

# **POLICY HANDBOOK**

## **New Jersey Al-Anon Assembly**

### **Area 36**

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# Section 1

# Introduction

## 1.1 Purpose of this Manual

The purpose of this handbook is to define the policies of the New Jersey Assembly of Al-Anon commonly referred to as the Assembly. These policies are a compilation of materials taken from the Al-Anon / Alateen Service Manual, the By Laws of the New Jersey Assembly, Motions of the Assembly and other materials as referenced where indicated. The organization of this handbook will be as follows:

- Cover Page and Index
- Introduction
- Structure of Al-Anon in New Jersey
- List of Policies by Topic
- List of Related References
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### 1.1.1 How to use this Manual

The manual is intended to familiarize the GR, DR, Officer or Coordinator with the structure of Al-Anon in NJ and the policies governing Area 36 (NJ Al-Anon Assembly and Information Services). This manual is intended to supplement the Al-Anon / Alateen Service Manual and the Al-Anon Guidelines with information that is specific to NJ and the structure contained therein. The following section (Section 2) of this manual outlines the specific structure in NJ and how it is in accordance with the Service Manual. Section Three outlines the specific policies that govern the NJ Assembly and the NJ Assembly Corporation. Since those policies follow the structure of the Assembly, an understanding of the material in Section two will be useful. Finally, the Appendix contains documents specific to NJ or the Assembly such as the By Laws and a list of districts and the towns contained in each.

Given this information, here's how the manual can be helpful. As a GR at Assembly you see an item on the agenda that may come up for a vote. You may use section 2 to see how the issue fits into the overall structure of Al-Anon and then go to section 3 to see if there has been any discussion in the past. Finally, you might consult the appendix to look at the complete copy of the by laws to see if it is addressed there. Finally, you can check the service manual and Al-Anon Guidelines to see what World Service says on the matter. Having done this research, you now feel confident to make an informed decision and engage in any discussion on the topic. In this way you have used the tools available to you to feel comfortable about the decisions the Assembly makes.

## 1.2 What is the Assembly

At its core, New Jersey Al-Anon consists of the Al-Anon groups. All other organizations or committees listed herein are service arms that support the Al-Anon groups and provide a voice and vote at the World Service Conference. This is accomplished by an assembly of the various Group Representatives (GRs) (who are elected by the members of each group) to communicate the needs and will of their respective groups. This process is called an assembly, and the organization that supports the efficient execution of that process is called The Assembly. Thus, the primary purpose of the Assembly is to provide the communications path between the Al-Anon groups in New Jersey and the World Service Office (WSO). In addition, the Assembly

organizes and supports service projects and other functions as directed by the groups. These functions require standing committees and other special functions to achieve these goals. This, in turn, establishes the need for a permanent organization, which is The Assembly.

### **1.3 New Jersey Al-Anon Structure**

As previously mentioned, Al-Anon consists of the groups that make up the Assembly. In addition, the groups are geographically arranged into districts. The representative of each district is appropriately named a District Representative (DR) and is elected by the GRs in a district. The DRs, when assembled, help form the Area World Service Committee (AWSC). DRs, who are familiar with the needs of the groups and the current goals of World Service meet to establish the agenda for each Assembly. The AWSC is part of the Assembly.

There are also Information Services Office, which provide the interface between the Al-Anon groups and the general public. New Jersey has two such organizations. In general, the Information Services maintain the meeting books and staff the phone banks available to the general public. Finally, there is Jal-Con, Inc. which organizes and executes Al-Anon's annual convention. Each service arm is a separate organization with its own structure and mission that supports the Al-Anon groups.

Section Two of this manual provides specific detail to the structure of the Assembly and the other service arms in New Jersey and how it conforms to the Al-Anon / Alateen Service Manual.

### **1.4 The NJ Assembly Structure**

The Assembly is the communications link between the groups and the World Service Office. The Delegate, Alternate Delegate and the Coordinators perform this function. The Delegate is the voice of the groups to the World Service Conference. The Coordinators each handle a specific subject area, such as literature, and work with the World Service Office to keep the groups informed. The Assembly is also a legal corporation. Federal and State law mandate this. Thus the Assembly also has a board of officers. In addition, the Assembly has liaisons that represent each of the other service arms operating in the state. Finally the GRs make up the body of the Assembly. Together, they set policy, initiate and fund service projects, pass information from World Service to their respective groups, and forward policy questions from the groups to the World Service Conference.

### **1.5 What is my role in the Assembly**

As a GR, you represent your group at Assembly meetings, which are held three times a year. Your DR may schedule a district meeting before the Assembly to discuss the planned agenda and review any issues that may be specific to your district. At the Assembly meeting you will be asked to vote on various topics on behalf of your group. You should feel comfortable about the issue that you are voting on at any particular time. This policy manual will give you background on the structure of the Assembly and what issues have been raised in the past and voted on. Thus, you will have a handy reference to research the particular topic in question.

In addition, you should be familiar with your portion of the Al-Anon / Alateen service manual, and the Al-Anon guidelines for your position. This background material will be an excellent resource to understand the function of a GR and how it fits into the larger picture of Al-Anon.

## **Section 2                    Structure of Al-Anon in New Jersey**

### **2.0    Introduction**

The previous section highlighted the various elements of Al-Anon in New Jersey. The structure in our state is fully consistent with the Al-Anon / Alateen Service Manual. A better understanding of this structure can be achieved by opening the service manual to the chart titled, "Structure of Al-Anon Family Groups"; this diagram shows each of the service components and how they interact. Understanding this relationship is critical for having a clear picture of how the World Service Office (WSO) and the various service arms in NJ support the Al-Anon groups.

This diagram infers that all communication with the WSO goes through the Delegate. This is true for the formation of policy at the World Service Conference (which is an annual meeting of all the delegates from Al-Anon worldwide). However, the WSO communicates directly with the groups for the announcement of new literature and for WSO financial appeals. In addition, there is a formal structure for the dissemination of information from the WSO to the area coordinators. This relationship is governed by the World Service Charter and is shown in the chart titled "World Service Conference (Area Committee Structure)", shown on the last page of Part 4 of the Service Manual. This relationship exists between WSO and the members of the Area World Service Committee. This information is then passed to the District Representatives and the Assembly, and finally to the groups.

In addition to the Assembly and the AWSC, NJ also has three service arms. There are two information services (North and South Jersey) and Jal Con (Convention). The reason for two information services is historical.

The relationship between Al-Anon and AA is one of constant cooperation. This is most evident at the information services where the phone centers are constantly referring cold calls to other service organizations as needed. For many years AA has had two areas in New Jersey, one in the North and one in the South. During the mid 1980s Al-Anon considered changing it's organization to be consistent with AA, namely, to form a second area. The Assembly studied the concept and decided to stay as one area. The information service, however, decided to open a second office in South Jersey. This was accomplished by the creation of a second independent information service.

Finally, it is important to understand that there is a legal (or corporate) structure of the various service arms that is independent of the service structure. Even though the four service arms work together from a service standpoint, they are four separate entities with separate officers, trustees, and budgets. The reason for four separate corporations is also historical.

The following sections will detail each service arm. The Service Manual containing an organizational chart titled, "Structure of the Al-Anon Family Groups" should be used as a reference for the discussion which follows.

### **2.1    The Assembly**

In New Jersey, the Assembly has three distinct functions. The policy formation function of the Assembly is part of the Al-Anon Conference structure and includes only GRs and the Delegate or their respective Alternate. In New Jersey, only the Assembly can form policy for internal operations unless specific limited authority is given to the Area World Service Committee (AWSC) by the Assembly. The Assembly, as a service arm, provides support and guidance to the Al-Anon groups and is closely affiliated with the Area World Service

Committee. The Assembly as a legal corporation includes the Area World Service Committee as its primary structure and the Al-Anon groups as its membership. All of these functions are commonly referred to as The Assembly, even though many specific activities may be performed by the AWSC.

Policy formation in Al-Anon is based on two principles. First, the basic unit of Al-Anon is the Al-Anon groups. The remaining structure of Al-Anon is in place only to be of service to and support for the Al-Anon group. This is frequently referred to as an "inverted organization chart". The groups are at the top of the structure and The Assembly, World Service Office, and so on are there to serve the groups. The second principle is that all policy is formed using a group conscience process as described in Tradition Two. In this way, the groups speak at The Assembly through the GRs and the Areas speak at the World Service Conference through the Delegates. Thus, for the policy formation function, The Assembly consists only of GRs and the Delegate and their respective Alternate. The NJ Assembly meets three times per year to form policy, and the World Service Conference meets once each year. The Assembly meeting is discussed in more detail in the Service Manual, Part 4, "Interim Assemblies" DRs and coordinators have no vote at Assembly meetings.

The Assembly as a service arm primarily consists of the functions performed by the Area World Service Committee, which will be described in the following section. However, the AWSC can institute no projects or spend money without the approval of The Assembly's group conscience as executed by a vote of the GRs at an Assembly meeting.

The Assembly as a corporation consists of the officers as a governing body, with certain officers listed as legal authorities. In a traditional sense, all business activity is performed at the AWSC meeting and the votes of the DRs, coordinators, liaisons, and Delegate are taken and considered equal to the officers.

### **2.1.1 The Area World Service Committee**

The Area World Service Committee (AWSC) in general, is a mirror image of the World Service Office (WSO) located in each of the Areas. Coordinators and Officers keep a close relationship with his or her counterpart at the WSO and keep the area apprised of noteworthy information from the WSO.

The AWSC is made up of officers, coordinators, liaisons, District Representatives, the Delegate, the Alternate Delegate and past Delegates. The members of the AWSC tend to be Al-Anon members with a good sense of serenity, past service experience, and a good understanding of Al-Anon worldwide. Like the Assembly, the AWSC meets three times per year, but the activities of its members tend to be ongoing. To better understand how this works consider the following.

