

Introduction

The following policy statements have been approved and accepted by Maine Area Al-Anon/Alateen. The process used to arrive at these interpretations was through the guidelines set forth in the service manuals and/or Conference Approved Literature (CAL). Some changes have been made from the Digest of Al-Anon/Alateen Policies. It has been found that these changes apply more easily to Maine Area needs. Changes and additions can be made as circumstances and our growth require. These statements are to be used in conjunction with our service manuals and guidelines which generally cover topics in more detail.

No abbreviations or initials will be used in these policies. The full names of service positions, committees, etc. will be used, followed by the initials in parentheses afterwards.

Motions made and passed at Assemblies that affect Maine policy are included in this book. A complete history of motions can be found in the minutes from Area Assemblies and is available through the Archives.

Because Group Representatives are the voting body at Assembly, every change to policy needs the approval of the Assembly.

Maine Area Policies

Area Assemblies

The **Maine Area** will hold three Assemblies per year:

Spring Assembly – Held the third Saturday in March. A member or members bring bids with appropriate accommodations to the Assembly via the Area World Service Committee (AWSC) for approval. The Assembly usually runs from approximately 9:00 AM to 4:00 PM. (03/16/2024)

Delegate's Report Assembly – Held soon after the World Service Conference (WSC) which is in April. A volunteer finds appropriate accommodations in his/her area on a date that is convenient for the Delegate. Part of the day is reserved for an Area World Service Committee (AWSC) meeting and the balance is for the Delegate to deliver his/her report. (03/16/2024)

Fall Assembly – A three-day assembly, Friday afternoon to approximately noon on Sunday, held usually the third weekend in October. Members bring bids based on Assembly guidelines to the September Area World Service Committee (AWSC) meeting two years prior to the Fall Assembly in question. The bids are then brought before the Assembly for Group Representatives' (GRs) approval. Securing a bid is not a commitment to host the Assembly. A district would then offer to host the Assembly after the location is decided by the Group Representatives (GRs). It is desirable for the Fall Assembly to be held in different parts of the state to encourage greater participation. **GR Caucus** – The caucus of Group Representatives (GRs) is planned for the Friday evening of the Fall Assembly. The purpose of the caucus is to encourage Group Representatives (GRs) to discuss upcoming voting issues and increase the likelihood of an informed electorate. There are no votes taken at the caucus; no consensus is reached; no time limit is imposed. Area World Service Committee (AWSC) members are available if questions arise. A Group Representative (GR) from the hosting district usually chairs the GR Caucus.

A **weekend Assembly each Fall** is considered a permanent part of the Maine Area structure.

Effective Spring Assembly 2007, there will be a \$5.00 registration fee for assemblies. The Area will utilize this money primarily to contribute to expenses for the hosting district of the Assemblies and/or Area outreach activities. No Al-Anon group or member would be refused admittance to the assembly due to an inability to pay the fee. (10/21/2006)

The Secretary will not read aloud the minutes from prior assemblies at the current Assembly. Voting members are expected to have read the minutes prior to the meeting. (03/16/2024)

Group Representatives (GRs) are encouraged to observe the Area World Service Committee (AWSC) meeting. They have a voice, but it is suggested they try to speak via their District Representatives (DRs).

The **outgoing Group Representatives** (GRs) are the voting body at the election Fall Assembly, held every three years, concurrent with the Delegate's term. Outgoing Group Representatives (GRs) vote for the incoming Delegate and officers (Alternate Delegate, Chair, Secretary, Treasurer, AIS Coordinator and Group Records Coordinator) from among outgoing District Representatives (DRs) and other eligible members. All other coordinator positions will also be elected at this time. The incoming Group Representatives (GRs) take office on the first of January, as do Committee members. No one who is a member of Alcoholics Anonymous (AA) may be elected for any Area office, nor any office above the group level.

Maine Area World Service Committee (AWSC) meetings for February, September and November will be held in locations determined by the Area Chairperson, from 9:00 AM to 4:00 PM, taking into consideration the travel distances of current Area World Service Committee (AWSC) members. (03/16/2024)

The following is the typical schedule for meetings each year:

- a. The first Saturday in February
- b. At the Delegate's Report Assembly, either before or after
- c. The first Saturday after Labor Day in September
- d. During the GR Caucus at the Fall Assembly
- e. The first Saturday in November

Area Expenses

The Area may reimburse **overnight expenses for the Area World Service Committee (AWSC) members who attend one-day Assemblies** if those member's expenses are not covered by any other service position. Autonomy allows groups and districts to decide whether to pay overnight expenses for their representatives attending one-day Assemblies.

