

## AL-ANON SUFFOLK INFORMATION SERVICE

1-631-669-2827

P.O. Box 490

Farmingville, NY 11738

Web Site: [www.al-anon-suffolk-ny.org](http://www.al-anon-suffolk-ny.org)

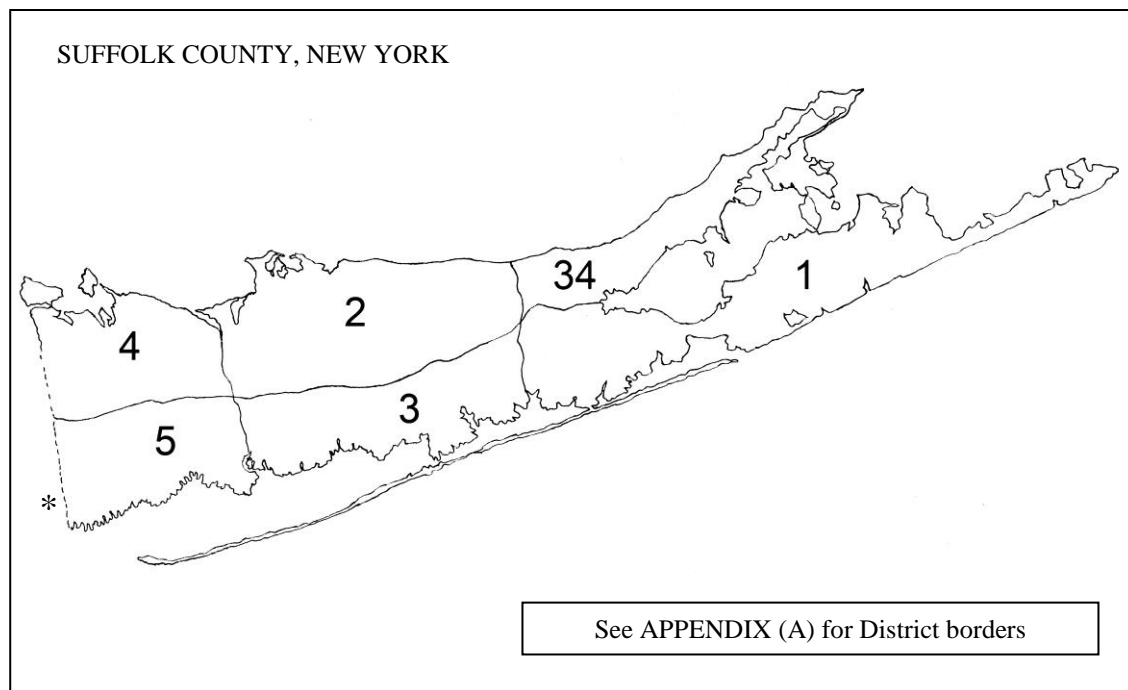
Nationwide 1-888-4AL-ANON (1-888-425-2666)

### GUIDELINES

#### Mission Statement

The Al-Anon Suffolk Information Service (A.S.I.S.) is the service branch of the Districts of Suffolk County, New York (1, 2, 3, 4, 5, 7\* & 34). Its function is to gather and provide Al-Anon information and to encourage Twelfth-Step Service. The Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of the Al-Anon/Alateen Family groups, as adapted from A.A., guide us. See *G-4 guideline*.

A.S.I.S. is supported financially by these districts. Contributions from all groups are voluntary and not a condition of membership. *Al-Anon/Alateen Service Manual 2014-2017, pg. 64 (last paragraph) and G-4 guideline.*



#### A.S.I.S. Board Guidelines

- The A.S.I.S. Board is comprised of all Alternate District Representatives (ADR's), A.S.I.S. officers, individual committee coordinators, liaisons and any *ad hoc* committee heads. If a district does not have an ADR, the District Representative (DR) may attend. (*Al-Anon/Alateen Service Manual 2014-2017, pgs. 65, 148 AIS/Intergroups and pg. 71 AIS/Intergroups*) See *G-37 guideline*.
- All Information Service work is on a voluntary basis. We have no paid employees. (*Adapted from Tradition Eight*)

