

Al-Anon Family Groups

HAWAII WORLD SERVICE AREA POLICIES AND PROCEDURES

HAWSC POLICIES AND PROCEDURES

These Policies and Procedures for Al-Anon Family Groups of Hawaii were passed by substantial unanimity of the Hawaii Area Assembly, on October 25, 2009. Voting Procedure amended Oct. 2015. Action Committees discontinued Oct 2014. Officers, Coordinators, and DR section updated Nov. 2016.

BACKGROUND

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

PURPOSE

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

PROCEDURE (KBDM)

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

I. Area Officers and Coordinators and District Representatives:

- A. All elected Area Officers, Area Coordinators and District Representatives are expected to participate in two Area Committee meetings and attend two Area Assemblies a year during a three-year panel. After notifying the Area Chairperson, DRs may have their alternate fill in for them if they are unable to attend any of these events.
- B. Participation in Area Committee meetings may be in person, via alternate, by teleconferencing, and/or sending a report.
- C. All in-coming and out-going Area Officers, Coordinators and District Representatives are to attend the Area Committee Orientation Meeting in the first year of a panel.
- D. All elected Area Officers, Coordinators and District Representatives are to participate in scheduled Area Committee Conference calls.
- E. Area Committee Meetings and Assemblies: An Area Officer or Area Coordinator who misses two consecutive meetings without notification shall be asked to resign by the Area Chairperson.

Two Consecutive meetings include:

1. Two Consecutive Area Committee Meetings
 2. Two Consecutive Area Assemblies or
 3. Consecutive Area Committee Meeting and Assembly
- F. Conference Calls: Anyone who is going to miss a Conference call, please notify the Chairperson

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or it will be considered an absence without notification. The Area Chairperson may ask for the resignation of persons missing two or more consecutive scheduled Conference Calls without notification, as determined by the Area Chair.

- G. District Representatives are not Area Officers or Area Coordinators {they are elected by their districts}. The Area Chair will discuss with the DR absences without notification from Conference calls, Area Meetings or Assemblies. DRs unable to call in or attend meetings may have their alternates substitute for them {after notifying the Area Chair}.
- H. Any Area Officer or Area Coordinator may be asked to resign by the Chairperson for continual absences without notification from Area Meetings, Conference Calls, or Assemblies, failure to carry out responsibilities of the position, malfeasance of or misuse of funds, or public controversy in violation of Al-Anon principles.
- I. The resignation request shall be sent by email or certified mail to the last recorded address of such person.
- J. Any Officer position that becomes vacant through this process can be temporarily filled by appointment by the Area Chairperson until an election can be held at the next assembly.
- K. Any Area coordinator position that becomes vacant through this process will be filled according to the Area Coordinator selection procedure, section VI of the P & P's.
- I. In addition to the duties given in the Al-Anon Service Manual, Area Officers and Coordinators responsibilities are as follows:

OFFICERS

Delegate

- a) Attend the Southwest Regional Delegate's meeting every year.
- b) Work with the Area Committee and Area Chairperson to arrange a TEAM (Together Empowering Al-Anon Members) Event once each panel if possible.
- c) After attending each function, the Delegate gives a verbal report and provides a written summary at the Assembly following the event and at District meetings when invited.
- b) Serves on Committees and Thought/Task Forces concerning the responsibilities of their position.

Alternate Delegate

- a) Coordinate the logistics for each Assembly with the hosting District.
- b) Work with a hosting district to secure an Assembly site one year before their scheduled rotation.
- c) Is authorized to sign contracts on behalf of the Area relating to Assemblies.
- d) Serve as liaison to the Area Committee for the various Al-Anon Area events
- f) Attend the Southwest Regional Delegates Meeting during the first year of the new panel.
- g) Host the new GR orientation session at each assembly.
- h) Serves on Committees and Thought/Task Forces concerning the responsibilities of their position.

Chairperson

- a) Is authorized to sign contracts on behalf of the Area relating to Assemblies when the Alternate Delegate is not available.
- b) Coordinate with the elected officers of the Assembly in the selection of Area Coordinators.

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- c) Is responsible for developing a draft assembly agenda to bring to each regular Area Committee meeting for review and discussion.
- d) Set up and serves as moderator for the panel's e-group.
- e) Reach out to the members with questions or concerns about the Hawaii Area Policies and Guidelines.
- f). Serves on Committees and Thought/Task Forces concerning the responsibilities of their position.