**Accept the policy for past delegates to attend assemblies with a change to line 6 to read:
Any unused funds at year-end are not carried forward to the next year. (10/21/2023)**

Process for Funding Past Delegate Participation at Assemblies (03/16/2024)

1. An email is sent out by the Area Secretary to Past Delegates (who are not currently funded by virtue of their current service positions) in January and August. This email would include the following:

- The dates of upcoming assemblies
- An invitation to attend the upcoming assembly and whether a hybrid option is available.
- An invitation to participate in service opportunities at the Area (i.e. Policy Committee, Steering Committee, Thought and Task Forces etc.), should the Past Delegate wish to participate in this way. Such participation would not be necessary.
- An invitation to request funding assistance.
- The application deadline of three days before the February Area World Service Committee (AWSC) (include date) for the Spring and Delegate's Report Assembly
- The application deadline of three days before the September Area World Service Committee (AWSC) (include date) for the Fall Assembly

2. Upon receipt of interest and intent, the Area Secretary notifies the Area Chair of such interest and the Chair can include this information in the Area World Service Committee (AWSC) agenda.

This discussion should include:

- a. The estimated cost to attend the assembly in question (spring and Delegate's are minimal costs, travel and registration; fall assembly is more significant)
 - b. The available amount in the budget and the determined maximum amount of funding offered per person for the assembly in question
3. The available amount, as determined by the Area World Service Committee (AWSC), is to be divided by the number of Past Delegates requesting funding to arrive at a number which is equal to or less than the maximum amount of funding per person.
 4. The Area Secretary notifies the applicant of the funding amount, shortly after the Area World Service Committee (AWSC) determination, to allow for timely registration by the Past Delegate applicant. Registration materials are emailed to the Past Delegate.
 5. A check is mailed to the Past Delegate prior to the assembly unless other arrangements are made (i.e. check given at Assembly).
 6. Any unused funds at year-end are not carried forward to the next year.

The Maine Area will follow the World Service Handbook guidelines regarding **Assembly expenses**: the Group will pay the Group Representative's (GRs) expenses; the District will pay the expenses of the District Representatives (DRs) who are not also Group Representatives (GRs); and the Area will pay the expenses of Officers and Coordinators who are not also District Representatives (DRs) or Group Representatives (GRs).

Maine Area World Service Committee (AWSC) **expense sheets** will be used by all Committee members being reimbursed by the Area Treasurer.

The Area Treasurer will provide upon request, a receipt for contributions. (03/16/2024)

Any necessary **expenses of an Area function**, such as printing, postage or rentals will be assumed by the Area.

Both the new Delegate and the immediate Past Delegate will be sent, at the Area's expense, to the first **Northeast Regional Delegates Conference (NERD)** of the new Delegate's term. The Area will send only the current Delegate during the next two years of his/her term if he or she wishes to attend. The expenses will either be covered by the budgeted amount or supplemented by the Delegate.

Area Finances

The **Budget/Finance Committee** will consist of the Treasurer, the immediate past Treasurer, a Past Delegate, a District Representative (DR), the Chair and the Delegate. The Chair and the Delegate are ex-officio members. The Budget/Finance Committee is empowered to designate which ex-officio member votes in case of ties. The Budget/Finance Committee will report on all finance matters of the Area.

The **Budget/Finance Committee** will be empowered to discuss all matters of finances and report information and make recommendations to the Area World Service Committee (AWSC) on these financial concerns.

The **Budget/Finance Committee** shall meet at least once a year for the purpose of preparing the annual budget for presentation to the September Area World Service Committee (AWSC).