- All A.S.I.S. members are suggested to have a minimum of one-year membership in Al-Anon.
- Because of the unique nature of Al-Anon/Alateen, members who are also A.A. members may not hold office beyond the group level. (*Al-Anon/Alateen Service Manual 2014-2017, pg. 82*)
- A.S.I.S Board members are elected for one (1) year. He/she may serve for a three-year (3) commitment in the same position and an additional two (2) years in another position. It is recommended that after serving on the Board for five (5) years, a Board member take a one (1) year hiatus.
- In the event that an Officer, Liaison or Committee Coordinator is unable for any reason to fulfill his/her duties, the Chairperson should be notified promptly. When a position is vacated, a replacement may be appointed by the Board for the rest of the calendar year.
- The A.S.I.S Board shall meet on the third Wednesday of each month except August. A.S.I.S. meetings will be called to order at 7:00p.m. A.S.I.S Board meetings held the same day of Quarterly meetings will convene at 7:00 p.m.
- Quarterly meetings are held on the third Wednesday of January, April, July and October at 8:00 p.m.. This meeting is attended by the ISR\*, group substitute, and Al-Anon members. One vote per group by ISR or their substitute. Simple majority will carry.
- All Al-Anon/Alateen members have a voice and are welcome to both attend and participate at A.S.I.S board meetings. Only Board members are eligible to vote. Each officer, ADR, Liaison and Committee Coordinator has one vote. A simple majority will carry.
- The ASIS letterhead and/or Al-Anon logo shall be used on all Board correspondence and publications. Web Site / Correspondence / Flyers / Al-Anews (*See amendments*)

\* **ISR = Information Services Representative was previously known as AGR: Alternate Group Representative**

### **REPORTS\*\***

- Officers, liaisons and coordinators are responsible to submit his/her monthly report\*\* and attend the A.S.I.S Board meetings and Quarterly meetings (January, April, July and October). If, for any reason, a Board member cannot attend a scheduled meeting, he/she should notify and send that report to the Chairperson.
- A board member who has missed (2) two meetings without submitting a report shall have his/her commitment to serve reviewed. The ASIS policy follows the NYSA guidelines on the REMOVAL/REPLACEMENT OF OFFICERS/COORDINATORS. *See NYSA guidelines – Version 4.1 – Section 1 – 1.7 “UNITY STATEMENT Appendix(B).”*
- District reports are to be read at all Board meetings.
- A.S.I.S reports will be submitted to Web Site Coordinator for posting after each Board meeting by the Recording Secretary.
- All Board members shall submit an annual report to the Recording Secretary at the last meeting of the calendar year.
- Each Board member shall submit a summary, announcement or news article related to their position to the Al-A-News Coordinator for publication in each edition.

\*\* Any report may be submitted to the Chairperson prior to any meeting by hand, e-mail or postal delivery within 48 hours of the scheduled meeting

### **BUDGETS / FINANCE**

- All Board members are to submit a proposed annualized budget at the September A.S.I.S. Board meeting. A copy to be given to the ASIS Treasurer. Budget discussions will occur at the October, November and December meetings. Final versions will be on the agenda for voting at the January Quarterly and for storage in the archives.
- **Reimbursement, Additional and Advance Funds Procedure\***
  - **Reimbursement** from the treasury will be given upon presentation of a bill or receipt for goods or services accompanied by the Requisition form (RFR is Request For Reimbursement) which is available on our web site or from the treasurer directly.

- Requests for **Additional Funds** (*above board-approved amount*) will be considered upon presentation of Requisition form (RFR) which is available on our web site or from the treasurer directly. Along with the RAF and a copy of that year's approved budget, consideration of the request requires a written, itemized estimate and explanation of the increased amount. Additional monies requested will be at the discretion and approval of the Board.
- Requests for **Funds in Advance** from within the approved budget amount will be considered upon presentation of Requisition form (RFR) which is available on our web site or from the treasurer directly. Advance monies requested are at the discretion and approval of the Board.
- Board members are asked to submit their RFR on a timely basis (monthly but not to exceed quarterly). All prior year expenses be submitted the by first week of January.

**\*Please check the appropriate box on the RFR Form**

**Reimbursement**       **Additional Funds**       **Funds in Advance**

*In an attempt to remain fiscally and environmentally responsible, this committee recommends to the Board that unless an emergency occurs no flyer be individually mailed. It is recommended that Al-A-News, the Web Site or the Quarterly meetings be used for all announcements and/or publicity.*

### **A.S.I.S. BOARD POSITIONS & DESCRIPTIONS**

The officers are: Chairperson; Corresponding Secretary; Recording Secretary and Treasurer. Other board members include: Liaison to Al-Anon Information Service of Nassau County (A.L.I.S.O.N.); Liaison to A.A. in Suffolk County; Liaison to New York South Assembly (NYSA) and all Coordinators.

A newly-elected member to the Board is encouraged to become familiar with the position by working with the outgoing board member and attending three (3) consecutive board meetings prior to assuming full responsibility of the position. This will insure a smooth transition of duties when the new terms of office begin in January. Guidelines, reports and archived materials shall be made available to the newly-elected member by the outgoing member. After election, newly-elected board members are encouraged to find a Service Sponsor by the beginning of their terms. Pamphlet P-88

All board members will have their own copy of the current service manual in their possession and are encouraged to bring it to board meetings. Historically, since 2005, A.S.I.S. has used its funds to purchase a service manual for each board member.

