offsite at Alateen activities, Alateen Sponsors are responsible to keep track of Alateen members. At least one Sponsor should know the whereabouts of individual Alateen members during meetings and group activities. A Sponsor should accompany the Alateen member if they need to leave for more that a short period of time. Both Alateen members and Sponsors should know and follow any specific behavior guidelines associated with the various conferences.

ARCHIVIST COORDINATOR
(5/16/2014)

To preserve the experience, history and memorabilia of the Al-Anon fellowship from the beginning of the family movement in Area 54.

I. Job Description
   A. It is a coordinator position, term of service is 3 years and attendance at the AWSC/ Area Assembly is required.
   B. The position is appointed and a resume is required to be presented to the AWSC Chairman at the Spring Assembly following the Fall Assembly elections every three years.
   C. Coordinators expenses are paid per the West Texas Area Guidelines.

II. Duties/Responsibilities
   A. Present a report to the AWSC and Area Assembly outlining activities during the preceding six months.
   B. Internet access to communicate with the AWSC and on E-Communities.
   C. Bring guideline changes to the AWSC and Area Assembly in order to update (of) the archival guidelines
   D. Keep and build on current archives
   E. Clearly identify materials, whenever possible
   F. Exhibit archives at Area functions when requested and available
   G. Equipment and Technical Skills
   H. Access to E-Communities.
   I. Access to internet and e-mail.
   J. Storage in a controlled environment if necessary.

III. Archivist Guidelines
   A. Preserve current archives in an enclosed, environmentally safe place.
   B. Catalog and store items.
   C. Identify items with event, place, date etc. when possible.
D. Request or interview groups or individuals who have years of history concerning our area when possible.
E. Incorporate Al-Anon's policy of anonymity in all archival materials.
F. Present an estimated budget for material preservation for approval at the Fall assembly.

**HISPANIC COORDINATOR**

I. **Policies:**
   A. Policies for Coordinator’s expenses listed under TREASURER.

II. **Duties:**
   A. Attend Area World Service Committee (AWSC) meetings and Assembly meetings.
   B. Report upcoming events or information from WSO to the Assembly at the General Business Meeting.
   C. Hold a Hispanic Workshop at the Assembly when asked.
   D. Share experiences and information periodically submitting articles to the *PIPELINE*.
   E. Stimulate interest and activity within the West Texas Al-Anon/Alateen Assembly Area.
   F. Attend District meetings whenever possible.
   G. Encourage other members involved in Hispanic service work to send articles to the *PIPELINE* and/or WSO.
   H. Encourage DR’s and GRs to keep you informed of Hispanic groups that are established in their Districts.

**Guidelines for Area Newsletters are available from WSO**

**PIPELINE EDITOR**

(5/16/2014)

The *Pipeline* is a communication tool used among the groups in the West Texas Al-Anon/Alateen Area and Assembly and between the Area Assembly and the World Service Office.

Print a variety of articles on the Al-Anon program with priority given to articles on service, preferably written from a personal viewpoint.

I. **Job Description**
   A. It is a coordinator position, term of service is 3 years and attendance at the AWSC/Area Assembly is required.
   B. The position is appointed and a resume is required to be presented to the AWSC Chairman at the Spring Assembly following the Fall Assembly elections every three years.
   C. Coordinators expenses are paid per the West Texas Area Guidelines.
   D. Coordinator is responsible for the publication of the Pipeline on a quarterly basis.
II. Duties/Responsibilities

A. Attend AWSC meetings and Assembly meetings.

B. Provide and present a written report to area assembly of ongoing Pipeline activities.

C. Participate on E-Communities.

D. Print and mail four issues a year and post each issue to the secure Area website. This requirement has been amended to state that beginning April 2015, the PIPELINE will change to electronic distribution only (11/1/2013)

E. Ask members to submit articles with priority given to ones written about service.

F. Edit all articles for spelling, grammar and clarity of sentences according to the guidelines outlined in the WSO style sheet.