Proposed budgets are to be presented at the September Area World Service Committee (AWSC) meeting. When approved by the Area World Service Committee (AWSC), the approved budget will then be presented to the Fall Assembly for vote by Group Representatives (GRs). (03/16/2024)

Only the Area Treasurer and Area Chair are authorized to sign checks from the Area checking account. (10/15/2016)

Area Officers and Coordinators may take an advance against their budgeted amount if and when needed. Receipts must be attached to the expense sheet when requesting additional funds. (10/15/2016)

Each Maine Area Officer and Coordinator is allowed to exceed his or her combined line item budget annually by \$100.00. A request for more than \$100.00 will require prior approval by the Area World Service Committee (AWSC). (03/16/2024)

The Maine Area Budget shall have a line item for a donation to the World Service Office (WSO). (03/16/2024)

PayPal –The Maine Area will use PayPal as a mechanism in addition to cash & checks for accepting financial donations from AI-Anon members. This will be in place for a trial basis of two years. (05/20/2017)

Keep the PayPal button on maineafg.org website. (05/18/2019)

Establish the appropriate Ample Reserve amount for the Maine Area as part of the budget process at each Fall Assembly. (03/16/2024)

Process:

The Budget Committee, as part of its Budget Process, will suggest an Ample Reserve amount based on the formula/form used to set the initial amount in 2022. The Budget Committee and the Assembly can suggest edits such as adding an ‘essential service’, changing the amount of the essential service, etc.

Upon the suggestion of the Budget Committee, the Assembly will discuss the proposed amount and its calculation to the members of the Fall Assembly for a vote. The approved amount will then be included in the next year’s budget.

Essential Services (as determined by the 2022 Fall Assembly):

- Al-Anon Information Services – Phone
- Membership Outreach
- Technology/Website
- Our Fair Share
- Public Outreach – Posters
- Roundup Chairperson
- Special Projects

Area Meetings

Electronic Meetings

Policy on Admittance of Electronic Groups to the Maine Area

It is the Policy of the Maine Area to accept Electronic Groups as part of the Maine Area when the following requirements are met and procedures are completed:

Eligibility Requirements for Electronic Groups to join the Maine Area

- The Group's Current Mailing Address (CMA) is in Maine or NH.
- The Group, as with all Al-Anon groups, meets the World Service Office (WSO) criteria for any Al-Anon Family Group and follows procedures, service guidelines and requirements as found in the Al-Anon/Alateen Service Manual, 2022-2025. Group members are familiar with and abide by the Traditions and Concepts of Service.*
- The Group, as with all Maine Area Groups, understands that the elected Group Representative (GR) and/or an Alternate Group Representative agree to be available and able to commit to attend district service meetings and Area Assemblies, potentially in person, if hybrid is not available.
- The Group has a method of making Tradition Seven contributions from members to various service levels such as group, District, Area, World Service Office (WSO).

District Assignments:

- If the Electronic Group had once been part of an in-person meeting in Maine Area, (an in-person meeting that became electronic or broke off from a hybrid group) and wishes to join the same district in which it had previously participated, the group will be assigned to that district if the requested district has a policy that admits electronic groups.
- If the Electronic Group has never been affiliated with a district, it may make a request to join a particular district, if the district has a policy that accepts electronic groups.
- If the Electronic Group does not request a particular district assignment an appropriate one will be chosen by the Group Records Coordinator.

*"By registering as an Al-Anon Family Group with Al-Anon Family Group Headquarters, Inc. (AFG Inc.), a group is

granted permission to use the Al-Anon trademarked name and logo without modification for the purposes of Public Outreach as well as AFG, Inc. copyrighted materials for the sole purpose of conducting its meetings. Al-Anon copyrighted materials are limited to:

- Suggested Welcome, Suggested Closing, Suggested Preambles to the Twelve Steps, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as they are found in the current version of the Al-Anon/Alateen Service Manual (P-24/27), without alteration or modification.
- Conference Approved Literature (CAL) screenshots or printouts, when accompanied by copyright acknowledgment and limited in scope to content possible to be shared and discussed during one meeting. This permission is granted for as long as the group continues to hold meetings; remains in compliance with AFG, Inc. intellectual property policies and instructions; refrains from distributing or posting permanently, in a public forum, copyrighted materials; and remains an Active registered group with AFG, Inc. These materials may not be modified and permission to use these materials may not be transferred to anyone without prior written approval. The group shall not use the materials in any way that could damage the reputation and goodwill that has been established in the materials.” (From New Al-Anon Group Registration Form, Revised March 2022)

This policy is in a two-year trial period beginning October 2023.

Meeting Information

The Maine website will provide the most current Al-Anon meeting day, location and time.