### **DISTRICT REPRESENTATIVE (DR)**

The Group Representatives (GR's) within a district elect the DR for a commitment of three (3) years. The DR chairs the monthly district meetings and attends both (4) AWSC and (4) NYSA meetings. *Please refer to current Service Manual and G-37 guideline for more information.*

### **ALTERNATE DISTRICT REPRESENTATIVE (ADR)**

The Group Representatives (GR) within a District elects the ADR. The ADR commits to a three-year (3) term and attends all A.S.I.S. and District meetings. *Please refer to current Service Manual for more information.*

### **GROUP REPRESENTATIVE (GR)**

Each AFG elects a GR for a commitment of three (3) years. This member attends the monthly District meetings and (4) NYSA meetings. *Please refer to current Service Manual and G-11 guideline for more information.*

### **INFORMATION SERVICES REPRESENTATIVE (ISR)**

The ISR is the liaison between an AFG and A.S.I.S. ISR (Information Services Representative) was previously known as AGR (Alternate Group Representative). ~~The~~ Each group elects an ISR for a commitment of three (3) years. The ISR is responsible for bringing information from the A.S.I.S. quarterly meetings back to his/her AFG. The ISR will be supplied

with A.S.I.S. Guidelines, Suffolk County AFG mailing list and the names and contact information of A.S.I.S. Board members. The ISR will receive updated meeting lists at each quarterly. If the ISR cannot attend the quarterly meeting, it is his/her responsibility to secure a replacement from his/her home group.

## OFFICERS

### CHAIRPERSON

- 1) Familiarizes him/herself with all Al-Anon Guidelines (WSO, ASIS, etc.), applies them when applicable and has the current Service Manual available at all meetings.
- 2) Chairs the monthly and Quarterly meetings, provides an agenda or, *in absentia*, makes arrangements for the agenda to be distributed by the Recording Secretary. (*See Al-Anon/Alateen Service Manual 2014-2017, pg.63 Concept 9 and G-4*)  
The meeting Agenda will include the following:
  - ◆ Officers, Liaisons and Committee Reports
  - ◆ Review of minutes
  - ◆ Individual Group concerns (if any)
  - ◆ District reports
  - ◆ Old and New Business
  - ◆ Announcements
- 3) Reviews, reports, distributes, and/or manages the following:
  - ◆ All information which pertains to Suffolk County Al-Anon (meetings, times/changes, locations, workshops, etc.)
  - ◆ All written reports from absent members (and files these reports with the Recording Secretary)
  - ◆ Status of open positions
- 4) Co-signs with Treasurer on financial matters (banking, insurance, etc.).
- 5) Updates and maintains all insurance documents as required. Files with the Recording Secretary all required and legal documents (insurance, banking, etc.).
- 6) Notifies Board members and local media (newspapers, radio stations, WBLI, WBAB and WALK) of cancellations due to inclement weather or location issues.

### VICE-CHAIRPERSON (*Position reinstated by ASIS Board vote on June 17 2015*)

- 1) Stands in for the Chairperson when needed.
- 2) Acts as liaison to the Workshop Coordinators for any and all A.S.I.S.-sponsored workshops.

### CORRESPONDING SECRETARY

- 1) Maintains up-to-date contact information of A.S.I.S. Board members, Suffolk County Al-Anon Family Groups (AFG's), (ADR's), (DR's), (ISR's), (GR's) or other group representatives.
- 2) Submits a brief announcement of the Quarterly meetings to the Al-Anews Coordinator and the Web Site Coordinator to include the date, location and meeting information by the 25<sup>th</sup> of March, June, September and December.
- 3) Reminds Board members and ADR's of monthly A.S.I.S. Board meetings one week prior to each scheduled meeting by telephone or e-mail. Will also advise Board members of any changes to meeting arrangements.
- 4) Maintain and keeps current the confidential information of Board members (name, address, phone number, e-mail address and position) which is distributed only to the Board.
- 5) Secures meeting sites and obtains insurance information from Chairperson as required for all A.S.I.S. meetings: Board, Quarterly and Speakers Exchange meetings.
- 6) Sends welcome letter to new groups after confirmation of registration.
- 7) Keeps an up-to-date Suffolk AFG mailing list with information/assistance from Meeting List Coordinator.
- 8) Sends mailing lists upon request to approved persons or entities as requested.