Secretary

- a) Coordinate all Groups Records for the World Service Office
- b) Prepare and maintain list of current groups in Districts to facilitate roll call at Assemblies.
- c) Assist District Representatives to keep their District groups' CMA (current mailing address) and the group records current and receive updates from DRs.
- d) Encourage District Representatives to reach out and invite participation by new and unregistered groups in their Districts.
- e) Serves on Committees and Thought/Task Forces concerning the responsibilities of their position.

Treasurer

- a) Serve as the chairperson of the Budget Committee
- b) Plan ways and/or suggest fundraising activities to support the Hawaii Area Budget
- c) Serves on Committees and Thought/Task Forces concerning the responsibilities of their position.

AREA COORDINATORS

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

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

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

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

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

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

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II. Election of Area Officers

- A. When: Election of Area Officers is held at the Fall Assembly of the third year of the Delegate's panel. A panel is the three year term served by the Area Officers and Area Coordinators.
- B. What: Area Officers including Delegate, Alternate Delegate, Area Chairperson, Secretary and Treasurer.
- C. Eligibility: Former, out-going and current District Representatives, Area Officers and Area Coordinators who have remained active members of Al-Anon.
- D. Current eligible members will be handed an Al-Anon Service Experience Form at the Spring Assembly of the election year and be asked to fill it out in advance of the election Assembly.
- E. Candidates desiring to make themselves available for an Area Officer position shall complete the Al-Anon Service Experience Form and present it in person at the Assembly before the election. If they cannot attend the Assembly, their Al-Anon Service Experience Form will be read to the Assembly by the Chairperson.

III. Voting Procedure for Officers

- A. The Secretary calls the roll of GRs and Alternate GRs (Alt. GR) who are voting members.
- B. Ballots will be given to the voting members during roll call by Secretary.
- C. Al-Anon members who are also members of AA and are sent by their group cannot represent the Group as GR or Alt. GR and cannot vote.
- D. During the voting, members eligible to vote should stay in the room and wear their name tags. If they must leave the room; they must notify the Secretary or Chairperson by using the following procedure.
 - a. The hosting district will distribute Group Representative name tags with the Group representative's name, position, group, and district typed on it. When the GR has to leave the room, he/she will place their name tag in a box near the door. Upon return, the GR picks up their name tag. When a voice vote is taken, the GR's with name tags will stand and count off. If the vote requires a closed ballot, the ballot collectors will check the GRs name tag as the ballots are collected. If a GR is out of the room, that name tag will be noted by a person in charge of "the box" at the end of the count, and notifies the Chair. Those name tags would be noted as abstentions.
- E. Non-voting members are selected to serve as tellers, collector of ballots, and to record and tally votes.
- F. All members of the Hawaii Area eligible for officer positions will be asked to stand. (See II. C. above).
- G. Members who are eligible, but cannot attend the election assembly, can submit their names, Al-Anon Service Experience Form and reasons for wanting to stand for an officer position to the Chairperson and they will be added to the board as willing members.
- H. Members not willing to serve are asked to sit down.
- I. If more than one candidate is left standing for a position their names will be written on the board, along with any willing members listed "on the board."
- J. The Candidates that are present will read their Al-Anon Service Experience Form and present their reasons for wanting to be an officer. The "on the board" candidates' Al-Anon Service Experience Form and reasons for wanting to be an officer will be read by the chairperson.
- K. The candidates will leave the room to allow discussion and the vote will be taken by closed ballot.
- L. The first candidate to receive two-thirds vote of the GRs is elected. If no one receives a two-thirds vote, the top two candidates stay, and the rest are removed.

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- M. A second and third ballot is taken as needed until a two-thirds vote is received by one candidate. If no one receives a two thirds vote, the chairperson asks for a third and final vote.
- N. If no election occurs after the third vote, the chairperson asks for a motion to close the balloting and the two highest candidates' names will be put in a "hat". The first one drawn becomes the new officer.

IV. Voting Procedure When One Person is Left Standing For An Officer Position

- A. If only one candidate is left standing or "on the board", she/he will be asked to read their Al-Anon Service Experience Form and present the reasons for wanting to be an officer before a vote is taken by the GRs. The chairperson will read the "on the board" candidate's Al-Anon Service Experience Form and reasons.
- B. After the candidate reads his/her Al-Anon Service Experience Form and presents their reasons for standing, she/he will leave the room to allow discussion and a confirmation vote will be taken by closed ballot. Upon confirmation, the candidate will become the new officer.
- C. If the candidate is not confirmed by two-thirds vote, the voting procedure will start over from E. in Section II.