G. Include, if room allows, post events, workshops and other Al-Anon activities. In keeping with Tradition Six, the 1981 World Service Conference approved the following policy: "Al-Anon newsletters...should not be used for publicizing activities of other organizations, the possible exception being A.A."

III. Equipment and Technical Skills

A. Access to a computer.

B. Access to a word processing program

C. Access to the internet and e-mail.

D. Ability to access E-Communities.

IV. Pipeline Editor Guidelines

A. Schedule for printing and mailing is as follows:

1. Issue 1: January 1st
   This issue may include the District Representative's reports, Alternate Delegate's report, Coordinator's reports and AIS Liaison's reports.

2. Issue 2: April 1st
   This issue may include the Delegate's report, Treasurer's report, and minutes from the AWSC Meeting and General Business Meeting.

3. Issue 3: July 1st
   This issue may include the District Representative's reports, Alternate Delegate's report, Coordinator's reports, and AIS Liaison's reports.

4. Issue 4: October 1st
   This issue may include the Delegate's report, Treasurer's report, and minutes from the AWSC Meeting and General Business Meeting.

B. List of AWSC members with current contact information.

C. List of Past Delegates with contract information.

D. Calendar of events or events listing
E. Mailing

1. Purchase postal permit for bulk mailing and renew each year. For the initial permit, you will need proof of Al-Anon non-profit status (kept in Pipeline files under "Articles of Incorporation")

2. Maintain and pay for bulk mail permit according to the guidelines of the United States Postal Service

F. Regularly update mailing list by coordinating with Alternate/Delegate/Alternate Chairperson.

G. Address and presort newsletters according to requirements of the United States Postal Service.

H. The following receive a complimentary copy of the Pipeline.

1. All groups in Area 54 that are registered with the WSO
2. All current AWSC members
3. All past Delegates
4. WSO

WEB SITE COORDINATOR
(5/16/2014)

Serves as a "virtual link of service" between existing and prospective members, groups, and districts in the West Texas Area.

I. Job Description

A. It is a coordinator position, term of service is 3 years and attendance at the AWSC/Area Assembly is required.

B. The position is appointed and a resume is required to be presented to the AWSC Chairman at the Spring Assembly following the Fall Assembly elections every three years.

C. Coordinators expenses are paid per the West Texas Area Guidelines.

D. Coordinator is responsible for the maintenance of the Texas website regular reporting at West Texas Assembly.

II. Duties/Responsibilities

A. Attend AWSC meetings and Assembly meetings.

B. Provide and present a written report to area assembly of ongoing website activities in the area.

C. Inform WSO about website changes or electronic communications.

D. Coordinate reading and responding to inquiry emails with Texas East Website Coordinator.

E. Share information received from the WSO via E-Communities by emailing AWSC members and/or posting to the Texas Website.

F. Encourage members to submit events for posting to the Texas Al-Anon calendar to increase attendance by all members.
G. Update the website with relevant online and printable meeting schedule information and reports/documents throughout the term of service.

III. Equipment and Technical Skills
   A. Access to a computer, internet and e-mail
   B. Ability to access E-Communities
   C. Working knowledge of WordPress website builder
   D. Basic knowledge in Excel, Google Maps, and web tools for website maintenance

IV. Website Coordinator Guidelines
   A. Check and respond to email regularly (at least every 48 hours)
   B. Have current “Al-Anon/Alateen Service Manual” available
   C. Encourage website navigation and event posting at Assembly
   D. Coordinate with Secretary and Pipeline Coordinator for the posting of reports for minutes and Pipeline publication

LIAISON MEMBER

I. Policies:
   A. Appointed or elected by the local Information Service which serves one or more Districts, the liaison member provides a link between this service and the Area World Service Committee and encourages the exchange of information between the two. The term is three years. The member has a vote at the AWSC meeting, but not at the General Business Meetings unless serving as GR.
   B. Policies for expenses are listed under TREASURER.

II. Duties:
   A. Immediately after election, send name, address, and phone number to the AWSC Secretary and the PIPELINE Editor.

