

New York North Policies

Assembly and Conventions

Sept 30, 2023

The following schedule was adopted on a trial basis.

First Year of Panel

- Spring Assembly (no convention) to be held electronically.
- Fall Assembly to be held electronically and possibly* hybrid with an in person portion held in Syracuse at a church hall or other venue similar to a district day of sharing. * In person portion to be held on the condition that there is a team of people that volunteers to host the event and support it with a technical team.

Second Year of the Panel

- Spring Convention and Assembly to be held in person only.
 - No other events to be scheduled during Delegate's Report – the idea being that all attendees hear the delegate's report
 - Only a short business meeting so GRs and DRs can attend, facilitate and participate in workshops/panels and speaker's meetings.
 - Bring in a dynamic speaker.
 - Make sure some workshops and panels are service related to support GR's and DRs to attract members to service.
 - Centrally located as much as possible.
 - For membership at large not just AWSC and GRs.
- Fall Assembly to be held electronically

Third Year of the Panel

- Spring Assembly to be held electronically
- Fall Election Assembly and Convention
 - Similar to the Spring Convention and Assembly on Second Year
 - Include Saturday afternoon election.

Fall Assembly

Sept. 28, 1980

- ☐ Workshops and Roundtable discussion to be held on Saturday morning
- ☐ Brief AWSC meeting on Saturday at 10:30 AM except at the Election Assembly
- ☐ Assembly Saturday afternoon
- ☐ Spiritual panel Sunday morning
- ☐ AA will not be included in Fall Assemblies
- ☐ Fall Assembly to be held in Syracuse

May 19, 2007

- ☐ AWSC meetings to remain on Saturday mornings at the Fall Assembly
- ☐ No Action Committee meetings held during Fall Election Assembly (once every 3 years)

Spring Assembly/Convention

June 18, 1983

The Spring Convention will be the third weekend of May, if at all possible, as long as

there are at least 2 weeks between the World Service Conference and the Spring Convention.

Oct. 1, 1983

- The purpose of the Spring Convention is to provide a forum to help the group representative fulfill their responsibility to hear the Delegate's report and to conduct Area business at the Assembly meeting and to provide an Al-Anon program for the rest of the participants.
- The format of the Assembly will follow the suggestions of the handbook (pg.135) Interim Assemblies.

May 19, 2007

Name changed from Spring Convention to the "Spring Assembly/Convention".

Handicap Accessible

Sept. 15, 2001

All NYN conventions, assemblies and AWSC meetings will be held at handicap accessible facilities as much as possible

Area Directory

May 20, 2023

Delegates Service Position Description Update – Delegate maintains an up-to-date list of all DRs, AIS reps and LDCs, and Officers and Coordinators in NYN. Notifies the WSO (Group Records Dept) when changes occur with Officers/Coordinators and District Representatives, utilizing the WSO's AWSC Update Form and emails a copy of the list to all Officers, Coordinators, DRs, AIS reps and LDCs in NYN.

Oct. 2, 1983, May 1986 & May 1990

A directory of NYN Area Officers, Coordinators, Group Representatives and names/address of meeting places will be compiled by the Group Records Coordinator and distributed to District Representatives, officers and Coordinators.

Eligibility requirement for Officers

Oct. 17, 1981

Eligible for Delegate, Alternate Delegate, Chairman, Secretary and Treasurer:

- ☐ All incoming District Representatives
- ☐ All outgoing District Representatives
- ☐ Any District Representative who has resigned to take a current Area post
- ☐ Anyone who has served a 3 year term and has remained active at the Area level
- ☐ Past delegates may run for any office other than Delegate.

Coordinators are elected from members at large

General Procedures and Policies

Notebooks

Oct. 1983

All outgoing Officers and Coordinators should turn a notebook of important information and items and equipment obtained with Al-Anon funds to incoming Officers and Coordinators.

Written Reports for Assemblies and Conventions

May 20, 2023

Written reports for all officers and coordinators to be submitted electronically by email to the web coordinator, chairperson and secretary to be posted and available on the website two weeks prior to assemblies and AWSC meetings.

June 8, 1985

Written reports for all Assembly and Convention Committees (Spring, Fall & Alateen) will be submitted to the area secretary following finalization of business. This report includes a financial report.

General Policies

- ☐ 2 Minute/One time at the Microphone - **October 30, 2004** - One time at the microphone with a 2 minute maximum per individual, per topic.
- ☐ Motions from the floor must be written out and given to the secretary.
- ☐ Action Committees allotted 3 minutes to present reports. – **Spring 2009**
- ☐ Coordinators allotted 2 minutes to present their Hot Topic reports – **Spring 2009**

NYN Fiscal Year

Oct. 2, 1983

The fiscal year for the New York North Area will run from January 1 – December 31.

Voting at the Assembly

Oct. 8, 1979 & May 16, 1981

Every group has one vote per group. In an election year, either the incoming or the outgoing Group Representative may vote.

August 2011 – Clarification of voting eligibility. - Refer to Voting Procedures document.