The assembly meeting has just concluded and everyone prepares to leave. The Recording Secretary will need to prepare minutes to be presented at the next assembly. However, the Alagram Editor also needs draft minutes much sooner for the next Alagram. The secretary may need to call coordinators or officers to clarify portions of their individual reports.

Simultaneously, the editor is calling around to see if there are any articles or service stories to include in the next issue. The editor also needs mailing labels from the Corresponding Secretary for the upcoming issue. But the Corresponding Secretary just learned from the Treasurer that a dozen pieces of mail were returned undeliverable. The Corresponding Secretary needs to check with Information Services and the District Reps to see if the meetings that did not get their mail are still active and verify the address information. The foregoing represents just a very small slice of how much activity is occurring between meetings and the AWSC level.

The primary purpose of the AWSC (from a service standpoint) is to plan for the general improvement of both the Assembly and the groups. Part of this process is the dissemination of information provided by WSO. This process is depicted in the service manual, "Al-Anon World Service Conference Charter", Diagram – "World Service Conference (Area Committee Structure)". This shows how information flows from the World Service Conference to the AWSC to the DRs and finally to the groups through the Assembly of GRs.

The coordinators and officers may receive information from the WSO at any time. However, this information is presented and reviewed at the AWSC meeting (which occurs about a month before each assembly). Coordinators and officers report on any new information they have received from the WSO. Reports on the status of ongoing projects are also presented. Reports from the DRs on district activity are also presented and finally old business is brought up to date. Based on the content of the various reports, and the status of ongoing projects, a proposed Assembly agenda is drafted. This defines the reports that will be presented to the GRs and the issues that will be brought up for funding or policy formation.

Finally, the DRs inform the GRs of the proposed agenda at District Meetings held throughout the state about a week or two before the Assembly.

### **Modifications**

6/07 – Motion - To avoid conflict and doubled headed responsibility, District Representatives will not sit as voting members on any other Al-Anon service arm boards in NJ (Information Service Steering Committees and Jal-Con Trustees)

## **2.2 The Information Services/Intergroups**

The Information Services/Intergroups are the interface between Al-Anon and the general public. All Information Services/Intergroups that are registered with the Al-Anon Family Groups World Services Office and located within the New Jersey Area 36 Al-Anon Assembly Area will be recognized by the Assembly. These recognized Information Services/Intergroups appoint Liaisons that are members of the Area World Services Committee and are invited to report their activities to the Area World Service Committee and Assembly at each meeting.

### **Modifications**

Motion 6/08 That the NJ Al-Anon Assembly acknowledges and collaborates with the Spanish Intergroup while they obtain their registration with WSO. This includes and does not limit adding them to the AWSC and Assembly Agenda and any internet inclusion that is allowed to the existing Information Service Offices

## **2.3 The Jal-Con, Inc.**

The purpose of Jal-Con, Inc. is to plan and produce the annual New Jersey Al-Anon convention. The service manual briefly discusses area conventions in "Digest of Al-Anon and Alateen Policies", "Conventions". A more complete discussion can be found in the Al-Anon Guidelines. Due to the amount of funds managed by Jal-Con, Inc. they are a separate free-standing entity with its own funding and board of trustees. Jal-Con, Inc. is represented on the AWSC by a liaison and reports to the Assembly at each meeting.

## List of Policies by Topic

### 3.0 Introduction

This section lists all of the policies of the NJ Al-Anon Assembly and sorts them by topic. The list of topics is similar to the structure outlined in Section 2. This starts with the Assembly in a general sense and then becomes more specific to the corporation, meetings, AWSC, Officers, Coordinators, GRs, DRs and so on. Since most motions define the procedure to be used in a meeting or encumber a particular job title, this arrangement is deemed to be the most useful.

The arrangement of each topic is as follows:

- Title of the topic.
- References from World Service Literature that help understand the topic.
- A simple description of the topic or position.
- A listing of the by laws that define or encumber the topic.
- A list of motions from prior Assemblies that further define or encumber the topic.

To effectively use this section, use the preceding index to find the topic. Leaf to that page and begin reading. If there is a need to understand, say, what a treasurer does, it is listed under the description. Following is a list of the by laws that define the responsibility of the treasurer. Finally, there is a list of motions where The Assembly has said that the Treasurer should do certain things or perform functions in a particular manner.

When reading the policies, reasonable care should be taken to insure that the true intent of a given policy or group of policies is clearly understood and interpreted. For example, many coordinators or officers may also be group reps or district reps. Under such circumstances, it is necessary to understand when a policy controlling a particular position has precedence, or if the clear language and intent of a policy has precedence.

### 3.1 The Assembly

**References:** Al-Anon / Alateen Service Manual, World Service Handbook, Chart of Structure of Al-Anon Family Groups, Area Structure.

#### Description

The Assembly refers to the entire structure of Al-Anon in New Jersey (also referred to as The Area in the Al-Anon / Alateen Service Manual). This section covers policies that are related to the Assembly that are general in nature or not covered by other subtopics.

3/8/97 – By Laws – Article VII “Meetings” (as follows)

The Area Assembly is composed of the Officers, Coordinators, Liaisons, Delegate, DRs and the GRs of the Al-Anon/Alateen Groups of the Area. The ultimate authority rests with the individual Groups and is exercised through the Group Representatives (GRs). Each Group has one vote only and this vote is cast by the current GR or the elected Alternate, in the event the GR is unable to attend. Individual members are encouraged to attend, but only the GRs (or Alternate) are allowed to vote.

3/8/97 – *ibid.* Section 2 “Area World Service Committee” (as follows)

This Committee consists of the Officers as outlined in Article VI Section 11, the Delegate, Liaisons, the DRs, the Chairperson of all working committees and the Coordinators as outlined above. Each member has one vote at the Area World Service Committee meetings.

The purpose of this Committee is to inform and unify the Groups in the Area. This purpose is accomplished by:

- discussing Area, District and Group issues
- planning the agenda and conduct of the Assembly Meetings
- studying and proposing projects and making recommendations to the Assembly
- setting the dates for the Area World Service Committee meetings and the Area Assembly meetings
- reviewing and approving yearly budget and other recommendations prior to submittal to the Area Assembly

### **Modifications:**

6/11/1994 – Motion (See Also Election Assembly)

For the election Assembly, The Assembly shall adopt a position of inclusion in the interpretation of election procedures as described in the Service Manual

### **3.1.1 Financing**

**References:** Al-Anon / Alateen Service Manual, World Service Handbook, Chart of Structure of Al-Anon Family Groups, Area Structure.

Al-Anon / Alateen Service Manual, Digest of Al-Anon / Alateen Policies, “Finances”

### **Description**

3/8/97 – By Laws – Article VIII “Financing” (as follows)

#### **Section 1.**

There shall be no membership dues or fees. Necessary funds shall be raised through voluntary contributions of Al-Anon/Alateen Groups and members and through activities which are in keeping with Al-Anon’s Twelve Traditions. No outside contributions of money, goods or services will be accepted in keeping with Tradition Seven.

#### **Section 2.**

The Treasurer, and at least two other officers should be authorized to sign checks. Only one authorized signature shall be required.

3/8/97 – By Laws – Article VIII “Financing” (as follows) (See also Assembly Corporation)

There will be no expenditure of corporate funds in excess of the total which appears in the current budget unless authorized by a majority vote of an Area Assembly. However, the officers may transfer funds between budget accounts in order to meet the needs of the Arc Assembly.

3/8/97 – By Laws – Article VIII “Financing” (as follows) (See also Assembly Corporation)

The Corporation’s accounting period shall be the calendar year unless the Officer’s shall determine otherwise.

**Modifications:**

3/2/2002 – Motion (See also Treasurer)

All cash deposits and expenses shall be applied to the fiscal year in which it is deposited or expended. All disbursements should be applied to the fiscal year in which it is budgeted.

6/3/2006 –Motion

The Assembly bank to be changed to Wachovia.

**3.1.2 The NJ Al-Anon Assembly Corporation**

**References:** Al-Anon / Alateen Service Manual, Digest of Al-Anon / Alateen Policies, “Incorporation / Taxes”

**Description**

In March of 1997, The New Jersey Assembly became a corporation under the Laws of the State of New Jersey. The name of this corporation is the New Jersey Al-Anon Assembly, Inc.

The purpose of this corporation is to encourage, assist and serve the relatives and friends of alcoholics in dealing with the problems concerning and attendant to alcoholism; to reinforce their efforts to understand themselves and the alcoholic; and to foster their restoration towards a more healthy life. This is accomplished through the dissemination of information pertaining to the Al-Anon Family Groups Fellowship and through performing services for the Al-Anon Family Groups which they cannot do independently. It is to serve as a guardian of the 12 Traditions of Al-Anon/Alateen. It is a service body, not a governing body, and has no authority over the individual members or Groups.

**Policies**

All policies of the corporation shall be based on the Al-Anon/Alateen Service Manual (as may be amended from time to time) which is incorporated herein by reference and such other policies and practices which may be voted on and approved by the Group Representatives at Area Assembly Meetings.

3/8/97 – By Laws – Article IV “Officers” (as follows)

The officers of this Corporation are the Chairperson, Alternate Delegate, Recording Secretary, Corresponding Secretary and the Treasurer. The then-acting officers shall also constitute the Board of Trustees of this Corporation.

3/8/97 – By Laws – Article IX “Area Assembly Office” (as follows)

**Section 1.**

The Al-Anon Assembly of New Jersey, Inc. does not maintain a permanent business office. It does, however, normally use a Post Office Box for receiving mail.

**Section 2.**

The Corporation’s Registered Agent’s address is 50 Mount Bethel Road. Warren. NJ 07059

3/8/97 – By Laws – Article X “Force and Effect” (as follows)

These By-Laws are subject to the provisions of the New Jersey Nonprofit Corporation Act (the “Act”) and the Certificate of Incorporation of the Corporation. as they may be

amended from time to time. If any provision of these By-Laws is inconsistent with a provision of the Act or the Certificate of Incorporation, the provision of the Act or the Certificate of Incorporation shall govern to the extent of such inconsistency.