ACTION COMMITTEES

The Action Committees were formed to allow all members attending the West Texas Al-Anon/Alateen Assembly to actively participate in Area projects. The committees provide ready-made groups to generate enthusiasm and participation from WTA members and provide the opportunity for WTA Coordinators to share information from WSO. The Committee also serves as a model for Groups and Districts to set up their own Action Committee structure. The Action Committees help to carry the message to families and friends of alcoholics more effectively. They stimulate interaction of members from different locations, encourage creative thinking, share new ideas, and allow the Action Committees to carry out proposed goals. Most of all, the Action Committees are FUN and PRODUCTIVE!
MEMBERSHIP OUTREACH

**Purpose:** To find ways to communicate within the fellowship about Al-Anon and Alateen activities. To cooperate and share information. To encourage Al-Anon and Alateen participation in area conventions and service meetings. To create a meeting environment to renew the commitment to serve, strengthen unity, and actively listen to the concerns of members.

GROUP SERVICES

**Purpose:** To provide accurate, timely information to the Al-Anon fellowship. To keep our area mailing list current. To strengthen the connection between the Assembly and existing Al-Anon and Alateen Groups (Lone members, Groups that meet in Institutions) etc. To reach out to newly registered and/or unregistered groups to invite participation. To record the history of the Groups.

FELLOWSHIP COMMUNICATIONS

**Purpose:** To articulate a clear consistent message of hope for family members and friends of alcoholics through our literature, *The Forum* and our newsletters. To encourage the use of Conference Approved Literature and *The Forum*. To encourage members to share their experience, strength and hope in articles for *The Forum* and other literature. To provide guidance on the use of literature and *The Forum* in group meetings and outreach outside Al-Anon as an outreach tool.

PUBLIC OUTREACH

**Purpose:** To be the communication voice for Al-Anon to the general public. To attract the newcomer and inform professionals about the Al-Anon/Alateen program. To provide knowledge and generate public good will toward Al-Anon. To encourage individual members to become involved in public outreach efforts.

ALATEEN

**Purpose:** To find ways to communicate within the fellowship about Alateen activities. To cooperate and share information. To encourage Alateen participation in area conventions and service. To create a meeting environment to renew commitment to serve, strengthen unity and actively listen to the concerns of members.

GUIDELINES FOR TWO MINUTE LIMIT/ONCE AT MICROPHONE

I. Although the Chairman must take the leadership role, the only way we can adhere to the two-minute limit/once at the microphone procedure is if each of us collectively takes the responsibility of monitoring ourselves.

II. If there is discussion concerning a motion or question, each Group Representative (GR) may come to the mic once to ask a question and/or once to answer a question. When you approach the mic, please state your name, the Group you represent, and the city in which your Group is registered.
III. When you approach the mic to answer a question, it is not assessed to your one time at the mic per topic limit. When someone is responding to your question, the time they utilize to answer your question is not assessed against your two minutes.

IV. The Area World Service Committee (AWSC) is appreciative of all Group Representatives’ (GRs) adherence to the two minute limit/once at the mic practice. If your opinion has already been expressed, you may wish to relinquish the mic in order to hear other diverse opinions.

V. In the belief that each of you feels that every GR has something of value to contribute, please let us work together so that everyone will have the opportunity to be heard.

**ASSEMBLY VOTING PROCEDURE**

**FOR MOTIONS ORIGINATING FORM:**

- Area World Service Committee (AWSC)
- The Floor at the General Business Meeting

**ASSEMBLY MEMBERS WHO HAVE A VOTE**

I. **How Area World Service Committee Motions Are Presented:**

Matters that are recommended by the Area World Service Committee (AWSC) are submitted to the Group Representatives (GRs) in the form of a motion for approval to the General Business Meeting. They will be written on a WTA MOTION FORM (including the names of both the originator and the second) and given to the Chairman. At the appropriate time, the Motion will be read to the GRs, and/or GRs/DRs, and a copy of the motion will be given to the WTA Secretary.

If any Ad Hoc Committees or Standing Committees (Budget) discuss any matters of interest which result in recommendations for the attention and/or action of the Assembly, these suggestions will be presented to the Area World Service Committee (AWSC).