## **RECORDING SECRETARY**

- 1) Takes attendance at all A.S.I.S. meetings.
- 2) Records and distributes Board and Quarterly meeting minutes within two (2) weeks after each meeting to A.S.I.S. Board members.
- 3) Distributes the prior Quarterly minutes to ISR's (or group representatives) at the following/next Quarterly meeting.
- 4) In the event the Recording Secretary is unable to attend a scheduled meeting, he/she will contact another Board member to take the minutes.
- 5) Receives Board members' annual reports for recording and distribution at the January Quarterly meeting.
- 6) Submits all A.S.I.S. records to Archivist/Literature Coordinator at the January Quarterly.

## **TREASURER**

- 1) Apprises A.S.I.S. of its fiscal status with up-to-date accounting records:
  - ◆ Records donations
  - ◆ Deposits all donations into the A.S.I.S. account
  - ◆ Pays all A.S.I.S. expenses as approved
  - ◆ Balances monthly bank statement.
- 2) Distributes a written report on a monthly and quarterly basis that will include contributions (with group information), expenses and disbursements. A copy of the bank statement is to be included in the treasury report.
- 3) Maintains *bank debit card* for board-approved purchases when necessary.
- 4) Distributes annual A.S.I.S. Financial Report at the January Quarterly with an explanation of the year's expenses, contributions and distributions.
- 5) Shall serve as co-signer on all financial matters.
- 6) Updates bank signature cards as necessary (all checks will have two (2) signatures).
- 7) Treasurer – chairs the audit committee with at least one additional board member to review the financial records of the prior calendar year. Will be done prior to the April quarterly meeting.
- 8) Holds extra P.O. Box key.

## **LIAISONS**

### **LIAISON to A.A. of SUFFOLK COUNTY**

- 1) Serves as the link between Suffolk Intergroup Association of A.A. (SIA) and A.S.I.S.
- 2) Serves on the Share-A-Thon committee and attends all meetings. Coordinates Al-Anon and Alateen participation, including arranging for program topics, speakers and volunteers.
- 3) Arranges with the Archivist/Literature Coordinator for all needed literature and/or supplies for appropriate functions.
- 4) After each event, updates CAL (Conference Approved Literature) and supply inventory lists; may purchase additional CAL and/or supplies as approved in the budget. A copy of the updated inventory will be returned to the Archivist/Literature Coordinator.
- 5) Submits to the Archivist/Literature Coordinator a copy of the current year's programs.

### **LIAISON to ALISON (*Al-Anon Information Service of Nassau*)**

- 1) Serves as link between A.S.I.S. and ALISON
- 2) Attends ALISON Quarterly meetings (second Tuesday of January, April, July and October), and shares A.S.I.S. information with ALISON.
- 3) Reports ALISON information to A.S.I.S. at board meeting in the absence of an ALISON Liaison to Suffolk
- 4) Arranges with Meeting List Coordinator to bring Meeting Lists to ALISON quarterlies.

## **LIAISON to NYSA**

- 1) Serves as a link from NYSA and the Area World Service Committee (AWSC) to A.S.I.S.
- 2) Attends AWSC meetings (January, March, May and September) and Assemblies (February, April, June and October)
- 3) Exchanges news of A.S.I.S. events and brings back Assembly Area news, information and announcements to the A.S.I.S. Quarterly meetings.
- 4) Takes an ample supply of current meeting lists and Al-A-News to each Area Assembly meeting.

## **COORDINATORS**

### **AL-ANEWS COORDINATOR** (Al-Anon/Alateen Service Manual 2014-2017, pg. 120 and G-21 guideline)

- 1) Gathers, writes and edits information to print and distribute the quarterly newsletter to all Suffolk County AFG's by mail one (1) month prior to each Quarterly meeting.
- 2) Ensures that content consists only of information submitted by each Board member and any other Al-Anon member in the NYSA Area
- 3) Submits the Al-Anews to the Web Site Coordinator for posting on the web site.
- 4) Distributes additional copies of Al-Anews to the following: A.S.I.S. Archivist/Literature Coordinator, ALISON, NYSA, WSO and all Board members.
- 5) Arranges to have printed 150 full issues of Al-Anews.

### **ALATEEN COORDINATOR** (Al-Anon/Alateen Service Manual 2014-2017, pgs. 87-88 and G-24 guideline)

- 1) Coordinator shall be a certified AMIAS and maintain certification during his/her term.
- 2) Verifies AMIAS candidates' membership in Al-Anon with cooperation and assistance of the DRs'.
- 3) Conducts quarterly business meetings with certified AMIAS.
- 4) Encourages Alateen sponsorship and training.
- 5) Ensures all Alateen meetings convene only when two certified AMIAS are in attendance.
- 6) Keeps an up-to-date list of certified AMIAS/Alateen Sponsors and Long Island Alateen groups, providing this information to the Assembly Area Alateen Coordinator and the ASIS Corresponding Secretary.
- 7) Keeps a record of and submits AMIAS applications to the Area Alateen Process Person (AAPP).
- 8) Follows up on all new applications and keeps a file of all applications and certified AMIAS.
- 9) Submits to the Archivist/Literature Coordinator a list of the previous year's certified AMIAS at the January Quarterly.