3/8/97 – By Laws – Article X “Amendments” (as follows)

Proposed amendments shall be submitted, in writing, at an Area Assembly. These By-Laws may be amended by a two-thirds vote of the Group Representatives at a subsequent Area Assembly provided at least thirty (30) days advanced notification of intent to amend said By-Laws is sent to the Group Representatives along with the proposed change(s).

3/8/97 – By Laws – Article XI “Liability” (as follows)

No trustee or officer of the corporation shall be personally liable to the corporation or its members for damages for breach of any duty owed to the corporation or its members, except for liability for any breach of duty based upon an act or omission (a) in breach of such person’s duty of loyalty to the corporation or its members, (b) not in good faith or involving a knowing violation of law or (c) resulting in receipt by such person of an improper personal benefit.

3/8/97 – By Laws – Article XII “Dissolution” (as follows)

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a State or Local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

3/8/97 – By Laws – Article VIII “Financing” (as follows) (See also Financing)

There will be no expenditure of corporate funds in excess of the total which appears in the current budget unless authorized by a majority vote of an Area Assembly. However, the officers may transfer funds between budget accounts in order to meet the needs of the Arc Assembly.

3/8/97 – By Laws – Article VIII “Financing” (as follows) (See also Financing)

The Corporation’s accounting period shall be the calendar year unless the Officer’s shall determine otherwise.

3/8/97 - Motion

Note: The March meeting was a review of the proposed by laws. The following motions are the approval of each article of the by laws and will only reference the article and not the text contained therein. The complete text is contained in the Appendix of this Handbook.

3/8/97 - Motion

Article I - Name of the corporation

3/8/97 - Motion

Article II – Purpose (amended)

3/8/97 - Motion

Article III – Policies

3/8/97 - Motion  
Article IV – Order of business (at AWSC and Assembly meetings) (amended)

3/8/97 - Motion  
Article V – Membership of the Assembly

3/8/97 - Motion  
Article V S1 – Membership Eligibility

3/8/97 - Motion  
Article V S2 – Alateen Group Sponsorship

3/8/97 - Motion  
Article VI – Structure of the Assembly

3/8/97 - Motion  
Article VI S1 – Eligibility for Election

3/8/97 - Motion  
Article VI S2 – Group Representatives

3/8/97 - Motion  
Article VI S3 – District Representatives

3/8/97 - Motion  
Article VI S4 – Delegate

3/8/97 - Motion  
Article VI S5 - Alternate Delegate

3/8/97 - Motion  
Article VI S6 – Chairperson

3/8/97 - Motion  
Article VI S7 - Recording Secretary

3/8/97 - Motion  
Article VI S8 – Corresponding Secretary

3/8/97 - Motion  
Article VI S9 – Treasurer

3/8/97 - Motion  
Article VI S10 – Coordinators (Amended)

3/8/97 - Motion  
Article VI S11 – Officers (Amended)

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- 3/8/97 - Motion  
Article VII – Meetings of the Assembly
- 3/8/97 - Motion  
Article VII S1 – Assemblies
- 3/8/97 – Motion  
Article VII S2 Area World Service Committee
- 3/8/97 – Motion  
Article VII S3 – Budget Committee (Amended)
- 3/8/97 – Motion  
Article VIII – Financing
- 3/8/97 – Motion  
Article VIII S1 – Contributions
- 3/8/97 – Motion  
Article VIII S2 – Authority to sign checks
- 3/8/97 – Motion  
Article VIII S3 – Limitation of expenditures
- 3/8/97 – Motion  
Article VIII S4 – Authority for approval of payments
- 3/8/97 – Motion  
Article IX – Area Assembly Office
- 3/8/97 – Motion  
Article X – Amendments to these by laws
- 3/8/97 – Motion  
Article XI – Limitation of Liability (Added at the Assembly)
- 3/8/97 – Motion  
Article XII – Dissolution of the Assembly
- 3/8/97 – Motion  
Approval of By Laws as amended

**Modifications:**

- 5/31/1997 – Motion  
Final approval of amended by laws

11/3/2001– Motion

Produce a policy booklet that would contain by laws and all current Assembly policies. The Assembly Officers will review how to produce this booklet and keep it updated.

3/1/2001 – Motion

The registered agency address shall be the address of the Chairperson.

3/1/2003 – Motion – The price of the Policy Handbook be set at \$5.00.

### **3.1.2.1 The Area World Service Committee (AWSC)**

**References:** Al-Anon / Alateen Service Manual, World Service Handbook, “Chart of Structure of Al-Anon Family Groups”, Area Structure and following page.

Al-Anon / Alateen Service Manual, World Service Handbook, “Area World Service Committee”

Al-Anon / Alateen Service Manual, World Service Handbook, “Chart of World Service Conference – Area Committee Structure”.

#### **Description**

This committee consists of the officers of the assembly, district representatives, coordinators, and liaison members who meet between assemblies to discuss area and district matters, plan the agenda for the assembly, initiate projects, and make recommendations to the assembly.

3/8/97 – By Laws – Article VII, Section 2 “Area World Service Committee” (as follows)  
This Committee consists of the Officers as outlined in Article VI Section 11, the

Delegate, Liaisons, the DRs, the Chairperson of all working committees and the Coordinators as outlined above. Each member has one vote at the Area World Service Committee meetings.

The purpose of this Committee is to inform and unify the Groups in the Area. This purpose is accomplished by:

- discussing Area, District and Group issues
- planning the agenda and conduct of the Assembly Meetings
- studying and proposing projects and making recommendations to the Assembly
- setting the dates for the Area World Service Committee meetings and the Area Assembly meetings
- reviewing and approving yearly budget and other recommendations prior to submittal to the Area Assembly

3/8/97 – By Laws – Article VII, Section 2 “Area World Service Committee” (as follows)  
Three (3) Area World Service Committee meetings should be held annually. These meetings may be held at any convenient time, but have customarily been held approximately four weeks prior to the Area Assembly Meetings.

## **Modifications:**

3/27/1999 – Motion (See also DR)

The redistricting plan will be approved as amended

11/3/2001 – Motion (See also PI/CPC Coordinator and Institutions Coordinator)

To implement a three year trial period where a Public Outreach Officer position be created. The Institutions Coordinator and PI/CPC Coordinator will be responsible to this position.

11/2002 - Motion

Establish an AWSC attendance policy that will authorize the removal of any officer and/or coordinator who exceeds 2 excused and 1 unexcused absences per 12-month period.  
Passed 23 for 1 abstention

6/2005 – Motion

All past delegates are considered members of the AWSC, are allowed to make motions, have voice but no vote.

6/2007 – Motion

To avoid conflict and double headed responsibility, District Representatives will not sit as voting members on any other Al-Anon service arm boards in NJ (Information Service Steering Committees and Jal-Con Trustees).

6/2007 – Motion

That the NJ Area 36 Assembly structure combine the Coordinator positions of Institutions and PI/CPC into one position that is known as Public Outreach to align with the current WSO structure and Al-Anon/Alateen Service Manual.

### **3.1.3 Budget Committee**

**References:** NJ Al-Anon Assembly, Inc. By Laws, Article VII, Section 3, “Budget Committee”

#### **Description**

The purpose of the Budget Committee is to meet on an as needed basis to evaluate the expenses, anticipated revenues, and needs of the Assembly and prepare a budget recommendation for the Area World Service Committee.

3/8/97 – By Laws – Article VII, Section 3 “Budget Committee” (as follows)

The Budget Committee is composed of five people; they are the Chairperson, Treasurer, Delegate, Alternate Delegate, and one DR. The District Representative will be selected by lot at the Spring Assembly. Anyone else who is interested may attend any Budget Committee meetings. Persons interested in attending the Budget Committee Meetings should contact the treasurer.

**Modifications:**

5/22/1993 – Motion (See also Treasurer)

Formation of a committee, each year, to review the books and propose a budget for the following year

**3.1.4 Audit Committee**

**References:**

**Description**

The purpose of the Audit Committee is to review the books of the corporation in accordance with State and Federal law to insure the appropriate and accurate management of the funds of the New Jersey Assembly. The Audit Committee is composed of the Assembly Chairperson, Treasurer, Alternate Delegate, Recording Secretary, A District Representative, a Group Representative, and a Past Delegate (if available). Upon completion of the Audit the committee will prepare a report for the Assembly and present said report at the next Assembly meeting, with said audit report and work papers supporting the audit to be filed with the financial records of the corporation.

**Modifications:**

11/4/2002 Motion - (See also Treasurer)

The following Audit Committee recommendations were approved:

1. New checkbook register yearly.
2. Cash receipts journal.
3. Cash disbursement journal.
4. Cash receipts/disbursement journals should be closed monthly.
5. Checkbook balance should be reconciled monthly.
6. President/Chairperson should receive monthly duplicate copy of bank statement with bank reconciliation completed on back of statement.
7. All invoices should be initialed by president/chairperson at AWSC/Assembly meeting before payment or as soon as payment is made.
8. No expenditures will be paid over budget line without authorization of corporate officers.
9. Treasurer responsible for books being audited must be present for audit.
10. Audit must be completed and reported at the May AWSC meeting.
11. Audit committee shall consist of a past delegate(if available), chairperson, alternate delegate, recording secretary, DR, and GR.
12. President/Chairperson is responsible for scheduling audit.
13. Items required for audit
  - a. balanced checkbook register
  - b. all deposit slips
  - c. all cancelled checks
  - d. all invoices
  - e. all bank statements
  - f. voided checks
  - g. monthly bank reconciliations

## 3.2 Assembly Meetings

**References:** Al-Anon / Alateen Service Manual, World Service Handbook, "Interim Assemblies".

**Description:**

The gathering of all the GRs in the Area to receive and distribute reports on Area and World Service affairs. It reviews and approves interim reports of the Area World Service Committee. This function is often referred to as "interim assemblies".