Recommendations not requiring action by the Assembly are brought to the attention of the Assembly for information purposes only; not for a vote.

II. **How Floor Motions Are Developed:**

From time to time, items of interest to all are discussed on the Assembly floor. When the conscience of the Assembly indicates a specific motion is in order, the Chairman or any other Group Representative (GR) may ask that a motion be prepared on a WTA MOTION FORM and given to the Chairman. The Chairman then:

A. Reads the Motion as it appears on the WTA MOTION FORM.

B. Calls for a Second by a voting Group Representative (GR).

C. Gives a copy of the WTA MOTION FORM to the Secretary.

It is the responsibility of the Chairman to determine whether the motion is appropriate to the subject under discussion.

III. **Discussion On The Motion:**

A. The Chairman invites all members with voice to participate.
B. All comments are to be made at a mic and are limited to two (2) minutes, and only one time at the mic per person, per motion.

C. Only one motion may be discussed at a time.

D. If the motion as stated is unclear, the Chairman may ask the originator to reword it.

E. The Chairman or any other Group Representative (GR) may ask to have the discussion held at another time.

F. A majority vote is needed to table a motion.

IV. Voting:

A. The Chairman asks the Secretary to reread the motion.

B. The Chairman calls for the vote.

C. The following number of votes is required to carry a motion:

Each Assembly determines for itself the percentage required to carry all motions. We strive to abide by the Third Warranty Principle: “That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity”.

**WHY SUBSTANIAL UNANIMITY**

Here on the one hand, we erect a safeguard against any hasty or overbearing authority of a simple majority; and on the other hand take notice of the rights and the frequent wisdom of minorities, however small. This principle further guarantees that all matters of importance will be extensively debated, until a really heavy majority can support every critical decision we are called upon to make.

The GRs and or GRs/DRs voice would thus speak with authority and confidence beyond which a simple majority could confer. If any persons remain in opposition, they are likely to be better satisfied because their views have had a full and fair hearing.

The principle of substantial unanimity does, however, have certain practical limitations. Occasionally a matter will be of such extreme urgency that in a WTA General Business Meeting, a decision must be made at once. In such a case, a minority, however well intended, could not be allowed to block a vitally needed action or one which is evidently in the best interests of Al-Anon. Here we shall need to trust the majority, sometimes a mere majority, to decide whether debate is to be terminated and a final decision taken. In certain other cases, the majority will also have to exercise its prerogative. Suppose, for example, that a small minority obstinately tries to use the principle of substantial unanimity to block a clearly needed action. In such an event, it would be the plain duty of the majority to override such a misuse of the principle of substantial unanimity and call for a vote.

However, majorities will probably seldom need to take such radical stands. If and when they do, the Chairman will have to decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or even a greater majority.

The practical and spiritual results of substantial unanimity will make itself evident.

*Warranty Three “Al-Anon/Alateen Service Manual”*
D. Closed or Open Voting:

At the beginning of each General Business Meeting, it is determined by a show of hands whether we have closed or open voting on matters of substance. If closed balloting is approved, the Chairman requests discretion in asking for a show of hands in procedural and consensus matters.

E. Counting the Vote – Closed Ballot*:

1. Ballots are marked, YES, NO or ABSTAIN.
2. Ballots are collected by those persons designated by the Chairman.
3. Non-voting participants tally ballots.
4. The vote is announced by the Chairman and recorded by the Secretary

F. Counting the Vote – Open Ballot* (By Show of Hands):

1. The Chairman designates vote counters for each Assembly.
2. The Chairman asks those in favor to raise their hands.
3. Those opposed are then asked to raise their hands.
4. Those abstaining are then asked to raise their hands.
5. The counters report their tallies to the Chairman who makes the final tally.
6. The vote is announced by the Chairman and recorded by the Secretary.

G. Counting the Vote – Open Ballot* (DRs poll by District):

1. The Chairman designates DRs as vote counters for each Assembly.
2. The Chairman asks the DRs to poll their Districts for vote count (For, Against, Abstentions).
3. DRs report their tallies to the Chairman who makes the final tally.