We do not label the groups on our Area website (i.e. Men’s Meeting, Gay & Lesbian, etc.). (03/16/2024)

Districts

If an existing **district is considering splitting** into two or more districts, the District Representative (DR) of the splitting district is to contact each group and have each vote on whether the members want to split. The District Representative (DR) presents the proposal to split districts to the Area World Service Committee (AWSC) and the Area World Service Committee (AWSC) takes the proposal to the Assembly for approval. New elections would be held for district officers in the new districts. Groups situated on the dividing line between districts will decide which district to join. The new districts have the autonomy to decide how to number their districts.

Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous-(03/16/2024)

Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous are Al-Anon/Alateen members who are also members of Alcoholics Anonymous (AA).

Because of the unique nature of both programs, Al-Anon/Alateen members who are also A.A. members do not hold office beyond the group level, as these positions could lead to membership in the World Service Conference (WSC). (See Al-Anon/Alateen Service Manual – **Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous**)

If Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous attend Assemblies as voting Group Representatives (GRs) it is not the role of the Area Chair to deal with this issue on behalf of the Assembly; the issue needs to be clarified at the beginning of the business session of each Assembly. **Reference pages 86-87 Service Manual – “Accordingly, Al-Anon’s policy is that members who are also members of A.A. do not serve as Group Representative (GR).....”**

Service Positions

Persons holding positions at the Area level are called **Coordinators**; at the District level these positions are called **Chairs**; at the group level these positions are called **Secretaries**. For example, the Public Information (PI) position would be called the Public Information (PI) Coordinator at the Area level, the Public Information (PI) Chair at the District level, and the Public Information (PI) Secretary at the Group level.

Whenever possible, dual and triple jobs at the Group, District and Area level should be avoided.

Past District Representatives (DR) who have completed a three-year term and remain active at the Area level are eligible to stand for Delegate.

The Delegate cannot hold any other office during his/her three (3) year term. The Alternate Delegate may continue to serve also as a District Representative (DR).

The role of the Alternate Delegate will include the duties of the Area Alateen Process Person (AAPP) for the Area and they will serve as chair when the Area Chair is absent. (03/16/2024)

The **Area Roundup/Convention Chair** is split into two separate positions: that of **Area Roundup Chair** and **Area Convention Chair**, each with separate budgets and committees and each with a three-year term. The Area Convention Chair's budget will continue to be paid from convention funds and the Area Roundup Chair would have a line item budget as part of the Area Budget - the amount to be determined during budget preparation. The first three-year term starting January 2014 will be a trial period, to be assessed over that time and extended, made permanent or otherwise changed as the Area deems appropriate at the end of that trial period. (10/19/2013) (**Trial period extended again 10/15/2016 and no action taken in 2019**)

Purpose of the Maine Area Convention: Foster spiritual growth among the fellowship of

Al-Anon/Alateen.

Priorities for the Maine Area Convention were established by the Assembly and are as follows:

Accessibility: First and foremost, the Convention should be accessible to as many members as possible. While no event can meet all needs, the Maine Area should strive to make the Convention accessible in three ways: 1) affordability; 2) ease of navigating around the convention site; 3) enhancing the understanding of the role of the Convention in the recovery of members.

Fun & Fundraising: Whenever members gather; fun results. And, fundraising is a bonus of a successful event. By fulfilling the three accessibility priorities stated above, fun and fundraising becomes the natural by-product, not the central focus. (03/17/2012)

The Area Convention Committee is responsible for managing its budgeted expenses. The Convention Treasurer will open a separate checking account for the Convention Fund. The Convention Chair will give a financial report to the Area World Service Committee (AWSC) at the September and February meetings. (03/16/2024)

The **Al-Anon Information Service (AIS) Coordinator** will answer the Al-Anon Information Service (AIS) phone for meeting information and general inquiries. The Al-Anon Information Service (AIS) Coordinator is a member of the Area World Service Committee (AWSC) and must have served at least one term as a District Representative (DR). (03/16/2024)

The **Group Records Coordinator** must have served one term as a District Representative (DR) and have a basic understanding of computer technology in order to maintain group records using the World Service Office (WSO) database, as well as have a general familiarity with the Internet platform used for the Maine Area website, which is administered by the webmaster. (03/16/2024)

Any **outgoing District Representative** (DR) at the end of his/her 3-year term who did not stand for or was not elected as Delegate, but remains active at the Area level, may still be eligible to stand for Delegate in succeeding years.