3/8/97 – By Laws – Article IV "Order of Business" (as follows)

Unless otherwise agreed to by the members at Area Assembly and Area World Service Committee Meetings, the order of business shall, as much as possible, be as follows:

1. Recitation of the Serenity Prayer
2. Reading of the 12 Steps, the 12 Traditions and/or the Twelve Concepts
3. Review the minutes of the preceding meeting, correcting the minutes as necessary and approving them
4. Treasurer's report
5. Other reports
6. Election of Area Officers (Autumn Area Election Assembly every 3 years)
7. Approval of Annual Budget (Autumn Area Assembly every year)
8. Old Business
9. New Business
10. Adjournment

3/8/97 – By Laws – Article VII "Meetings" (as follows)

Three (3) Area Assemblies should be held each year.

The Winter Assembly's primary purpose is to implement approved area projects for the current year and provide a forum for member input to the Delegate prior to the annual World Service Conference.

A Spring Assembly is held so that the Delegate *may* report to the GRs, DRs, and other officers and interested members of the Fellowship, on the proceedings of the World Service Conference. Reports from GRs, DRs, and other officers may also be given and business may be conducted as the need may arise or as may be appropriate.

The primary purpose of the Autumn Assembly is to vote on the budget for the following year. Every third year the Autumn Assembly is also an Election Assembly, and officers, as required by the Al-Anon/Alateen Service Manual, are elected.

**Modifications:**

6/13/1992 – Motion

Motion to have Assembly meet three times per year instead of two.

4/2/1993 – Motion

The vote on Substantial Unanimity shall require a 2/3 vote to pass

5/22/1993 – Motion

The 2 minute limit on discussion be extended to all discussion at Assemblies

11/13/1993 – Motion

Assemblies shall only be held at churches that do not require insurance (see motion below dated 3/09)

6/11/1994 – Motion (See also Election Assembly)

When voting, substantial unanimity will be a simple majority vote

6/11/1994 – Motion

All Assemblies shall be held in one location in the center of the state (see motion below dated 3/09)

6/11/1994 – Motion (See also Alt Delegate) (Moved from 3.2.1 Election Assembly)

The outgoing Alternate Delegate shall arrange for the first AWSC and Assembly for the incoming officers.

5/31/1997 – Motion

Motion to take roll call at the start of each meeting

5/30/1998 – Motion

Any NJ Service may open a table for information at Assembly and the tables be open during break and lunch

5/30/1998 – Motion

The hours of the Assembly meetings shall be 10:00 to 3:00 with a half hour allotted for reading of the minutes and roll call.

3/27/1999 – Motion

Utilize a Consensus vote. This is show of hands for, against and abstain. If substantial unanimity is clear an exact count of all votes will not be taken. Only opposed and abstain will be counted and the vote will be shown as a consensus.

3/4/2000 – Motion

The Alagram will be the official notification to Al-Anon members of the date and time of Assembly meetings. Separate post cards will not be sent to Group Reps.

6/15/2001 – Motion

There will be a registration sign in table at each Assembly meeting to record attendees with special identification for GRs who will be voting. For those voting, there shall be a sign out column to maintain an accurate vote total during the course of the meeting.

3/2009 - Motion: All Assembly meetings be held in the approximate center of the state.

3/2009 – Motion: Assemblies shall be held in available facilities regardless of insurance requirements.

### **3.2.1 The Election Assembly**

**References:** Al-Anon / Alateen Service Manual, World Service Handbook, “Election Assembly Procedure”

**Description** A meeting of the Group Representatives for the purpose of electing a Delegate to the World Service Conference, an Alternate Delegate and Assembly Officers. The Election Assembly is held every three years in the fall of that year. Those elected take office on the first day of the following year.

3/8/97 – By Laws – Article VI “Eligibility for Election” (as follows)

Only members of Al-Anon/Alateen are eligible for any of the following positions. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the following positions. Procedures for elections, terms of office and procedures for filling unexpired term are set forth in the Al-Anon/Alateen Service Manual.

3/8/97 – By Laws – Article VI “Structure” (as follows)

#### **Section 4. Delegate**

A Delegate should be elected at the Autumn Area Election Assembly to serve the Area by attending the World Service Conference and reporting to the GRs the activities conducted at the Conference. Incoming and outgoing District Representatives and others as set forth in the Al-Anon/Alateen Service Manual are eligible for this office. The Delegate also serves the Area by attending other functions and meetings as may be determined by the Assembly.

#### **Section 5. Alternate Delegate**

The Alternate Delegate should be elected at the Autumn Area Election Assembly to fulfill the duties of the Delegate in the event the Delegate is unable to do so. If the Delegate is unable to complete the three year term, the Alternate Delegate automatically becomes the Delegate for the balance of the Delegate’s term. The Chairperson may appoint an interim alternate until a new Alternate Delegate is elected at the next assembly. Incoming and outgoing District Representatives and others as set forth in the Al-Anon/Alateen Service Manual are eligible for this office.

The Alternate Delegate works closely with the Delegate throughout the term and fulfills other duties as may be determined by the Assembly.

## **Section 6. Chairperson**

A Chairperson should be elected at the Autumn Area Election Assembly to serve the Area by presiding over the State or Area Assemblies and the Area World Service Committee meetings, and other duties as may be determined by the Area Assembly. Incoming and outgoing District Representatives and others as set forth in the Al-Anon/Alateen Service Manual are eligible for this office.

## **Section 7. Recording Secretary**

A Recording Secretary should be elected at the Autumn Area Election Assembly to serve the Area by taking minutes at the Area Assemblies, Area World Service Committee meetings and other meetings as may be appropriate, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others set forth in the Al-Anon/Alateen Service Manual are eligible for this office.

## **Section 8. Corresponding Secretary**

A Corresponding Secretary should be elected at the Autumn Area Election Assembly to serve the Area or state by maintaining an up-to-date Group Representative mailing list, District Representative mailing list, mail out meeting notices, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others set forth in the Al-Anon/Alateen Service Manual are eligible for this office.

## **Section 9. Treasurer**

A Treasurer should be elected at the Autumn Area Election Assembly to serve the Area by monitoring the financial affairs of the Area or State, and by reporting to the Area Assembly and the Area World Service Committee meetings the financial condition of the treasury, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others as set forth in the Al-Anon/Alateen Service Manual are eligible for this office.

### **Modifications:**

6/11/1994 – Motion (See Also Assembly)

For the election Assembly, The Assembly shall adopt a position of inclusion in the interpretation of election procedures as described in the Service Manual

6/11/1994 – Motion

The business part of the fall election shall be held during the morning session with voting in the afternoon

6/11/1994 – Motion

Adoption of a method for the final vote for the Delegate. The first method was the drawing by lot for the Delegate from the two highest runners and the second was to keep voting until a winner was chosen. Method two was adopted.

11/5/1994 – Motion

Candidates for officer positions shall be required to state their Al-Anon qualifications

### 3.3 Chairperson

**Type: Officer**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 6

**Description**

The Chairperson's job can be described as coordinating the coordinators and managing the Assembly officers. The chairperson first and foremost chairs all Assembly and AWSC meetings. This involves preparing the agenda for each meeting and maintaining the orderly flow of each meeting. The Chairperson spends a lot of time on the phone insuring that all the other officers and coordinators are managing their respective areas. This position is elected by the Assembly at the tri-annual Election Assembly meeting by a simple majority and serves a term of three years coincident with the term for other officers and coordinators. Traditionally the outgoing delegate posts for this position.

**Modifications:**

### 3.4 Treasurer

**Type: Officer**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 9

**Description**

The treasurer can be described as the Assembly's ATM machine. As might be expected, the treasurer keeps the financial books for Assembly. The Treasurer records the contributions, makes disbursements, balances the books and prepares reports to see how the budget is tracking with expenses. This position requires a basic knowledge of bookkeeping. It also requires some computer skills for maintaining the records in a computer format. This position is elected by the Assembly at the tri annual Election Assembly meeting by a simple majority and serves a term of three years coincident with the term for other officers and coordinators.

**Modifications:**

11/14/1992 – Motion

The treasurer shall bring in a detailed expense report of the prior year's expenditures.

5/22/1993 – Motion (See also Budget Committee)

Formation of a committee, each year, to review the books and propose a budget for the following year

3/25/1995 - Motion

The mileage reimbursement rate for Assembly business shall be \$.25 per mile

3/25/1995 – Motion (See also DR)

If you are an active DR, as well as an officer or coordinator, your expenses for attending Assembly shall be split between the District and the Assembly.

3/25/1995 – Motion (See also GR)

If you are an active GR, as well as an officer or coordinator, your expenses for attending Assembly shall be paid by your home group..

11/4/1995 - Motion

Change the funding policy for the North East Regional Delegate's Conference to pay for only the Current and one Past Delegate.

11/4/1995 - Motion

Fiscal Responsibility Policy – This motion authorizes officers and coordinators to move budgeted amounts between various categories provided that such changes do not exceed the overall authorized amount

11/13/1999 – Motion

Add an additional line item to proposed budget for World Service Conference equalized expenses.

3/2/2002 – Motion

The Assembly financial records will be maintained on a calendar year (January 1 through December 31). (Editor's note. This is already stated in the by laws)

3/2/2002 – Motion (See also Financing)

All cash deposits and expenses shall be applied to the fiscal year in which it is deposited or expended. All disbursements should be applied to the fiscal year in which it is budgeted.

6/2002 - Motion

The AWSC recommends to the Assembly that the Treasurer mail a financial appeal letter twice a year, in March and September. Passed, 16 for 2 against 0

11/4/2002 – Motion

AWSC recommends to the Assembly that the Audit Committee recommendations be approved.