H. Asking for a Consensus:

1. At times, there is a need for a consensus from the Assembly to obtain a sense of direction before moving forward on a project. When a consensus is requested, the Chairman asks for a show of hands indicating a YES or NO expression from the Group Representatives (GRs). Since this is not a formal vote, closed ballots are not necessary, nor will abstentions be requested.

**Note:** *Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.*
WTA MOTION FORM

Date: __________________

Originator: _________________________________________

Second: ___________________________________________

Wording of Motion:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

VOTE

Yes _____________  No ______________

Abstention ______  Void ____________

MOTION

Carried _________________

Not Carried _______________

Tabled _________________
### AREA WORLD SERVICE COMMITTEE

Please guard with special care the anonymity of these “trusted servants”.

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<tr>
<th>ASSEMBLY OFFICERS</th>
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<td>PUBLIC OUTREACH</td>
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## DISTRICT REPRESENTATIVES

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I. Every Al-Anon Member Involved In Alateen Service Must:
   A. Be an Al-Anon member regularly attending weekly Al-Anon meetings
   B. Be at least 21 years old
   C. Have at least two years in Al-Anon in addition to any time spent in Alateen
   D. Not have been convicted of a felony
   E. Not have been criminally charged with any type of child abuse
   F. Not have been criminally charged with any crime of sexual nature
   G. Not engaged in any overt or covert sexual action (whether consensual or not) with any Alateen member including but not limited to touching an Alateen member inappropriately, dating an Alateen member, holding or hugging in an inappropriate manner
   H. Not have demonstrated emotional problems which could result in harm to any Alateen member
   I. Not conduct themselves in a manner contrary to applicable laws
   J. Have a satisfactory background check which will be repeated only in the event of an absence of more than one year from active Alateen Sponsor Service.
   K. Attend one (or more) Area Alateen Sponsors Meetings, one (or more) Area Alateen Sponsors’ Workshops, and one (or more) District Meetings in their respective District in a year’s time
   L. Annual Recertification REQUIRED no later than June 30th; and, for each succeeding year. Alateen Sponsors will complete the re-certification and submit to Area Alateen Coordinator. A copy of the form will be given to the Area Chairman, and sent to WSO by the Area Alateen Coordinator. The form states that each AL-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioral Requirements and agrees to abide by them.

II. Every Alateen Group Meeting Must:
   A. Have a minimum of one Certified Sponsor at each meeting
   B. Be registered through the Area with WSO annually
   C. While Alateen Groups have the autonomy to select their group sponsors, they will be restricted to those candidates who meet the Area's Requirements
   D. Have the Alateen Group Sponsor who will arrive early and stay until the Alateens leave the meeting place, or are in the company of a parent/guardian/custodian.

III. ALL Area Assemblies, Alateen Conferences, Mini-Conference, etc. will abide by the Area Safety and Behavioral Requirements and any other Guidelines adopted by their Governing Body

IV. Any Alateen asked to speak at any event will be accompanied by an Al-Anon Member involved in Alateen Service (defined as those members who are in direct contact with Alateens and have the core responsibility for Alateens while being of service to Alateen). This would include, but not limited to Sponsors, Drivers, Chaperones, their Parent(s), Guardian and/or Custodian, etc.
V. Any Alateen NOT transported by their Parent/Guardian/Custodian will provide signed Transportation/Medical form(s) to the Alateen Member Involved in Alateen Service providing the transportation.

WEST TEXAS: WHO CAN ATTEND ALATEEN MEETINGS

I. All teenagers who meet the requirements of Tradition Three.
II. Alateen Sponsors who have met the Area’s Requirements.
III. Alateen Sponsors of other Groups may attend an Alateen meeting with permission from its members and sponsors.
IV. District Representative may attend any Alateen meeting within their District (with Alateen permission).
V. Area Alateen Coordinator(s) may attend any Alateen meeting (with Alateen permission).
VI. It is advisable that parents do not sponsor the Alateen meeting their child is attending.