V. Replacing Officers that Resign

- A. If the chairperson resigns, the HAWSC names a chairperson pro tem or the Delegate serves as Chairperson until an assembly election can be held.
- B. If the Delegate resigns, the Alternate Delegate fills the position. Another Alternate Delegate should be elected as soon as possible.
- C. If the Delegate and Alternate Delegate resign, the Chairperson attends the Conference if a replacement can't be elected in time. If the Chairperson cannot fill the Delegate position the immediate past delegate fills the position until someone can be elected.
- D. If any officer resigns other than the Delegate before the end of his/her term, the Chairperson appoints an eligible member to fill the position until an election Assembly can be called to elect a successor for the remaining term.

VI. Area Coordinator Selection Procedure

- A. Active Al-Anon members desiring to make themselves available for the above Coordinator positions are to complete a coordinator's Al-Anon Service Experience Form from the Chairperson or Hawaii Area World Service Committee (HAWSC) website.
- B. In an election year, completed Coordinator Al-Anon Service Experience Form for the new incoming panel can be given to the current Chairperson no earlier than the 1st of September of that year but no later than 30 days following the close of the election Assembly.
- C. If, at the election Assembly, members still want to apply, or a coordinator position needs to be filled, the members will be notified, and blank Al-Anon Service Experience Forms will be distributed to the fellowship at the election Assembly and completed no later than 30 days after the Assembly.
- D. The current Area Chairperson will pass all completed Al-Anon Service Experience Forms to the newly elected Area Chairperson within five days following the close of the Assembly.
- E. Selection of the incoming panel of Coordinators will be made by the five newly elected officers no later than the 15th of December of the election year, as the World Service Office (WSO) needs names of newly appointed Coordinators by the 31st of December of the election year.
- F. The incoming Area Chairperson shall notify the selected Coordinators as soon as possible and send their contact information to the World Service Office (WSO) no later than the 31st of December of the election year.

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- G. During the panel, when a Coordinator vacancy occurs during the panel term, the Area Chairperson will announce the vacancy through the District Representatives with a deadline to receive the Al-Anon Service Experience Forms. At that time, the five elected officers will make the selection.

VII. Area Committee

- A. Members of the Area Committee having voice and vote on the Area Committee are the elected Area Officers, District Representatives, and Area Coordinators. Each member shall have one vote regardless of the number of positions held.
- B. Members of the Area Committee having voice are the Liaison for the registered Area Information Services, and managers of the Area Literature Distribution Center and the Past Delegates.
- C. The Area chairperson and/or the Area Delegate, at their discretion, determine the dates for the Hawaii Area Committee meeting. They are usually held at least six weeks prior to the scheduled Assembly to allow reports, questions and items on the Assembly Agenda to be made known by the District Representatives to all Group Representatives and their groups prior to the Assembly. Correspondingly, Group Representatives channel their questions back through their District Representatives which in turn flow back to the appropriate Hawaii Area Committee member. This follows the links of service which exist within the Al-Anon fellowship.
- D. Any Al-Anon member/group/district desiring to place an item(s) on the Committee and or Assembly agenda, shall submit the item(s) to the Area Chairperson, no later than two weeks before the next Area Committee meeting.
- E. Financing of the Area Committee meetings is an expense of the Area and includes transportation for the elected Area Officers, Coordinators and District Representatives. Reimbursement of airfare and expenses, including parking fees and mileage, will not exceed the amount approved in the Area budget. Elected Area Officers, Area Coordinators and District Representatives submit reimbursement expense sheets with receipts to the Area Treasurer for reimbursement before, at, or 30 days after the event or before the end of the budget year. Expense reimbursements will not be made after the end of the budget year.
- F. Early on the first year of a newly elected panel prior to the Spring HAWSC meeting, a third Area Committee meeting known as an Orientation Area Committee meeting is scheduled and held. Outgoing and Incoming Officers, Coordinators, and District Representatives attend this meeting. This meeting prepares newly elected members of the Area Committee for service at the Area level and establishes area goals. Members are also selected to serve on ad hoc and standing committees for the current panel. The Area pays expenses for airfare, parking fees and gas mileage not to exceed the amount approved in the Area budget for Incoming and Outgoing Officers, Coordinators, and District Representatives. All Out-going and In-coming Area Officers, Area Coordinators and District Representatives submit reimbursement expense sheets with receipts to the Area Treasurer for reimbursement before, at, or 30 days after the event or before the end of the budget year. Expense reimbursement will not be made after the end of the budget year.