1. New checkbook register yearly.
2. Cash receipts journal.
3. Cash disbursement journal.
4. Cash receipts/disbursement journals should be closed monthly.
5. Checkbook balance should be reconciled monthly.
6. President/Chairperson should receive monthly duplicate copy of bank statement with bank reconciliation completed on back of statement.
7. All invoices should be initialed by president/chairperson at AWSC/Assembly meeting before payment or as soon after payment is made.
8. No expenditures will be paid over budget line without authorization of corporate officers.
9. Treasurer responsible for books being audited must be present for audit.
10. Audit must be completed and reported at the May AWSC meeting.
11. Audit committee shall consist of a past delegate (if available), chairperson, alternate delegate, recording secretary, DR & GR.

12. President/Chairperson is responsible for scheduling audit.
13. Items required for audit:
  - a. \*balanced check book register
  - b. all deposit slips
  - c. all cancelled checks
  - d. all invoices
  - e. all bank statements
  - f. voided checks
  - g. monthly bank reconciliation
  - h. \*monthly beginning & ending checkbook balances

### **3.5 Recording Secretary**

**Type: Officer**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 7

#### **Description**

The Secretary's job is to keep the minutes from all Assembly and AWSC meetings. In addition, the secretary keeps most of the official records of the corporation. Skills for this job require the ability to take notes, type, and maintain records. This position requires some computer skills for maintaining the records, policy manual and By-Laws in a computer format. Specifically, annually the Recording Secretary collates all the previous year's motions which have been passed/carried and presents them to the AWSC at the February meeting for their review and determination as to which motions affect policy/or By-Laws. Once this determination has been made the Recording Secretary then updates the appropriate records and distributes the updates to the officers, coordinators, liaisons and GRs at the June assembly. This position is elected by the Assembly at the tri-annual Election Assembly meeting by a simple majority and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

3/14/1998 – Motion (see Alagram Editor)

Dissolve past motion to include complete minutes in Alagram (date unknown) and pass a new motion to use a condensed reporting of Assembly highlights in the Alagram.

### **3.6 Corresponding Secretary**

**Type: Officer**

**References:**

#### **Description**

The Corresponding Secretary maintains a list of mailing information for all meetings and group reps in the state, as well as a confidential list of the Area World Service Committee. The Corresponding Secretary produces mailing labels for others, like the Alagram and the Secretary or Treasurer, and does mailings to the AWSC. This position requires good computer skills, the

ability to maintain a Microsoft Access database, spread sheet, and word processing skills for preparing labels using database queries. The Corresponding Secretary is also responsible for maintaining a distribution record of the policy manual and its updates. This position is elected by the Assembly at the tri-annual Election Assembly meeting by a simple majority and serves a term of three years coincident with the term for other officers and coordinators.

**Modifications:**

6/11/1994 – Motion

The positions of Corresponding Secretary and Group Records Coordinator be combined into one position as Corresponding Secretary

3/2/2002 – Motion

Insure that the mailing address information for the Al-Anon groups be kept secure and held only by the Corresponding Secretary. Requests for information by NJIS, SJIS, and WSO can be approved only by the Chairperson. Requests by the Assembly committees for mailing labels may also be approved by the Chairperson. All other requests shall be approved by the AWSC.

6/2/2001– Motion - Provide a registration sign-in table at each Assembly.

3/2009 – Motion: Requests for mailing labels and/or information from recognized Al-Anon service arms can be approved by the Area Chairperson.

**3.7 Delegate**

**Type: Officer**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, “Structure”, Section 4

**Description**

Briefly, the Delegate is the voice and vote for all Al-Anon groups in NJ. The Delegate represents *the Groups!* Specifically, The Delegate represents the Groups at the annual World Service Conference and the Area Assembly. The Delegate also carries the message of Policy from World Service back to NJ. Within NJ he/she acts as an ex-officio member of the Assembly Board of Directors, the AWSC, Jal Con Board of Trustees, Jal Con committee, NJIS Steering Committee and SJIS Steering Committee. The Delegate acts as a liaison between each of these service arms to insure unity in NJ for Al-Anon. This position is elected by the Assembly at the tri annual Election Assembly meeting by a two-thirds majority and serves a term of three years coincident with the term for other officers and coordinators.

**Modifications:**

2/8/1992 – Motion

Dispense with a written fact sheet of Delegate’s credentials

**3.8 Alternate Delegate**

**Type: Officer**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, “Structure”, Section 5

## **Description**

First and foremost, the Alternate Delegate must be able to assume the responsibilities of the Delegate if, for any reason, is unable to perform those duties. The Alternate Delegate also serves as a Corporate Officer. In addition, the Alternate Delegate is responsible for the logistical arrangements for all Assembly and AWSC meetings. This includes renting the hall and insuring that someone gets refreshments for each meeting. Finally, the Alternate Delegate works closely with The Delegate to assist with the duties and attend meetings that the Delegate is unable to get to because of schedule conflicts. This position is elected by the Assembly at the tri annual Election Assembly meeting by a simple majority and serves a term of three years coincident with the term for other officers and coordinators.

## **Modifications:**

6/11/1994 – Motion (See also Election Assembly)

The outgoing Alternate Delegate shall arrange for the first AWSC and Assembly for the incoming officers

11/3/2001 – Motion

The Alternate Delegate shall be responsible for the distribution and financial reporting to the Assembly and Treasurer for the Calendar.

## **3.9 Alagram Coordinator**

**Type: Coordinator**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, “Structure”, Section 10

## **Description**

The Alagram Coordinator is responsible for putting together the Alagram newsletter in preparation for each Assembly and then mailing it to each of the meetings. As might be expected, The Coordinator spends a lot of time writing articles as part of preparing the Alagram, although he/she would tell you that the hardest part of the job is getting other people to send material in a timely fashion so it can be used in the newsletter. Once written, it is sent to the printer, folded, stamped and mailed. The skills necessary to do this job are the ability to author original articles and edit submissions. It also entails working with a printer to get a professional product. This position also requires computer skills for using a desktop publishing system, and preparing articles for posting on the Internet. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

## **Modifications:**

3/8/1997 – Motion

Motion to publish the Alagram three times per year, once for each Assembly

3/14/1998 – Motion (See Recording Secretary)

Dissolve past motion to include complete minutes in Alagram (date unknown) and pass a new motion to use a condensed reporting of Assembly highlights in the Alagram

11/7/1998 – Motion

To mail the Alagram only to Al-Anon groups. This would exclude mailing to all GRs and DRs.

11/7/1998 – Motion

Motion to have both individual and group subscriptions to the Alagram at \$3.00 for individual and \$10.00 for group subscriptions

3/4/2000 – Motion

The Alagram will be the official notification to Al-Anon Groups of the date and time of Assembly meetings. Separate post cards will not be sent to Group Reps.

### **3.10 Alateen Coordinator**

#### **Type: Coordinator**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, “Structure”, Section 10

#### **Description**

The Alateen Coordinator is an Al-Anon member involved in Alateen Service. The coordinator is responsible for making sure that the Alateen groups throughout the state are functioning according to the Area Alateen Safety and Behavioral Requirements, recruiting and training Alateen sponsors, and working with groups like schools, that wish to have Alateen meetings on site. The Alateen Coordinator also distributes information from World Service for Alateen groups. The Coordinator is also responsible for providing potential or current Al-Anon members involved in Alateen Service the appropriate materials for certifications/recertification, reviewing and verifying the information provided for certification/recertification, and forwarding this information to the appropriate WSO department to be certified by them. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

11/6/2004- Motion-

Al-Anon members involved in Alateen service are members who have the care and responsibility for Alateens while being of service to Alateen, which includes but is not limited to Alateen Sponsors.

1. All Al-Anon members involved in Al-Anon service must:
    - a. Attend at least one regular Al-Anon meeting per week.
    - b. Be at least 25 years old.
    - c. Have at least 2 continuous years of Al-Anon program.
    - d. Have not been convicted of a felony and never been charged with and / or convicted of child abuse or any offense involving sexual misconduct or physical violence against children or adults.
    - e. Have not demonstrated emotional problems which could result in harm to Alateen members.
  2. There must be one registered sponsor present at every meeting and it is preferred that two sponsors are registered and present.
  3. Overt and /or covert sexual interaction is prohibited between any adult Al-Anon and Alateen member. This also includes any Alateens who are adults, 18 and over.
  4. All Al-Anon members involved in Alateen service and Alateen members must comply with any and all applicable local, state, and federal laws.
- NJ AL-ANON ASSEMBLY POLICY HANDBOOK AS OF 6/2/09*

#### 5. Permission Slips and Medical Forms

a. The Committee asserts that Permission and Medical Forms are not required for regular meetings, but for activities away from regular meetings, these forms are required. (i.e. conventions, workshops, bowling parties, etc.)

b. Permission Slips and Medical Forms are required for transporting Alateens to and from events and meetings.

6. The Area Safety and Behavioral Requirements must be reviewed by local counsel.

7. All new Alateen Sponsors must attend an Educational Training and Awareness Program.

8. All Alateen Sponsors must attend an Annual Sponsor Training Review and Refresher Program.

a. The Information Services Alateen Activities Chairpersons will coordinate the training.

b. The Committee asserts that Co-Sponsors are not assistants and therefore must comply with any and all requirements of a sponsor.

#### **The Process for Alateen Sponsor Approval**

A potential Sponsor must:

1. Contact the Area Alateen Coordinator. The Coordinator will supply the appropriate paperwork. (A New Alateen Sponsor Packet).