The **Archives Coordinator** will be the keeper of the Maine Area Policy and Procedures Manual. (10/15/2016)

The **Policy Committee** will consist of the Archives Coordinator, Area Chair, current District Representative (DR) and the current and/or past Delegate will meet as needed or at least once a year. (03/16/2024)

Area World Service Committee

Area World Service Committee (AWSC) members may be asked to resign if they have not attended three (3) consecutive meetings of the Area World Service Committee (AWSC) and/or Assemblies.

An appropriate amount is to be set aside as **rent for each Area World Service Committee (AWSC) meeting**. Rent may be paid in cash or in Conference-Approved Literature.

Past Delegates are added to the Area World Service Committee (AWSC) mailing/email list as honorary non-voting Area World Service committee (AWSC) members; are permanent members of the Area World Service Committee (AWSC) and may also serve in other capacities in the Area with the same guidelines as other Area World Service Committee (AWSC) members. (03/16/2024)

There will be **no smoking** during any Assemblies or Area World Service Committee (AWSC) meetings, but there will be periodic breaks.

At **Area World Service Committee (AWSC) meetings**, District Representatives (DRs), Coordinators and Officers have voice and vote, and his/her appropriate expenses are covered as outlined in the policies. In the event of a tie, the Chair has vote. Past Delegates have voice, no vote; none of his/her expenses are covered. All other visiting Al-Anon/Alateen members may have voice, no vote and none of his/her expenses are covered.

Minutes

Archives Coordinator will preserve the official set of the minutes from all Assemblies and the Area World Service (AWSC) Committee meetings in the Area fire proof files. (10/15/2016)

Bequest

The Maine Area can approve **bequests** from Al-Anon members according to these guidelines: a) the bequest has to be in the donor's will; b) the bequest cannot be designated for a specific expenditure; c) the bequest is to be made payable to Maine AFG. The Maine Area Assembly will decide by vote how to expend these funds in accordance with our Traditions, Concepts and Warranties.

Alateen

Al-Anon/Alateen Area 23 (Maine) Alateen Safety and Behavioral Requirements

- I. Al-Anon Members Involved in Alateen Service (AMIAS) are members who have direct care of Alateens when sponsoring an Alateen group or when participating in events using the Alateen name. Al-Anon members who have completed the Area certification process to become Al-Anon Members Involved in Alateen Service (AMIAS) make a commitment to be of service to Alateens. Currently certified Maine Area AMIAS are eligible to be directly responsible for Alateens including, but not limited to service as an instant or temporary Alateen Group Sponsor, chaperone to Area events, or other Area-sponsored activities using the Alateen name. These requirements are reviewed by local counsel to be in compliance with Maine laws for adults interacting with minors. APPLICANTS must meet all of the requirements listed below:
 - a. Minimum age of 21
 - b. Currently attending Al-Anon for at least two years continuously in addition to any time spent in Alateen
 - c. Have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor and have them sign the Al-Anon/Alateen Area 23 (Maine) Al-Anon Member Involved in Alateen Service (AMIAS) Application
 - d. Attend an Alateen Sponsor Workshop and complete all Area Certification requirements
 - e. Have an annual vote of confidence from the applicant's Al-Anon home group. (A vote of confidence is a positive vote by the majority of voting members while the applicant is out of the room.) A Home group officer signs and dates the Certification/Recertification application which is then mailed to the AAPP
 - f. Make a commitment for at least one year of Service
 - g. For initial application, submit three references or recommendations from Al-Anon members who will confirm that the above criteria are met
 - h. Institutions that host Alateen meetings may require additional measures (e.g., background checks for group sponsors) beyond what the Maine Area requires. The sponsoring Al-Anon group (1st), the District (2nd if the group is unable) and/or the Area (3rd if the group and district are unable) will cover the cost of any additional measure, including a background check if required.
 - i. AMIAS and Alateens are prohibited from overt or covert sexual interaction between any AMIAS and Alateen member and any conduct contrary to applicable laws.
 - j. Every AMIAS must declare that he/she has not been formally accused or convicted of a crime (misdemeanor or felony) and has not been charged with child abuse or any other inappropriate sexual behavior. Additionally, AMIAS must not demonstrate any emotional problems which could result in harm to Alateen members. This declaration is signed by the AMIAS on the certification and recertification applications which are completed annually.
 - k. When an AMIAS chooses to interact with Alateens in some capacity that involves transportation, transport Alateens in groups and with another adult whenever possible; make sure a custodial parent/legal guardian signs a permission form when you are transporting his/her child to a meeting or other function; have the responsible party sign the permission form in your presence. Have a notarized "Authorization to Obtain Medical Care Form" (FORM B – MEDICAL FORM; see sample in Guideline G-34). This form is necessary when escorting an Alateen member to a function that takes him or her away from the custodial parent/guardian. In the event of an emergency, timely medical care can then be obtained.
2. The completed and notarized AREA ALATEEN GROUP SPONSOR APPLICATION and all other AMIAS forms must be sent to the Area Alateen Process Person (AAPP) for processing into the Online Group Records application. The original Certification Form is a notarized legal