VIII. Area Assemblies.

- A. Members of the Assembly having voice and vote are the Group Representatives (GR) elected by a group to represent the group for a three-year panel. Each GR (or Alternate GR, if attending in place of the GR) represents only one group and has one vote.
- B. Only Group Representatives can make a motion. Chairperson can ask for a motion to be made by a GR.
- C. All attendees have a voice at the Area Assembly.
- D. Hawaii Area has two assemblies per year, one is held in spring and one in fall. The Hawaii Area

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- World Service Committee considering the recommendation of the hosting district, will approve the exact dates each year. (See Hawaii Area Guidelines for Hosting Assemblies).
- E. The Spring Assembly is held on Oahu and rotates between Leeward, Central, and Windward Districts. The Spring Assembly is scheduled as soon as possible, but not earlier than three weeks after the ending of the World Service Conference (WSC) and will carry the Conference theme.
 - F. The Fall Assembly rotates between Neighbor island districts: Kauai, East Hawaii, Maui, and West Hawaii and is scheduled between October and November. This Assembly will carry the theme suggested by the hosting district, at the final approval of the Area Committee.
 - G. The hosting district should reserve a site for the Area Assembly one year before the District's scheduled Assembly rotation. The Area Treasurer will advance seed monies to help secure the reservation. If the Assembly occurs after a newly elected panel takes office, the existing district panel should select and reserve the Assembly site a year in advance. The new panel will assume responsibility for hosting the Assembly.
 - H. Any AI-Anon member/group/district desiring to place an item(s) on the Assembly Agenda, shall submit the item(s) to the Chairperson, no later than two weeks before the next Area Committee meeting.
 - I. Assemblies are an Area function. Hawaii Area World Service Committee assumes final responsibility for Assemblies. The Area takes responsibility for any profits or deficits. These will be reported to the Area Committee thirty days from the close of the Assembly, supported by an acceptable written accounting report from the hosting district to the Area Treasurer with monies due to include the advanced seed monies.
 - J. Area Officers and Coordinators transportation and expenses (parking fees and gas mileage) to attend the Area Assemblies are borne by the Area. Reimbursement of the airfare and expenses will not exceed the amount approved in the Budget. Submit reimbursement expense sheets with receipts to the Area Treasurer before, at, or 30 days after the event or before the end of the budget year. Expense reimbursements will not be made after the end of the budget year.
 - K. If a Coordinator chooses to attend as a DR or a GR, expenses for registration, meals, travel and lodging to Assemblies is to be borne by the District or Group.
 - L. District Representatives expenses to attend Assemblies are borne by the District.
 - M. Group Representatives expenses to attend Assemblies are borne by the Group.

IX. Standing Committees

A. Policy and Guidelines

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

B. Budget Committee

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

1. All Hawaii Area elected Officers and Coordinators will submit budget requests for the upcoming year by May 31st.
2. Upon receipt of the Area Committee members' budget requests, the Budget Committee will assemble a proposed balanced budget. The proposed budget is to be mailed/e-mailed to all Area Committee members no later than two weeks prior

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to the last scheduled Area Committee meeting before the Fall Assembly.

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

C. Auditor

1. The auditor for the Hawaii Area's "books and reports" is appointed by the Hawaii World Service Area Committee at the Fall Committee meeting and ratified by the Fall Assembly to serve in the year following the appointment.
2. Prepares a written report of the "books and reports" maintained by the Hawaii World Service Area Treasurer and submits it to the Area Chairperson for presentation at the Spring Assembly

D. Hawaii Al-Anon Literature Center (HALC) Auditor

1. The auditor for HALC's "books and reports" is appointed by the Hawaii World Service Area Committee at the Fall Committee meeting and ratified by the Fall Assembly to serve in the year following the appointment.
2. Prepares a written report of the "books and reports" maintained by the managers of HALC and submits it to the Area Chairperson for presentation at the Spring Assembly.

X. Redistricting for the Area of Hawaii

When a district, groups or the area feels that they would be better served by redistricting, the following procedure is provided:

- A. The current District Representatives for the affected districts will notify all of the active groups within the districts of the realignment intentions.
- B. Every group within the affected district(s) will be asked to take a group conscience. If the majority of the groups vote for the realignment, the Representatives will request the item be included in the next Area Committee meeting agenda for discussion. At that Area Committee meeting, a proposed motion to include the geographic boundaries, district name, and district number will be drawn for the next Area Assembly Agenda.
- C. The Area Assembly has the final approval of the district(s) geographic boundaries, names(s) and number(s).
- D. Upon completion of this process, the Area Group Records Coordinator will notify the World Services Office of the changes if any. The notice will include the district number(s) along with the affected groups and the placement of those groups.
- E. If at any time, a district is no longer active the Area Committee will review the structure and propose a motion for District realignment to the next Area Assembly. All groups in the affected district(s) will be notified of the proposed action.