2. The potential Sponsor will complete and return the application to the Alateen Coordinator.

3. Attend and complete a New Sponsor Education and Training Program.

#### **Responsibilities of an Alateen Sponsor**

An Alateen Sponsor:

1. Attends at least one regular Al-Anon meeting per week.

2. Makes a two year commitment to Alateen Sponsorship.

3. Updates the Group registration information with WSO, Area Assembly, and local Information Service, as needed.

4. Is familiar with the NJ Area and World Service Alateen Safety and Behavioral Requirements.

5. Has a working knowledge of the Steps, Traditions, Concepts, Area and the Al-Anon structure.

6. Is familiar with and uses the most current Conference Approved Literature(CAL) available.

7. Participates in annual Alateen Sponsor Training.

8. Attends Area Alateen Sponsor Meetings.

9. Knows who their local Information Service and Area Alateen Coordinators are, and how to contact them.

10. Is familiar with NJ laws regarding the reporting of abuse and your role.

11. Reminds the group at the beginning of each meeting that NJ law mandates reporting suspected child abuse.

12. Provides a safe and secure meeting place.

13. Guides the Alateens toward working the Twelve Steps for personal recovery.

14. Help the Alateens take responsibility for the affairs of the group and implement the Twelve Traditions and Concepts.

15. Encourage the participation of Alateen members in local Information Service and Area functions.

16. Keeps their Sponsor Certification current by following the Safety and Behavioral Requirements.

### **3.11 Archives Coordinator**

**Type: Coordinator**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 10  
Al-Anon / Alateen Service Manual,

#### **Description**

The archivist keeps historical records for the Assembly. This requires not only organizational skills, but the position also entails preparing display boards for the materials for presentation at conventions and other events. Required skills include organization, some knowledge of graphic arts and the ability to construct effective presentations. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

### **3.12 Literature Coordinator**

**Type: Coordinator**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 10

Al-Anon / Alateen Service Manual, World Service Handbook, Terms Used in Al-Anon, "Area Coordinator"

#### **Description**

This position involves working with World Service to insure that the needs of the Area for program literature are met. The Literature Coordinator keeps the DRs and GRs informed of new literature and of the status of literature in production that has not yet been released. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

11/3/2001- Motion-

Calendar production will fall under the Literature Coordinator.

### **3.13 Public Outreach Coordinator**

#### **Description**

The Public Outreach Coordinator acts as a communications link between the World Services Office, the Area Assembly, Districts and Groups.

The Public Outreach Coordinator's responsibilities include:

- Communicating and working cooperatively in team efforts both within and outside the Area
- Motivating District and Group participation
- Offering Public Outreach presentations and workshops

- Formulating, creating, and implementing Public Outreach service projects relevant to Area 36
- Facilitating Districts and Groups in carrying out outreach projects and disseminating information
- Working with Institutions within NJ's Area 36 Assembly region; and partnering with Alateen outreach efforts.

**Modifications:**

3/1/2001 – Motion- (See also Institutions Coordinator and AWSC)

To implement a three year trial period where a Public Outreach Officer position be created. The Institutions Coordinator and PI Coordinators will be responsible to this position.

3/2004- Note: Trial period expired 3/2004, Public Outreach, PI, CPC reverts to original structure.

6/2007 – Motion

That the NJ Area 36 Assembly structure combine the Coordinator positions of Institutions and PI/CPC into one position that is known as Public Outreach to align with the current WSO structure and Al-Anon/Alateen Service Manual.

**3.14 Institutions Coordinator**

**Type: Coordinator**

~~References: By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 10  
 Al-Anon Guidelines, G9, "Al-Anon / Alateen Institutions Service"  
 Al-Anon Guidelines, G14, "Al-Anon / Alateen Services in Correctional Facilities"  
 Al-Anon Guidelines, G26, "For an Area Institutions Coordinator"~~

**Description**

~~This position involves many of the same responsibilities described under PI/CPC (preceding), but the audience is institutions such as rehabs, hospitals, and correctional facilities. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.~~

**Modifications:**

3/1/2001 – Motion (See also PI/CPC Coordinator and AWSC)

To implement a three year trial period where a Public Outreach Officer position be created. The Institutions Coordinator and PI Coordinators will be responsible to this position.

3/2004- Note: Trial period expired 3/2004, Public Outreach, PI, CPC reverts to original structure.

6/2007 – Motion

That the NJ Area 36 Assembly structure combine the Coordinator positions of Institutions and PI/CPC into one position that is known as Public Outreach to align with the current WSO structure and Al-Anon/Alateen Service Manual.

### **3.15 Web Page Coordinator**

**Type: Coordinator**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 10

#### **Description**

The Web Page Coordinator manages the NJ Al-Anon web site. This position requires the ability to author and publish web pages on the Internet. The Web Page Coordinator takes content from other coordinators and places it out on our site. It also involves managing the account with our Web Hosting Service provider. As might be expected, this position requires a high degree of computer skills (FTP, HTML, CSS, and Java Script). This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

3/27/1999 – Motion

Creation of a new position for Web Page Coordinator.

3/2/2002 – Motion

The Assembly shall invite AA Areas 44 and 45 to establish links from their web site to the Assembly web site. Similarly, Assembly shall link to the AA Areas 44 and 45 web sites.

3/2005 – Motion

A copy of our website be created in Spanish

### **3.16 Information Service/Intergroup Liaisons**

**Type: Liaison** **References:** Al-Anon / Alateen Service Manual, World Service Handbook, Terms Used in Al-Anon, "Liaison Member"

#### **Description**

The Information Service/Intergroup Liaisons are members of the Information Services/Intergroups who are assigned to coordinate with the Assembly and report to the Assembly and the AWSC on activities and problems at the Information Services/Intergroups and Literature Depot. This insures consistency between these service arms and avoids double-headed management. These positions are assigned to Assembly by their respective Information Service/Intergroup and their terms of office are the purview of the respective Information Service/Intergroup.

#### **Modifications**

Motion - 6/2008

That the NJ Al-Anon Assembly acknowledges and collaborates with the Spanish Intergroup while they obtain their registration with WSO. This includes and does not limit adding them to the AWSC and Assembly Agenda and any internet inclusion that is allowed to the existing Information Service Offices.

### **~~3.17 South Jersey Information Service Liaison~~**

#### **Modifications**

Motion - 6/2008

That the NJ Al-Anon Assembly acknowledges and collaborates with the Spanish Intergroup while they obtain their registration with WSO. This includes and does not limit adding them to the AWSC and Assembly Agenda and any internet inclusion that is allowed to the existing Information Service Offices.

### **3.18 Jal-Con, Inc. Liaison**

**Type: Liaison**

**References:**

#### **Description**

The Jal-Con Liaison is a representative of the Jal-Con Board of Trustees and is assigned to coordinate with the Assembly and report to the Assembly on the progress of the planning for the annual Al-Anon Convention, Jal-Con Inc. This position is assigned to Assembly by Jal-Con and the term of office at Assembly is coincident with the term of office designated by Jal-Con Inc.

#### **Modifications:**

3/27/1999 – Motion

Support for Jal-Con is contingent upon cooperation with NJ Assembly. Jal-Con must invite Delegate to trustee meetings and Jal-Con must report to Assembly and AWSC.

### **3.19 Russian Group Liaison**

**Type: Liaison**

**References:**

#### **Description**

The Russian Group Liaison is a member of the Assembly who is assigned to maintain the WSO "Russia Project" on behalf of the NJ Assembly. This position is appointed by the Chairperson and serves a term of three years coincident with the term for other officers and coordinators.

#### **Modifications:**

6/2002 Motion

The AWSC recommends to the Assembly that we cancel the Russian Adopt a Group project, eliminate the liaison position and eliminate the budget line for this project

### **3.20 Past Delegate(s)**

**Type: Assembly Member**

**References:**

**Description**

A Past Delegate is an active Al-Anon member who has previously served as Delegate for Area 36. The Past Delegate may either be a member who is actively serving in another service role, such as Chairperson, or may be a member who holds no other office.

**Modifications:**

6/12/1999 – Motion

The Assembly shall invite past Delegates to Assembly and AWSC meetings with a voice but no vote, and shall reimburse all travel expenses

11/4/2002 – Motion (also see Treasurer and Audit Committee)

The Audit Committee shall consist of a past delegate (if available), chairperson, alternate delegate, recording secretary, DR & GR.

6/2005-Motion

All past Delegates are considered members of the AWSC, are allowed to make motions have voice but no vote.

### **3.21 Group Representative**

**Type: Assembly Member**

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 2

**Description**

A Group Representative (GR) is a group member who understands and practices Al-Anon's steps and traditions and is active in the group. The GR represents the group at district and assembly meetings and brings back vital information to the group. The GR is usually elected by the group just prior to the tri-annual Election Assembly, and serves a three year term consistent with the Delegate, Officers and Coordinators.

The GR will also insure that the Group remains active by electing or appointing members of the group to fill the positions outlined in the Al-Anon / Alateen Service Manual, Part 2, Al-Anon and Alateen Groups at work, Group Structure.

**Modifications:**

3/25/1995 – Motion (See also Treasurer)

If you are an active GR, as well as an officer or coordinator, your expenses for attending Assembly shall be paid by your home group.

### **3.22 District Representative**

**Type:** AWSC Member

**References:** By Laws of NJ Al-Anon Assembly, Inc., Article VI, "Structure", Section 3

Al-Anon / Alateen Service Manual, World Service Handbook, Terms Used in Al-Anon, "District Representative"

#### **Description**

A District Representative (DR) is an outgoing, incoming, or active past Group Representative who is elected by the other GRs in the district. The DR assists the Delegate in passing on information from World Service or the Area Assembly. The District Representative is usually elected just prior to the tri annual Election Assembly, and serves a three year term consistent with the Delegate, Officers and Coordinators.

The DR will usually hold a district meeting with the GRs in his/her district after each Area World Service Committee meeting and before the Assembly meeting to brief the GRs on the proposed agenda items, new business, old business and other issues that will be addressed at the Assembly.

In addition, the DR will help the groups coordinate district wide service projects. The DR will also coordinate support from the groups for Al-Anon meetings held in institutions or rehabs where more than one group will provide the support for a given institution meeting.