Who can vote:

- AWSC Meetings: Officers, Coordinators, District Reps, AIS Reps, Past NYN Delegates and Trustees (who remain active at the Area level).
- Assemblies: Group Representatives, their Alternate or Designee (Cannot be a dual member). One vote per group/ One vote per person.

Election of Area Coordinators

May 21, 1988

Area Coordinators will be elected by plurality rather than majority.

Photographs and Recordings at NYN Functions

June 3, 1989

No photographs will be taken at NYN Assemblies, Conventions, meetings or social events without the permission of the person to be photographed.

June 3, 1989

No electronic recording equipment will be used at NYN Assemblies, Conventions, meetings or social functions without the permission of the person being recorded.

Area Inventory

May 18, 2002

An Area Inventory will be done once every 3 years at the 2nd Spring Convention/Assembly after elections (middle of term) to look at the Area's character defects, what needs to be improved and to take action.

NERD- North East Regional Delegates

Oct. 17, 1981 & May 16, 1981

The outgoing Delegate will attend the NERD Conference with the new Delegate

Oct. 18, 1986

The Assembly will underwrite the expenses of the Immediate Past Delegate to the Northeast Regional Delegate's meeting for the first year only of the Immediate Past Delegate's term (supersedes NERD policy of Oct. 17, 1981 & May 16, 1981)

October 18, 2003

NERD expense payment for Past active Delegates will be in the form of an application on a yearly basis dependant on funds available. Past Delegates would apply for scholarship after the first time as we already fund the first year for the Immediate Past Delegate.

Sept 26, 2009/Sept 25, 2010

NYN Area Expense Guidelines were approved into policy and included the following change to NERD finances.

The NERD line item on the NYN budget will be changed to NERD Fee Assistance and defined as: Fee assistance for past NERD members currently active in NYN. The dollar amount of the assistance will be divided equally based on the number of NERDS requesting assistance. Ex: If the budget amount is \$500.00 and 5 NERD members request fee assistance each would receive \$100.00.

Positions Established

May 16, 1982 & 1983 - **Archivist**

Archivist Coordinator position established to collect and preserve the history of the area.

Suggestions for collections- Oct 2, 1983

Oct. 30, 2004 - **Public Outreach Coordinator**

The coordinator's title will be expanded to PI/CPC (Public Information/Cooperating with the Professional Community). - **Oct 2 1983**

The positions of PI/CPC Coordinator and Institutions Coordinator were combined to one position, titled Public Outreach Coordinator. First election will occur in Fall 2005 and position will become effective in January 2006. - **Oct 30, 2004**

Oct. 12, 1985 - **Immediate Past Delegate**

The Immediate Past Delegate if not holding an office at the Area level will serve a 3 year term as the advisor to the NYN Area World Service Committee with a vote at the committee meetings and a voice but no vote at the Area Assembly unless serving as a group representative.

Oct. 12, 1985 - **Convention Coordinator**

A 3 year position of convention coordinator established according to the suggested guidelines.

May 17, 1986 – **Group Records Coordinator**

A 3 year position of directory coordinator is established to fulfill the similar responsibilities previously assigned to the Alternate Delegate. - **May 1984**

Name changed from Directory Coordinator to Group Records. -**1988**

Oct. 1993 & June 1996 - NYNAC **Coordinator**

A 3 year position of NYNAC Coordinator was established on a trial basis.

The position was made permanent in June 1996.

May 22, 2004 – **Web Site Coordinator**

- Web page liaison appointed Home page Coordinator –Job description will be defined and will be established as a permanent position at the 2005 Fall Election Assembly.
- New York North Website Guidelines voted into policy incorporating name change to Web Site Coordinator. - **Spring 2011**

Fall 2005 AWSC – **Spanish Al-Anon Contact Person**

Cira B to act as Spanish Contact/Liaison

Fall 2020 Election Assembly – NYN E-Meeting Meeting Host A 3 year position to host Electronic business meetings for NYN. Includes AWSC, Assemblies, spring & fall, NYNAC, Area committees, ad hoc committees & thought/task forces.

Area Treasury

Authorization for Equipment Purchases-

Sept 17, 2022

A budget line item for new equipment was approved for \$1500.

The decision for purchasing equipment was delegated to the collective decision of the officers and coordinators at the monthly Officers and Coordinators Meeting up to the limit of the approved budget amount for (new) equipment.

Two Signature Authorization on Checks –

May 20, 2023

Two Signature requirement on checks eliminated.

May 30, 1987

All checks issued by the New York North Treasurer require two signatures both of which will be officers of the Assembly (Explanatory note: The Treasurer and Chairman will be the primary signatures, but other officers will be authorized to sign in the case of extenuating circumstances)

Audit of Treasury - May 30, 1987 & Oct. 1988

There will be a compilation report of the NYN Treasury at the end of each fiscal year by an outside professional auditor to be agreed by the officers of the Assembly.