document and, as such, MUST be mailed to the AAPP for Area Records. The AFG Records Department will process the applicant information as an Area AMIAS and will notify the AAPP when complete. The AAPP will notify the AMIAS of the certification. The Area Alateen Coordinator and the District Representative have access to the Online Group Records application to view members that are currently certified. The applicant may then be assigned to sponsor an Alateen meeting and begin service as an AMIAS.

3. Recertification:

a. To maintain AMIAS status, all Al-Anon Members Involved in Alateen Service must be recertified annually by completing the area annual requirements according to the timeline established by the WSO and announced by the AAPP. The recertification process is an Area responsibility which requires cooperation from the DRs and the AAC. The subsequent annual AMIAS Re-certification forms may be mailed or emailed to the AAPP once the necessary signatures have been obtained. The Area does accept electronic signatures as per Maine State law.*

(1) The Alateen Coordinator will contact AMIAS with dates and locations for Alateen recertification workshops. Recertification forms will be emailed, provided on the Maine AFG website and at workshops.

(2) The recertification process includes an annual vote of confidence from their Al-Anon Home group which is signed by the GR or another group officer. (Rationale for this is that the AMIAS may also be the group GR and it provides additional verification.)

b. AMIAS who do not recertify by the annual deadline are processed as “inactive” in the Online Group Records application. To then become recertified, the AMIAS applicant must complete the recertification process within 12 months and submit the required forms to the AAPP for processing.

c. AMIAS who are inactive for more than 1 (one) year must repeat the entire application process and previous records will be destroyed.

d. The **World Service Office Status Change Form** will be retained when a member is deemed ineligible to serve due to a felony conviction or via an Area process that determines evidence of inappropriate behavior.

The Area Alateen Coordinator will provide training to interested District Alateen Chairpersons to become a trainer for AMIAS workshops. AMIAS trainers will be required to maintain current AMIAS certification at all times.

*section 3a: See MRS Title 10, §9407. LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC CONTRACTS

Trainers are required to attend a recertification workshop conducted by another trainer in order to be recertified as an AMIAS.

4. Area Alateen Coordinator (AAC)

Area Alateen Coordinator (AAC): Each Area must have an Alateen Coordinator who is currently certified as an AMIAS to ensure adherence to the Alateen policies and safety of all Alateen members.

Alateen Coordinators are responsible for training Al-Anon members interested in Alateen service. They are supported by Group Services at the WSO, which provides the service tools that are necessary for conducting the training (i.e. Alateen Service E-Manual and AMIAS Training Modules.)

5. Area Alateen Process Person (AAPP)

Area Alateen Process Person (AAPP): To ensure unity, consistency in communications with the WSO and compliance with Area Requirements, the Area requires the Area Alateen Process Person be certified as an AMIAS. The AAPP maintains the current list of certified AMIAS and communicates with the WSO and Area trusted servants as described in the Area Requirements.