### **ARCHIVIST/LITERATURE COORDINATOR** (See G-30 guideline)

- 1) Gathers, maintains and stores\*\*\* all pertinent media (documents, pictures, recordings) regarding Al-Anon in Suffolk County, New York and provides these materials for viewing at Al-Anon events as requested.
- 2) Receives all A.S.I.S. records from Recording Secretary at January Quarterly for Archives.
- 3) Stores CAL (Conference Approved Literature) for use at all events involving A.S.I.S. participation. Inventory list will be available to event coordinators who will maintain, update and may purchase additional CAL (Conference Approved Literature) as approved. A copy of the updated list will be given to the Recording Secretary and be available at each Board meeting.
- 4) Stores supplies (paper goods, non-perishable items, displays, etc.) for use at all events involving A.S.I.S. participation. Inventory list will be made available to event coordinators who will maintain, update and purchase additional supplies as approved by the Board. A copy of the updated list will be given to the Recording Secretary and be available at each Board meeting.

\*\*\*Storage arrangements to be determined by the Archivist/Literature Coordinator with Board approval.

**CHOICES COORDINATOR** *(Voted by motion on June 17, 2015 to be a permanent, non-voting position)*

- 1) Sets date, time and location with consideration not to conflict with other workshops.
- 2) Assembles committee members to meet on a monthly basis for planning.
- 3) Contacts Corresponding Secretary to obtain insurance documentation or rider as needed.
- 4) Provides monthly updates to ASIS Board.
- 5) Arranges with the Archivist/Literature Coordinator for all needed literature and supplies in storage.
- 6) Coordinates Al-Anon, Alateen, and A.A. Participation, including arranging for program topics, speakers and volunteers.
- 7) Provides a Final Report (which includes; all financial matters, attendance, etc) to ASIS Treasurer, Recording Secretary, Archivist/Literature Coordinator and Chairperson at the following Quarterly Meeting
- 8) CAL (Conference Approved Literature) and supply inventory lists and may purchase additional CAL and/or supplies as approved in the budget submitted to the board or as approved by the Board. A copy of the updated list will be given to the Literature Coordinator.
- 9) Turns over all monies earned from this event to the A.S.I.S. Treasurer.

**FAMILY RELATIONSHIP WORKSHOP COORDINATOR** *(Hugs, Hope and Healing) (Voted by motion on June 17, 2015 to be a non-voting position)*

- 1) Sets date, time and location with consideration not to conflict with other workshops.
- 2) Assembles committee members to meet on a monthly basis for planning.
- 3) Contacts Corresponding Secretary to obtain insurance documentation or rider as needed.
- 4) Provides monthly updates to A.S.I.S. Board.
- 5) Arranges with the Archivist/Literature Coordinator for all needed literature and supplies in storage.
- 6) Coordinates Al-Anon, Alateen, and A.A. Participation, including arranging for program topics, speakers and volunteers.
- 7) Provides a Final Report (which includes; all financial matters, attendance, etc) to ASIS Treasurer, Recording Secretary, Archivist/Literature Coordinator and Chairperson at the following Quarterly Meeting
- 8) Updates CAL (Conference Approved Literature) and supply inventory lists and may purchase additional CAL and/or supplies as approved in the budget submitted to the board or as approved by the Board. A copy of the updated list will be given to the Literature Coordinator.
- 9) Turns over all monies earned from this event to the A.S.I.S. Treasurer.

**MEETING LIST COORDINATOR**

- 1) Maintains and prints Suffolk and Nassau/Suffolk Alateen meeting list.
- 2) Determines deadline for changes prior to printing and notifies AFG's and ISR's of same.
- 3) Updates changes to the meeting list after confirmation with group contact.
- 4) Distributes meeting lists to ISR's at Quarterly meetings; keeps a roster confirming receipt of meeting lists by AFG representative (ISR).
- 5) Provides meeting lists for Al-Anon or AA gatherings/events as requested and approved by the Board.
- 6) Updates changes to the meeting list after confirmation with group contact and informs Web Site Coordinator of same.
- 7) Mails meeting list to a member of the public when required.

**PHONE SERVICE COORDINATOR** *(Al-Anon/Alateen Service Manual 2014-2017, pg. 50)*

- 1) Maintains list of phone service volunteers and their confidential contact information.
- 2) Sends necessary, updated, accurate instructions, guidelines, meeting lists and information to volunteers as needed.