#### **Modifications:**

3/25/1995 – Motion (See also Treasurer)

The mileage reimbursement rate for Assembly business shall be \$.25 per mile

3/25/1995 – Motion (See also Treasurer)

If you are an active DR, as well as an officer or coordinator, your expenses for attending Assembly shall be split between the District and the Assembly.

3/27/1999 – Motion (See also AWSC)

The redistricting plan will be approved as amended

3/2004 - Motion

The Berlin meeting will be changed from District 25 to District 26.

## **Section 4 Related References**

### **4.0 Introduction**

Members in service are assumed to have a good knowledge of the Al-Anon program from a personal standpoint. Our suggested welcome read at each meeting cites "...daily reading of Al-Anon literature thus makes us ready to receive the priceless gift of serenity". As with our personal growth, growth in service is also assisted by Al-Anon service literature. There are many good service manuals, such as "Pebbles in a Pond" that tell wonderful service stories and are useful. However, since this reference manual focuses on policies, it relies on Al-Anon key policy manuals. They are the service manual (P24) and the set of references called "Al-Anon Guidelines" (G1 thru G36). Knowledge of this information assists in the development of a well informed group conscience which is essential at Assembly Meetings.

## **4.1 The Al-Anon / Alateen Service Manual**

### Al-Anon / Alateen Service Manual

Part 2, "Al-Anon and Alateen Groups at Work"  
Al-Anon Information Services (Intergroups)  
Group Structure

Part 3, "Digest of Al-Anon and Alateen Policies"  
Membership and Group Meetings / Conventions  
Finances  
Incorporation / Taxes  
"World Service Handbook"  
Chart: Structure of Al-Anon Family Groups  
Terms Used In Al-Anon

Area Coordinator  
Area World Service Committee  
Assembly  
Districts  
District Representative  
Group Representative  
Liaison Member  
World Service Conference  
World Service Delegate  
World Service Delegate's Alternate

Election Assembly Procedures  
General Information for Assemblies  
Area World Service Committee  
Interim Assemblies  
District Meetings

Al-Anon World Service Conference Charter: Al-Anon World Service Conference  
(Area World Service Committee Structure)  
Area Committee Structure

Part 5, "Al-Anon's Twelve Concepts of Service"  
Concept Two  
Concept Five

## **4.2 The Al-Anon Guidelines**

(Reference the current Guidelines at [www.al-anon.org/members](http://www.al-anon.org/members))

- ~~G4 The Information Service~~
- ~~G6 Area Literature Coordinator~~
- ~~G9 Al Anon / Alateen Institutions Service~~
- ~~G10 Al Anon / Alateen Public Information Service~~
- ~~G11 Group Representative~~
- ~~G14 Al Anon / Alateen Services in Correctional Facilities~~
- ~~G18 Literature Distribution Center~~
- ~~G20 Al Anon / Alateen Area Conventions~~
- ~~G21 Area Newsletters~~
- ~~G24 For Area Alateen Coordinators~~
- ~~G26 For an Area Institutions Coordinator~~
- ~~G28 Introducing Al Anon to the Professional Community~~
- ~~G29 For Cooperating with the Professional Community (CPC) Service~~
- ~~G30 Area Archives~~

### **Modifications**

3/09 Motion: All reference to Guidelines within the policy handbook be deleted and that in Section 4.2 "The Al-Anon Guidelines" be stricken through with a notation to reference the current Guidelines on [www.al-anon.org/members](http://www.al-anon.org/members).

## **Section 5**

## **Appendix**

**By – Laws**  
**Of**  
**New Jersey Al-Anon**  
**Assembly, Inc.**

**By-Laws  
of  
New Jersey Al-Anon Assembly, Inc.**

**ARTICLE I: Name**

The name of this corporation shall be the New Jersey Al-Anon Assembly, Inc (NJAAI), hereafter referred to as Area Assembly. Which is incorporated in the State of New Jersey as a Non-Profit Membership Corporation.

**ARTICLE II: Purpose**

The purpose of this corporation is to encourage, assist and serve the relatives and friends of alcoholics in dealing with the problems concerning and attendant to alcoholism; to reinforce their efforts to understand themselves and the alcoholic; and to foster their restoration towards a more healthy life. This is accomplished through the dissemination of information pertaining to the Al-Anon Family Groups Fellowship and through performing services for the Al-Anon Family Groups which they cannot do independently. It is to serve as a guardian of the 12 Traditions of Al-Anon/Alateen. It is a service body, not a governing body, and has no authority over the individual members or Groups. These By-Laws are intended to govern the structure of the Area Assembly.

**ARTICLE III: Policies**

All policies of the corporation shall be based on the **Al-Anon/Alateen Service Manual** (as may be amended from time to time) which is incorporated herein by reference and such other policies and practices which may be voted on and approved by the Group Representatives at Area Assembly Meetings.

**ARTICLE IV: Order of Business**

Unless otherwise agreed to by the members, at Area Assembly and Area World Service Committee Meetings, the order of business shall, as much as possible, be as follows:

1. Recitation of the Serenity Prayer
2. Reading of the 12 Steps, the 12 Traditions and/or the Twelve Concepts
3. Review the minutes of the preceding meeting, correcting the minutes as necessary and approving them
4. Treasurer's report
5. Other reports
6. Election of Area Officers (Autumn Area Election Assembly every 3 years)
7. Approval of Annual Budget (Autumn Area Assembly every year)
8. Old Business
9. New Business

## 11. Adjournment

### **ARTICLE V: Membership**

#### **Section 1. Membership Eligibility**

Anyone who feels his/her personal life is or has been affected by contact with a problem drinker is eligible for membership in Al-Anon/Alateen.

Alateens are members of the Al-Anon Family Group Fellowship, and as the name implies, Alateen is designed for members in their teens. Members beyond the teen years are encouraged to attend Al-Anon meetings.

Membership in Al-Anon/Alateen is generally demonstrated by regular attendance in one or more Al-Anon/Alateen Family Groups in the Area.

#### **Section 2. Alateen Group Sponsorship**

Every Alateen group should have an Al-Anon sponsor. An AA member may co-sponsor a group. If, however, the AA member is also an Al-Anon member, he/she may serve as the Sponsor by virtue of his/her Al-Anon membership. Emphasis should be placed on the Al-Anon/Alateen interpretation of the program at all times.

### **ARTICLE VI: Structure**

#### **Section 1. Eligibility for Election**

Only members of Al-Anon/Alateen are eligible for any of the following positions. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the following positions. Procedures for elections, terms of office and procedures for filling unexpired terms are set forth in the **Al-Anon/Alateen Service Manual**.

#### **Section 2. Group Representatives**

Each Al-Anon/Alateen Group in the Area should elect a Group Representative (GR) and an Alternate Group Representative to serve the Group by attending District meetings, the Area Assemblies, and the discharge of other responsibilities as may be determined by the Group.

#### **Section 3. District Representatives**

Each District should elect a District Representative (DR) and Alternate District Representative to serve the Groups in the District by attending Area World Service Committee meetings, attending Area Assemblies, attending District meetings, and the discharge of other responsibilities as may be determined by the GR's of the District.

#### **Section 3. District Representatives (cont.)**

Any incoming or outgoing GR, or past GR who is currently active at the District level, is eligible to serve as DR. Each District has the right to decide the method of electing an

Alternate District Representative, i.e. separate election, runner-up to elected DR, etc.

#### **Section 4. Delegate**

A Delegate should be elected at the Autumn Area Election Assembly to serve the Area by attending the World Service Conference and reporting to the GRs the activities conducted at the Conference. Incoming and outgoing District Representatives and others as set forth in the **AI-Anon/Alateen Service Manual** are eligible for this office. The Delegate also serves the Area by attending other functions and meetings as may be determined by the Assembly.

#### **Section 5. Alternate Delegate**

The Alternate Delegate should be elected at the Autumn Area Election Assembly to fulfill the duties of the Delegate in the event the Delegate is unable to do so. If the Delegate is unable to complete the three year term, the Alternate Delegate automatically becomes the Delegate for the balance of the Delegate's term. The Delegate who has taken over may the Chairperson to appoint an interim alternate until an assembly can be called and a new Alternate Delegate elected. Incoming and outgoing District Representatives and others as set forth in the **AI-Anon/Alateen Service Manual** are eligible for this office.

The Alternate Delegate works closely with the Delegate throughout the term and fulfills other duties as may be determined by the Assembly.

#### **Section 6. Chairperson**

A Chairperson should be elected at the Autumn Area Election Assembly to serve the Area by presiding over the State or Area Assemblies and the Area World Service Committee meetings, and other duties as may be determined by the Area Assembly. Incoming and outgoing District Representatives and others as set forth in the **AI-Anon/Alateen Service Manual** are eligible for this office.

#### **Section 7. Recording Secretary**

A Recording Secretary should be elected at the Autumn Area Election Assembly to serve the Area by taking minutes at the Area Assemblies, Area World Service Committee meetings and other meetings as may be appropriate, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others set forth in the **AI-Anon/Alateen Service Manual** are eligible for this office.

#### **Section 8. Corresponding Secretary**

A Corresponding Secretary should be elected at the Autumn Area Election Assembly to serve the Area or state by maintaining an up-to-date Group Representative mailing list, District Representative mailing list, mail out meeting notices, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others set forth in the **AI-Anon/Alateen Service Manual** are eligible for this office.

#### **Section 9. Treasurer**

A Treasurer should be elected at the Autumn Area Election Assembly to serve the Area by monitoring the financial affairs of the Area or state, and by reporting to the Area Assembly and the Area World Service Committee meetings the financial condition of

the treasury, and other duties as may be determined by the Assembly. Incoming and outgoing District Representatives and others as set forth in the **Al-Anon/Alateen Service Manual** are eligible for this office.