6. The responsibilities of an Alateen Group Sponsor include:

- a. Providing a safe meeting place where the Alateen meeting is conducted with the support of the Sponsors and the Alateens
- b. Reviewing and following Area Safety and Behavior requirements
- c. Attending Al-Anon meetings regularly
- d. Coordinating the participation of Alateen members in District and Area Al-Anon functions
- e. Completing annual Area Recertification process
- f. Assuring that the group registration information is current
- g. Assuring the completion of the Annual Alateen Group Recertification Sheet which is sent to the group CMA (Current Mailing Address) by WSO
- h. Encouraging the Alateens to elect a GR who would attend District meetings and Area Assemblies

7. The responsibilities of Al-Anon groups include:

- a. All Alateen groups must be sponsored by either an Al-Anon group with an active Group Representative (GR) or by an active District with a District Representative (DR) until an Al-Anon group takes responsibility. The Al-Anon group must then take an annual group conscience vote to continue sponsoring the Alateen group.
- b. Supporting teens by accepting them in Al-Anon meetings as Al-Anon members. They are Alateens when in a meeting using the Alateen name.
- c. Helping with the purchase of literature and other costs until the group can support itself
- d. Encouraging qualified members to become certified AMIAS
- e. Ask for **regular reports** from the AMIAS on how the meeting is going. Pay attention if you observe or hear of any inappropriate behavior by Alateens or AMIAS. **Report and seek help** from your District Alateen Chair, District Representative, Area Alateen Coordinator or Area Chairperson (in that order) if necessary.

8. The responsibilities of the Area include:

- a. Encouraging District Representatives, with permission from the Alateens, to visit meetings annually
 - b. Encouraging Alateen attendance at Area and District functions
 - c. District Alateen Chair - Members holding the district Alateen position are required to be an AMIAS (Al-Anon Member Involved in Alateen Service).
9. The responsibilities of the Alateen group include:
- a. Establish group behavioral guidelines.
 - b. Elect a GR to represent the group at District meetings and Area Assemblies.
 - c. Have the Area Alateen Coordinator and/or District Representative assist in the resolution of Alateen problems and bring issues to the Area Officers when the situation cannot be resolved.
 - d. Hold occasional “open” meetings to celebrate the group’s anniversary or for outreach purposes.
10. **The Maine Area requires two Alateen Sponsors at every Alateen meeting.**
11. **AMIAS may be certified in more than one Area; however, they must first be certified by the Area in which they reside.**
12. All Alateens, even those who are legal adults, are required to comply with the Maine Area Alateen Safety and Behavioral Requirements when participating as an Alateen.

Approved by WSO (05/23/2022) Approved by Maine Area Assembly (10/15/2022)

Rules of Order

The Maine Area does not use ‘Roberts Rules of Order’ but has conformed to some simple rules of order, outlined here:

Group Representatives make all motions – motions to change policy, to nominate, to accept the budget, to accept the reports of the Treasurer, Secretary and Coordinators, where to hold Assemblies, etc.

If a motion is seconded (by a Group Representative), there is then discussion/debate followed by a vote.

If a motion is not seconded (by a Group Representative), the motion dies (there is no discussion/debate and there is no vote).

A second to a motion is not necessarily an affirmation of that motion, but is a call for discussion/debate. An unpopular motion will be defeated in a vote.

An Assembly can deal with only one question/motion at a time. Once a motion is on the floor, it must be adopted or rejected by a vote, or the Assembly must dispose of that motion in some other way.

If the mover of a motion changes his or her mind during the debate, he or she can ask the Assembly’s permission to withdraw the motion.

If the Assembly is not prepared to vote on a seconded motion, the Assembly can table that motion.

To bring a tabled motion again before the Assembly, a Group Representative must move “That the question concerning ____ be taken from the table.” That motion must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a majority vote. If a tabled motion is taken

from the table as described above, the Assembly resumes discussion/debate on the original question, including clarification, if necessary. After discussion/debate a vote may be taken.

A motion to rescind means a proposal to cancel or annul an earlier decision. It must be seconded, is debatable and amendable, and requires a two-thirds vote or a majority vote if advance notice was given of the intention to move to rescind.

A motion to reconsider, if passed, enables an Assembly to debate again the earlier motion and eventually vote on it. A motion to rescind, if passed, cancels the earlier motion and enables a new motion to be placed before the Assembly.

The Twelve Concepts of Service ensure that the minority voice is heard (with help from the Chair) and the rights of the minority be protected. The rights of all members should be the concern of all members, for a person could be in the majority on one issue and in the minority on another.

Every member has a right to speak and every member has a responsibility to make an informed vote.