- 3) Records and updates the meeting list on the phone answering service as necessary.
- 4) Maintains and updates referral numbers and emergency contact list for volunteers.
- 5) Responds to messages left with the phone service.

### **POST OFFICE COORDINATOR**

- 1) Picks up or makes arrangements to get mail (Farmingville Post Office Box 490) on a weekly basis and forwards/notifies appropriate committee members promptly.
- 2) Mails bills and checks to Treasurer
- 3) Mails other items to appropriate members Keeps a supply of stamps and envelopes and ASIS return labels for forwarding mail. For information needing to be disseminated to more than one person, uses email when possible.
- 4) Is authorized to throw out or recycle junk mail.
- 5) Is responsible for the key to the mailbox.
- 6) Upon receipt of bill, forwards to Treasurer for payment to maintain post office box.
- 7) Confirms with Corresponding Secretary that mailing list is current and accurate. Keeps up-to-date mailing and meeting lists handy.

### **PUBLIC and INSTITUTIONAL SPEAKING COORDINATOR** *(Al-Anon/Alateen Service Manual 2014-2017, pgs. 110-115 and G-9&10 guideline)*

- 1) Contacts Suffolk County hospitals, rehabilitation centers, and correctional facilities to establish an introductory Al-Anon meeting in order to bring the presence and principles of Al-Anon to all those affected by alcoholism.
- 2) Arranges for speakers and literature for meetings.
- 3) Maintains on-going list of Al-Anon members to speak and attend events.
- 4) All requests for literature or speakers from the above sources will be referred to this coordinator, who will contact the appropriate DR. If there is no DR, this coordinator will make such arrangements. *(see Al-Anon/Alateen Service Manual 2014-2017, pg. 64)*

### **PUBLIC OUTREACH COORDINATOR** *(Al-Anon/Alateen Service Manual 2014-2017, pgs. 110-115 and G-10)*

- 1) Contacts public and private schools and agencies (may include community awareness programs and coalitions) to facilitate and introduce the principles of Al-Anon and Alateen.
- 2) All requests for literature or speakers from the above sources will be referred to this coordinator, who will contact the appropriate DR whenever possible. If there is no DR, this coordinator will make such arrangements. *(see Al-Anon/Alateen Service Manual 2014-2017, pg. 64 Bullet 6.*
- 3) Maintains current list of Al-Anon/Alateen members willing to speak and/or attend events such as; Wellness Days, Health Fairs, Awareness and Prevention programs, and Employee Assistance programs. Arranges with Archivist/Literature Coordinator for needed literature at functions where Al-Anon participation has been requested.
- 4) Provides literature and meeting lists for speakers and/or volunteers to bring to such events.

### **SPEAKER EXCHANGE COORDINATOR** *(Al-Anon/Alateen Service Manual 2014-2017, pg. 45)*

1. Facilitates “Speakers Exchange” meetings in May and November for Al-Anon and Alateen groups to exchange speaker commitments for the subsequent six (6) months.
2. Confirms details of Speakers Exchange meeting with Corresponding Secretary. A flyer may be distributed at the Quarterly meeting prior to the Speakers Exchange, submitted to web coordinator to post or mailed with quarterly notification and also be submitted to Al-Anews for printing in the April and October issues.

### **WEB SITE COORDINATOR** *(See G-40 guideline)*



- 1) An experienced person in web design and maintenance is best suited in this position and when no Al-Anon member stands for this position, ASIS may pay a professional. (*Tradition 8*)
- 2) Updates the A.S.I.S. web site with information provided by the A.S.I.S. Board, Districts, and other Al-Anon sources.
- 3) Confirms with other coordinators the details of upcoming events for posting.
- 4) Provides Al-Anon information *outside of Suffolk County* for the general public and Al-Anon members
- 5) Removes out-dated information in a timely manner.
- 6) Provides each Board position with an “alias” e-mail address for direct response to web site visitors. Directs requests from web site e-mail to the appropriate coordinator, when necessary. Provides documentation of the web site on a yearly basis to the Archivist/Literature Coordinator.
- 7) Coordinates payments of both domain name and hosting renewal with the Treasurer.

### **AD HOC Committees**

#### **A.S.I.S. Board Nominating Committee**

The A.S.I.S. Board elections shall be structured as follows:

- ◆ Nominating Committee consists of a member from each district, who is an ISR or GR, two (2) of whom shall be members of the present A.S.I.S. Board.
- ◆ Nominating Committee is appointed at the April Quarterly meeting and will follow the guidelines in the fact file.
- ◆ The proposed slate of Board members is announced at the July Quarterly.
- ◆ The October Quarterly meeting is the A.S.I.S. Board elections. Simple majority will carry. Officers elected at the October Quarterly take office at the January quarterly.
- ◆ A newly-elected member to the A.S.I.S. Board is encouraged to become familiar with the position by working with the outgoing Board member and attending three (3) consecutive meetings prior to assuming full responsibility of the position. This will insure a smooth transition of duties when the new term of office begins in January. Guidelines, reports and archived materials shall be made available to the newly-elected member by the outgoing member.