### **Section 10. Coordinators**

Various coordinators may be appointed by the Chairperson, subject to the approval of the Area World Service Committee, in accordance with the current needs of the Area. Qualifications shall be consistent with the duties and responsibilities of the position.

### **Section 11. Officers**

The officers of this Corporation are the Chairperson, Alternate Delegate, Recording Secretary, Corresponding Secretary and the Treasurer. The then-acting officers shall also constitute the Board of Trustees of this Corporation.

## **ARTICLE VII: Meetings**

### **Section 1. Assemblies**

Three (3) Area Assemblies should be held each year.

The Winter Assembly's primary purpose is to implement approved area projects for the current year and provide a forum for member input to the Delegate prior to the annual World Service Conference.

A Spring Assembly is held so that the Delegate *may* report to the GRs, DRs, and other officers and interested members of the Fellowship, on the proceedings of the World Service Conference. Reports from GRs, DRs, and other officers may also be given and business may be conducted as the need may arise or as may be appropriate.

The primary purpose of the Autumn Assembly is to vote on the budget for the following year. Every third year the Autumn Assembly is also an Election Assembly, and officers, as required by the **Al-Anon/Alateen Service Manual**, are elected.

The Area Assembly is composed of the Officers, Coordinators, Liaisons, Delegate, DRs and the GRs of the Al-Anon/Alateen Groups of the Area. The ultimate authority rests with the individual Groups and is exercised through the Group Representatives (GRs). Each Group; has one vote only and this vote is cast by the current GR or the elected Alternate, in the event the GR is unable to attend. Individual members are encouraged to attend, but only the GRs (or Alternate) are allowed to vote.

## **ARTICLE VII: Meetings (cont.)**

### **Section 2. Area World Service Committee**

Three (3) Area World Service Committee meetings should be held annually. These meetings may be held at any convenient time, but have customarily been held

approximately four weeks prior to the Area Assembly Meetings.

This Committee consists of the Officers as outlined in Article VI Section 11, the Delegate, Liaisons, the DRs, the Chairperson of all working committees and the Coordinators as outlined above. Each member has one vote at the Area World Service Committee meetings.

The purpose of this Committee is to inform and unify the Groups in the Area. This purpose is accomplished by:

- discussing Area, District and Group issues
- planning the agenda and conduct of the Assembly Meetings
- studying and proposing projects and making recommendations to the Assembly
- setting the dates for the Area World Service Committee meetings and the Area Assembly meetings
- reviewing and approving yearly budget and other recommendations prior to submittal to the Area Assembly

### **Section 3. Budget Committee**

The Budget Committee is composed of five people, they are the Chairperson, Treasurer, Delegate, Alternate Delegate, and one DR. The District Representative will be selected by lot at the Spring Assembly. Anyone else who is interested may attend any Budget Committee meetings. Persons interested in attending the Budget Committee Meetings should contact the treasurer.

The Budget Committee will propose a budget for the following fiscal year at the November Autumn Assembly Meeting.

## **ARTICLE VIII: Financing**

### **Section 1.**

There shall be no membership dues or fees. Necessary funds shall be raised through voluntary contributions of Al-Anon/Alateen Groups and members and through activities which are in keeping with Al-Anon's Twelve Traditions. No outside contributions of money, goods or services will be accepted in keeping with Tradition Seven.

### **Section 2.**

The Treasurer, and at least two other officers should be authorized to sign checks. Only one authorized signature shall be required.

## **ARTICLE VIII: Financing (cont.)**

### **Section 3.**

There will be no expenditure of Corporate funds in excess of the total which appears in the current budget unless authorized by a majority vote of an Area Assembly. However, the officers may transfer funds between budget accounts in order to meet the needs of the Area Assembly.

#### **Section 4.**

Bills for budgeted activities may be submitted to the Treasurer for payment. Bills for activities not specifically budgeted may be paid from budgeted contingency funds upon successful two-thirds vote of the Area World Service Committee.

#### **Section 5.**

The Corporation's accounting period shall be the calendar year unless the Officer's shall determine otherwise.

### **ARTICLE IX: Area Assembly Office**

#### **Section 1.**

The Al-Anon Assembly of New Jersey, Inc. does not maintain a permanent business office. It does, however, normally use a Post Office Box for receiving mail.

#### **Section 2.**

The Corporation's Registered Agent's address is 50 Mount Bethel Road, Warren, NJ 07059

### **ARTICLE X: By-Laws**

#### **Section 1. Force and Effect.**

These By-Laws are subject to the provisions of the New Jersey Nonprofit Corporation Act (the "Act") and the Certificate of Incorporation of the Corporation, as they may be amended from time to time. If any provision of these By-Laws is inconsistent with a provision of the Act or the Certificate of Incorporation, the provision of the Act or the Certificate of Incorporation shall govern to the extent of such inconsistency.

#### **Section 2. Amendments**

Proposed amendments shall be submitted, in writing, at an Area Assembly. These By-Laws may be amended by a two-thirds vote of the Group Representatives at a subsequent Area Assembly provided at least thirty (30) days advanced notification of intent to amend said By-Laws is sent to the Group Representatives along with the proposed change(s).

### **ARTICLE XI: Liability**

No trustee or officer of the corporation shall be personally liable to the corporation or its members for damages for breach of any duty owed to the corporation or its members, except for liability for any breach of duty based upon an act or omission (a) in breach of such person's duty of loyalty to the corporation or its members. (b) not in good faith or involving a knowing violation of law or (c) resulting in receipt by such person of an improper personal benefit.

### **ARTICLE XII: Dissolution**

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Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Appendix B**

### **Al-Anon Area 36 New Jersey Districts And the towns contained therein**

1. **Sussex County:** Blairstown, Budd Lake, Columbia, Hackettstown, Hopatcong, Lafayette, Netcong, Newton, Schooley's Mountain, Sparta, Stanhope, Sussex.

2. **Morris County:** Boonton, Cedar Knolls, Chester, Denville, Dover, Morris Plains, Morristown, Mountain Lakes, New Vernon, Parsippany, Randolph.
3. **Hunterdon County:** Alpha, Clinton, Flemington, Frenchtown, Hampton Glen Gardner, Lambertville, Lebanon, Milford, Washington.
4. **Passaic County:** Hewitt, Kinnelon, Oak Ridge, Pompton Lakes, Pompton Plains, Ringwood, Vernon, Wayne, West Milford
5. **Bergen County North:** Fair Lawn, Ho Ho Kus, Midland Park, Paramus, Ramsey, Ridgewood.
6. **Bergen County South:** Clifton, Garfield, Hackensack, Little Falls, Lodi Lyndhurst, Maywood, North Arlington, Passaic, Rutherford, Wood Ridge.
7. **Bergen County East:** Closter, Englewood, Fort Lee, Leonia, Norwood, Ridgefield Park, River Edge, Teaneck, Tenafly Westwood.
8. **Hudson County:** Bayonne, Hoboken, Jersey City, Kearny, North Bergen, Seacacus, Union City, Weehawken.
9. **Essex County North:** Belleville, Cedar Grove, Essex Fells, Livingston, Montclair, Nutley, South Orange, Upper Montclair, Verona, West Orange.
10. **Essex County South:** Newark
11. **Union County:** Clark, Cranford, Elizabeth, Hillside, Linden, Rahway, Union, Westfield.
12. **Watchung Hills:** Basking Ridge, Berkeley Heights, Bernardsville, Chatham, Milburn, Scotch Plains, Short Hills, Springfield, Stirling Summit.
13. **Somerset County:** Bridgewater, Manville, Middlesex, Martinsville, North Plainfield, Piscataway, Somerville, South Plainfield, Whitehouse Station.

**Al-Anon Area 36  
New Jersey Districts  
And the towns contained therein**

14. **Middlesex County North:** Carteret, Colonia, Edison, Fords, Iselin, Metuchen, Perth Amboy.
  15. **Middlesex County South:** East Brunswick, Franklin Park, Helmetta, Milltown, New Brunswick, North Brunswick, Old Bridge, Somerset, South River.
  16. **Monmouth County North West:** Colts Neck, Hazlet, Holmdel Keansburg, Marlboro,
- NJ AL-ANON ASSEMBLY POLICY HANDBOOK AS OF 6/2/09*

Matawan, Middletown, Morganville, New Monmouth, South Amboy.

17. **Monmouth County North East:** Little Silver, Red Bank, Rumson.

18. **Monmouth County South East:** Asbury Park, Belmar, Bradley Beach, Brielle, Deal Manasquan, Neptune, Oakhurst, Spring Lake Heights, Wayside.

19. **Monmouth County South West:** Farmingdale, Freehold, Howell Manalapan.

20. **Mercer County East:** Cranbury, Hightstown, Hillsborough, Plainsboro, Princeton, Rockv Hill, Mercerville.

21. **Mercer County West:** Hamilton, Hamilton Square, Lawrenceville, Pennington, Trenton.

22. **Burlington County:** Beverly, Browns Mills, Hainesport, Maple Shade, Medford Lakes, Moorestown, Mount Holly, Westampton, Willingboro.

23. **Ocean County North:** Bay Head, Brick, Lakehurst, Lakewood, Point Pleasant, Toms River.

24. **Ocean County South:** Brant Beach, Forked River, Manahawkin, Tuckerton, West Creek.

25. **Camden County:** Berlin, Cherrv Hill, Gibbsboro, Haddonfield, Haddon Heights, Magnolia, Stratford, Voorhees, Westmont.

26. **Gloucester, Salem & Cumberland Counties:** Bridgeton, Carney's Point, Elmer, Franklinville, Millville, Pittman, Seabrook, Turnerville, Vineland, Woodburv, Woodstown.

27. **Atlantic & Cape May Counties:** - Absecon, Marmora, Mays Landing, Northfield, Ocean City, Cape May, Cape May Courthouse, Sea Isle City, Stone Harbor, Villas