PROPER REMOVAL OF SPONSORS

I. Any Alateen may go to the Area Coordinator or District Representative with the problem.
II. Area Coordinators will conduct investigation and take appropriate action consistent with the principles of the Al-Anon program and any requirements of the Area’s Safety Guidelines.
CRIMINAL RECORD RELEASE AUTHORIZATION FORM

Last Name

First Name

Middle Initial

Address

City

County

State

Zip

If at current address less than 5 years, give previous address

Address

City

County

State

Zip

Driver's License #

State

Date of Birth

Social Security #

District

(Required)

These questions are requested to assure that you are an Al-Anon member qualified to meet the WSO State requirements for working with teens. An AA member who is not an Al-Anon member may not serve as a Sponsor.

Please check YES or NO and INITIAL each item. Sign and Date the form below.

STATEMENT

YES

NO

INITIAL

I am at least 21 years old.

I have been active in my Al-Anon program for at least 2 years, excluding time in Alateen.

I make a minimum of 1 year commitment to Sponsorship.

I certify that I have never been charged with and/or convicted of any offense involving sexual misconduct or physical violence against children.

I agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to 1) touching a teen inappropriately 2) dating a teen who is an Alateen member 3) holding or hugging in an inappropriate manner

I agree to perform my Alateen sponsoring responsibility within my district and area guidelines for Alateen Sponsors.

I understand that as an Alateen Sponsor, my primary goal is to help the Alateen members follow the Al-Anon program. Should anything interfere with this objective, (i.e. accusations, controversy, threats of personal harm, etc.), and if asked to resign my position as a Group Sponsor, I will consider the safety of the teens to be paramount and will resign. Even if I feel totally blameless, I understand my removal from the situation will protect the Alateen members and preserve the unity of the fellowship as well. I understand that stepping away from sponsoring an Alateen group is not an admission of Guilt.

I understand that any information obtained will be securely stored and protected by the private security agency and that the Al-Anon/Alateen Area 54 Area Alateen Coordinator will only be informed of satisfactory/unsatisfactory background check results.

I have read, understand and agree that the items checked and initialed above are correct. I agree to promptly notify the Area Alateen Coordinator when any of these criteria have changed.

As a condition of serving as an Alateen Sponsor to the best of my ability, I give permission to the West Texas Area and its authorized private security agency to conduct a background investigation on me, which may include a review of sex offender registries, child abuse and criminal history records. I agree to hold harmless from liability, the Alateen Group, West Texas AWSC members, AFG Headquarters, Inc., employees and volunteers of these organizations. I understand that these organizations and persons are not under any obligation to appoint me as an Alateen Sponsor.

Signed

Date

Print Name

Please return this completed form to the WTA Designated Administrator. This information is confidential and will be used and distributed only in accordance with applicable law.
TRANSLATION EQUIPMENT GUIDELINES
(5/16/2014)

The primary use and availability of the translation equipment purchased by West Texas Al-Anon Assembly is for Area Assemblies and Area World Service Committee Meetings.

I. Care and Use Policies

A. Who may borrow Equipment

The translation equipment may be borrowed by any Al-Anon Group, District, or Intergroup in Area 54 that expresses a need, and also an ATAAC conference when it is hosted by areas in Texas West.

B. Requirements for use of Equipment

When the translation equipment is used, it will remain in the custody of a trusted servant who is familiar with its care and operation. All persons caring for or using the equipment must read the instructions for its operation, cleaning, and storage.

A member will sign a form assuming responsibility for the equipment.

1. They will be responsible for picking up and returning the equipment to the Spanish Coordinator.
2. They will be given a price sheet with the cost of replacing each piece and a sign-in sheet for the headphones to help keep track of them.
3. The equipment must be returned with the batteries removed from the receivers. The borrower will be responsible for providing their own batteries, if needed.
4. The equipment must be returned no later than 7-days after checking it out.

C. Special Use

Approval for use is given for Al-Anon events outside the area, by a vote of the Area World Service Officers at least 45 days prior to the anticipated use.