### **All Other Committees**

- ◆ Committees shall meet when and where they wish. Minutes shall be kept and reports shall be submitted at the next A.S.I.S. Board meeting.
- ◆ Each committee shall try to have one member from each district.
- ◆ Each committee shall keep a fact file to pass on to their successors. (*This is known as a “legacy”*)

## PREVIOUS MOTIONS

*September 2005*

- ◆ As per page 68 of the Service Manual, the A.S.I.S. Board will not allow dual membership on Board.  
Motion Passed

*November 2005*

- ◆ The Chairperson shall reserve the rooms for meetings  
Motion passed

*November/December 2006*

- ◆ The Chairperson shall notify the local radio stations (WBLLI, WBAB and WALK (?)) of cancellations due to inclement weather.  
Motion passed

*April 2007*

- ◆ Guidelines changes accepted.  
Motion passed (17) in favor (2) abstain

*June 2007*

### Changes to the Meeting List:

- ◆ Motion to add a notation to the meeting list that Alateens are permitted at regular Al-Anon meetings: Motion to add in the first paragraph after “two or more persons” the words “12 and up” and at the end of the same paragraph add “Where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings.” *Quoted from Service Manual pg. 67.*  
Motion passed

### Committee Budgets

- ◆ Committees requiring money for the upcoming year should present a budget at the September 2007 Board meeting for review and vote
- ◆ Budget will run from January 2008 through December 2008
- ◆ Budgets will be presented at the October 2007 Quarterly with verbal mention of more financial support from groups  
Motion passed

*September 2007*

- ◆ Motion to make the Family Relationship Workshop a permanent sponsorship of A.S.I.S.  
Motion passed

*November 2007*

- ◆ Motion to change the Vice-Chairperson position to Choices Coordinator with the deletion of Vice-Chairperson job description. This will be an interim position. [?]  
Motion passed

*December 2007*

- ◆ It is suggested an A.S.I.S. Board member have a minimum of one-year membership in Al-Anon.  
Motion passed
- ◆ Anyone with six months program may volunteer for phone service regardless of his or her affiliations.  
Motion passed (7) in favor (1) abstain

*February 2008*

- ◆ Motion to combine the positions of Speakers Committee Coordinator and Institutions Coordinator to form the position of Public and Institutional Speaking Coordinator.  
Motion Passed

*November, 2009*

- ◆ Motion to combine the position Archivist/Literature Coordinator  
Motion passed (8) Yea (2) Abstain

*January, 2012*

- ◆ Motion to change start time of Board meeting from 7:30 p.m. to 7:00 p.m.  
Motion passed

*January, 2013*

- ◆ Motion to change meeting venue from the First Presbyterian Church in Smithtown to the Clubhouse of Suffolk, Ronkonkoma. Change effective February 20, 2013  
Motion passed

**PREVIOUS MOTIONS (con't)**

June 2015

- ◆ The position of Vice-Chairperson will be reinstated on the ASIS Board also be the liaison to all ASIS sponsored workshops.  
Motion Passed (13) Yes (0) No (0) Abstain
- ◆ The Choices and HHH positions will no longer be voting positions on the Board.  
Motion Passed (12) Yes (0) No (1) Abstain

**Amendments**

**The A.S.I.S. Board may recommend amendments to the A.S.I.S. Guidelines. Notice of proposed amendments will be given to all AGR's at two (2) consecutive Quarterly meetings. Voting will take place after the discussion at the second Quarterly meeting. One vote per group. Simple majority to carry.**

Adopted 10/75

Amended 01/76, 04/76, 04/77, 04/78, 01/85

Revised 01/80

Revisions Updated (submitted)11/11/2008

Revisions discussed November 18, 2009

**Guidelines revisions passed at July, 2010 Quarterly [25 Yeas; 2 Nays; 6 Abstentions]**

Ad-Hoc committee revisions submitted for board review December 17, 2014

**APPENDIX (A)**

**SUFFOLK COUNTY**

- District 1**      Towns of Southhampton and Easthampton
- District 2**      N      L.I. Sound  
                      S      L.I. Expressway  
                      E      Riverhead Town Line/ Center Moriches Road  
                      W      Route 111/Landing Ave/Nissequoque River
- District 3**      N      L.I. Expressway  
                      S      Atlantic Ocean  
                      E      Brookhaven Town Line  
                      W      Connetquot River/Brook
- District 4**      N      L.I. Sound  
                      S      L.I. Expressway  
                      E      Route 111/Landing Ave/ Nissequoque River  
                      W      Suffolk/Nassau Line
- District 5**      N      L.I. Expressway  
                      S      Great South Bay  
                      E      Connetquot River/Brook  
                      W      Suffolk/Nassau Line
- District 34**      Towns of Southold and Riverhead, & Shelter Island.

