

Hawaii Policies and Procedure changes

Suggested Changes to the Hawaii World Service Policies and Procedures For Travel and Lodging

Discuss 3 questions

1. If a trusted servant bought an airline ticket for a Committee meeting or Assembly and cannot use it what should be done with the ticket.
2. If a trusted servant needs to stay alone when attending a Committee Meeting or Assembly who pays the extra charge for the hotel room.
3. When should reports before committee meetings and assemblies be distributed? 60 days in Advance or within two weeks after a meeting is held.
4. Who should pay if the trusted servant wants to stay alone in a hotel room or doesn't want to room with any one.
5. Does you District pay for Friday night hotel room for your DR or your groups pay for the GR Friday night stay.

Green indicates the additions to the P&Ps.

Red is the explanation

Al-Anon Family Groups

HAWAII WORLD SERVICE AREA POLICIES and PROCEDURES

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

Area Committee

- 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 60 days for 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. *If the Committee meeting is held six weeks prior to the scheduled Assembly how can the reports be sent out 60 days before. 60 days = 8 1/2 weeks. This deadline is before the Area Committee meets to plan the assembly. Maybe the deadline for reports should be set at 45 or 30 days before an assembly. The August 2018 will be 7 weeks before Fall Assembly.*
- D. 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.
- E. 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.
- F. 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.
- G. *If the Area Officer, Coordinators and District Representative cannot use the airfare ticket they purchased for a committee meeting because of unforeseen circumstances, they should apply it to the next committee meeting, change it with the airline and the Area will pay the change fee.(the change fee for interisland flights is \$30)Page 160 Service manual “ a typical Area budget might include allowances for travel, lodging, and materials for AWSC members to carry out their duties.*
- H. 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.
- I. 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. *If the Area Officer, Coordinators and District Representative cannot use the airfare ticket they purchased for a committee meeting because of unforeseen circumstances, they should apply it to the next committee meeting, change it with the airline and the Area will pay the change fee.(the change fee for interisland flights is\$30)Page 160 Service manual “ a typical Area budget might include allowances for travel, lodging, and materials for AWSC members to carry out their duties.*
- J. 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 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 Word 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 Al-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. Area Committee meetings are usually held at least six weeks prior to the scheduled Assembly to Allow (add 60 days) for 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.
 Six weeks=42days. Maybe the deadline for reports after a committee meeting before Assembly should be 40 to 30 days or two weeks after the meeting to give time to write up reports.
 60 days = 8 ½ weeks. Six weeks = 42 days
 - J., 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.
 - K. 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.
 - L... 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.
 - M. If an Area Officer or Coordinator needs to stay alone in a room the area will pay the extra charge. If the Area Officer or Coordinator cannot use the airfare ticket they purchased for an Assembly \ because of unforeseen circumstances, they shall apply it to the next Assembly, change it with the airline and the Area will pay the change fee(Page 160) Service Manual “ Each Area provides its officers and coordinators with sufficient funds to fulfill the their duties including participation in the Assembly. Expenses may include meals, transportation, and lodging and registration fees). Every member should be able to participate (male or female) and not be restricted by lodging restraints.

N. 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.

O.. 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.

Q.. District Representatives expenses to attend Assemblies are borne by the District. If a District Representative needs to stay alone in a room the District will pay the extra charge. If the District Representative cannot use the airfare ticket they purchased for Assembly because of unforeseen circumstances, they shall apply it to the next Assembly, change it with the airline and the District will pay the change fee.

(Page 159 Service Manual " Each District provides its DR with sufficient funds to fulfill the DR duties including participation in the Assembly. Expenses may include meals, transportation, lodging and registration fees) Every member should be able to participate (male or female) and not be restricted by lodging restraints.

R. Group Representatives expenses to attend Assemblies are borne by the Group. If a Group Representative needs to stay alone in a room, the group will pay the extra charge. If the Group Representative cannot use the airfare ticket they purchased for an Assembly because of unforeseen circumstances, they shall apply it to the next Assembly, change it with the airline and the Group will pay the change fee

(Page 159 Service Manual " Each group provides its GR with sufficient funds to fulfill the GR duties including participation in the Assembly. Expenses may include meals, transportation, lodging and registration fees). Every member should be able to participate (male or female) and not be restricted by lodging restraints.