D. Interpreters

1. Each borrower will be responsible for finding their own interpreter. All interpreters must be on Spanish Coordinator’s list of qualified interpreters and previously trained on proper use of the equipment.
2. Reimburse up to two interpreters for the WTA General Business Meeting, one night lodging and round trip fuel; no food or registration. Interpreters must be Al-Anon members who are not funded to attend West Texas Assembly by other groups, Districts or WTA.

E. Equipment deposit and cost

1. A $200.00 refundable deposit fee will be required. The deposit will be held until the equipment is returned. When the equipment is returned, if all the pieces are included and in the same condition, the deposit will be returned.
2. The equipment usage cost is $50.00. A pre-written statement can be read before the event asking for individual donations for the equipment.
3. All monies collected will be given to the WTA Treasurer to keep for future translation equipment expenses. The donations will be deposited into a separate WTA account and the
account balance will be reported to the Assembly. Both checks will be made out to “WTA” or “West Texas Al-Anon”.

II. Storage and Maintenance

A. The equipment will be stored with the current Spanish Coordinator and stored in the two suitcases (CC 030 35). The Spanish Coordinator will be responsible for transporting it to and from the assembly and storing the equipment in a secure, dry area.

B. The Spanish Coordinator will maintain the equipment and provide a can/container to collect donations for batteries, etc. All repairs will be made through the manufacturer, www.williamssound.com. Transmitters and receivers have a 2-year warranty. Accessories have a 90-day warranty. Non-warranty repairs can also be made through the manufacturer.

III. List of Equipment:

A. Headphones (HED 021): replacement cost $15.00 (not covered under warranty).

B. Interpreter’s headphone (MIC 100): replacement cost $114.00

C. Interpreter’s transmitters (PPA T36) covered by a lifetime warranty (shipping costs not included)

D. 50 receivers (PPA R37) covered by a lifetime warranty (shipping cost not included)

E. Two suitcases (CCS 030 35).

PROJECTION EQUIPMENT GUIDELINES
(5/16/2014)

The primary use and availability of the projection equipment to be purchased by West Texas Al-Anon Assembly is for Area Assemblies and Area World Service Committee Meetings.

I. Care and Use Policies

A. Who may borrow Equipment

The projection equipment may be borrowed by any Al-Anon Group, District, or Intergroup in Area 54 that expresses a need, and also an ATAAC conference when it is hosted by areas in Texas West. The user of the equipment must provide their own laptop and can use an instruction sheet to guide them on the appropriate set-up and use of the equipment.

B. Requirements for use of Equipment

When the projection equipment is used, it will remain in the custody of a trusted servant who is familiar with its care and operation. All persons caring for or using the equipment must read the instructions for its operation, cleaning, and storage.

A member will sign a form assuming responsibility for the equipment.

1. They will be responsible for picking up and returning the equipment to the Website Coordinator.

2. They will be given a price sheet with the cost of replacing any damaged equipment.

3. The equipment must be returned with all components that were checked out in working condition.
4. The equipment must be returned no later than 7-days after checking it out.

C. Special Use

Approval for use is given for Al-Anon events outside the area, by a vote of the Area World Service Officers at least 45 days prior to the anticipated use.

D. Equipment deposit and cost

1. A $100.00 refundable deposit fee will be required. The deposit will be held until the equipment is returned. When the equipment is returned, if all the pieces are included and in the same condition, the deposit will be returned.

2. The equipment usage cost is $50.00. A pre-written statement can be read before the event asking for individual donations for the equipment.

3. All monies collected will be given to the WTA Treasurer to keep for future projection equipment expenses like bulb replacements. The donations will be deposited into a separate WTA account designated for equipment (currently used for projection equipment as well) and the account balance will be reported to the Assembly. Both checks will be made out to “WTA” or “West Texas Al-Anon”.

II. Storage and Maintenance

A. The equipment will be stored with the current Website Coordinator. The Website Coordinator will be responsible for transporting it to and from the assembly and storing the equipment in a secure area.

B. The Website Coordinator will maintain the equipment. All repairs will be coordinated by the Website Coordinator as needed.

III. List of Equipment

A. 2 projectors
B. VGA splitter
C. 2 VGA Extender cables
D. Carrying case