\*Although District 7 is in Nassau County, there is one Suffolk County meeting there in Amityville.

## APPENDIX (B)

### REMOVAL/REPLACEMENT OF OFFICERS/COORDINATORS

Procedures for removal and replacement of Officers/Coordinators for failure to perform their service positions as outlined in NYS Assembly Area Guidelines (and where appropriate, the current Al-Anon Alateen Service Manual).

#### Al-Anon Unity Statement

“Each member of the Fellowship is a significant part of a great circle of hope. While respecting each other’s Individuality our common welfare must come first. Our recovery depends on our mutual need and an atmosphere of trust.”

Adopted by the 1984 World Service Conference

#### Removal consideration would be appropriate under the following conditions:

- a. Failure to attend two successive meetings (AWSC/Assembly) without advanced notice or reasons according to the Guidelines of the NY South Assembly Area, and without submitting a report and/or
- b. Failure to carry out the responsibilities, as listed in the service position description in the NY South Assembly Area Guidelines and the current Al-Anon Alateen Service Manual, and/or where performance is shown to be unacceptable.

#### If any/all of the conditions above exist, the following steps will be taken:

- Chairperson will contact Officer/Coordinator in an attempt to resolve issues (if the issue is with the Chairperson it will be referred to the Alternate Delegate to attempt to resolve).
- If there is no resolution, it will be brought to the AWSC for further review, discussion and action.
- The AWSC is given latitude in determining the reasonable cause.
- If the Delegate, Officer or Coordinator does not fulfill the duties of that office as described elsewhere in these Guidelines, or does not attend two consecutive meetings including Assembly and AWSC meetings, the AWSC members may make a recommendation to the Assembly to remove and replace the Delegate, Officer or Coordinator, upon a vote equal to the required 2/3 vote to elect that Delegate, Officer or Coordinator.
- Mediation is optional at all times.

### AMENDMENT PROCEDURE

Amendments to the Guidelines will be presented in the form of a motion with copies distributed as required by motion procedure. After a discussion at the Area World Service Committee on the wording of each amendment, notice of the motions will be included with the agenda for the Assembly. It will be discussed at two consecutive Assemblies. Voting will take place after discussion at the second Assembly.

The Guidelines may be amended by a 2/3 vote of GRs represented at the second Assembly. A 2/3 vote is determined by the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

Amendments to Area Convention Guidelines are to be brought to one AWSC meeting and two consecutive Assemblies for discussion and vote at the second Assembly. Proposed changes should be listed on the agenda for the two respective assemblies.

## ACRONYM's

ASIS = Al-Anon Suffolk Information Service

AAPP = Area Alateen Process Person – serves as liaison between the AWSC and the WSO regarding all Alateen paperwork

AFG Al-Anon Family Group

AFG/AC Al-Anon Family Group/Adult Children – Al-Anon meetings geared towards those whose lives have been affected by an alcoholic parent

AMIAS Al-Anon Members Involved in Alateen Service who are cleared by WSO

AWSC Area World Service Committee – consists of the officers elected at the Assembly, DRs, Coordinators and Liaisons. PA AWSC meets 4 times a year (including Assembly) to discuss AFG business.

CAL Conference Approved Literature

CMA Current Mailing Address – contact information that is on file with the Area and WSO for every group

DR = District representative

GR = Group Representative – an Al-Anon member elected by a group for a three-year term to serve as a liaison between their group and the District.

ISR = Information Service Representative – a liaison between a group and an AIS/Intergroup

KBDM Knowledge Based Decision Making – a process designed to foster informed and effective strategic group management

LDC = Literature Distribution Center

NERD = Annual meeting for current and past North East Regional Delegates.

PSA = Public Service Announcement – brief informational pieces designed to air on TV and radio produced and distributed by WSO each year

PO = Public Outreach – activities designed to inform the general public and various professionals about Al-Anon

TEAM = Together Empowering Al-Anon Members – an event held in partnership between one or more Areas and the WSO

WSC = World Service Conference – an annual business meeting of all Area Delegates from the US and Canada, the Executive Committee and selected WSO staff members

WSO = World Service Office – the national headquarters for Al-Anon Family Groups located in Virginia Beach, VA