Donation to the World Service Office --

- Each year the AWSC determines and recommends an amount to the Assembly based on profit from the Spring Convention to donate to the World Service Office. - **Oct. 1990**
- Traditionally the donation to the WSO has been 10% of the proceeds from the Spring Assembly/Convention. – **Clarification Aug 2011**

Additions to the Reserve Fund

10% of the profits of all NYN Assemblies/Conventions are to be placed into the Reserve Fund until the Reserve is equal to the current year's expenses. All interest monies are to be placed into the Reserve Fund. - **Oct. 1993**

Disbursement and increase of Seed Money for Conventions and Assemblies - May 21, 2005

Changed the seed money disbursement from two disbursements to a single disbursement when the host committee has been formed and a treasurer has been designated and increased the amount from \$600.00 to \$750.00.

Added to the Treasurer's Job Description –

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May 20, 2023

- Send electronic copies of account statements to all Officers and Finance Committee members prior to the monthly finance committee meetings.
- Manages all Electronic Accounts (PayPal, Venmo, etc.) using the NYN Area Email address for the Treasurer. Transfers funds to checking account monthly and provides statements monthly to finance committee and officers. Shares log in username and password with Area Officers. If possible, arrange for Chairperson to have unique electronic access to all financial accounts.

May 21, 2005

All officers to be authorized signers on the NYN accounts.

Use of a simplified spreadsheet – so all members can easily see the current fiscal position. (This is especially important for Convention and Assembly reporting).

- The Treasurer should participate in the new Group Representative presentation at the convention/assembly. GR's are the NYN Area's link to the group treasurer.
- An annual or semi-annual appeal letter to the groups should be made using the Northern Hi-Lights and include a return envelope to the Treasurer, at a time not to conflict with the WSO quarterly appeals.
- Remove equipment line item from the Budget
- Person should have experience in a financial capacity other than Group Treasurer.

NYN Area Expense Guidelines

May 20, 2023 -

Expense Guidelines updated to align with WSO expense guidelines to include both mileage reimbursement at the Charity Rate or gas receipts as previously approved.

Sept 26, 2009 -NYN Area Expenses Guidelines approved

Sept 25 2010 -Voted to accept the Expense Guidelines as approved at the 2009 Fall Assembly and to be referenced in the NYN Policy under Area Treasury.

NYN Liability Insurance - Spring Assembly 2019 NYN will purchase Liability Insurance to cover Area actives including all Area meetings.

Electronic Business Meetings – Fall Assembly 2019 NYN will subscribe to Zoom so that Area business meetings can be held virtually. Meetings will include AWSC, Assemblies Spring & Fall, Area committee meetings, ad hoc committees & thought/task forces.

Fee Assistance for Team Events

- NYN will provide fee assistance for current RSS. Names for fee assistance will be drawn by lot. Recipients of fee assistance will be asked to write an article for the Area newsletter. - **May 1988**
- RSS Fee Assistance line on budget changed to TEAM Events – **clarified Aug 2011**

Utilization of the By-Laws

May 16, 1992

The By-Laws were approved because the 12 Concepts of Service were not accepted by the IRS.

Officer and Coordinator Service Workshops

Oct. 1992

Each Area Officer and Coordinator will conduct a Service Workshop or presentation relevant to their position once during their 3 year term.

September 28, 2002

All workshops and skits done by officers and coordinators will reflect that person's duties. The AWSC can be consulted if there are any questions about content.

Selling of Raffle Items and Fund Raising

June 1996

Raffling of various items at conventions will follow the recommendations in the current Al-Anon/Alateen Service Manual (pg. 72).

Spring 2009 – **Clarified fundraising for Assemblies/ Conventions**

As not to infringe on the current host committee, the next host committee cannot begin fundraising efforts at Assembly/Convention until Saturday PM of the Assembly/Convention prior to theirs.

Equipment

Oct. 1996

\$400.00 annually will be placed in the budget for equipment and/or replacement.

Newsletter

June 3, 2000

- Increased the subscription price of the Northern Hi Lights to \$7.50 per year to defray printing and mailing costs.
- Combined January/February and July/August newsletters to provide 10 issues per year of the newsletter.

District Boundaries

Oct. 28, 2000

Disbanded District 16- Buffalo, NY region. Groups from Main Street North to District 1 and groups from Main Street South to District 12.

Oct. 1, 2005

Changed District 29 boundaries – to include Penn Yan. Penn Yan from District 11 to District 29.

Fall 2006

Changed District 29 boundaries – to include the city of Geneva. Geneva from District 11 to District 29.

Officer and Coordinators Transition Meeting

May 21, 2005

A transition meeting of outgoing and incoming Officers and Coordinators will occur after the election and before the next term begins.

Alateen Requirements and Guidelines

October 30, 2004

NYN Area Alateen Guidelines & Requirements accepted into policy

May 19, 2007

NYN Area Alateen Requirements and Guidelines updated.

Aug 2011 clarification

See the “Al-Anon/Alateen Service Manual” section regarding Alateen Policy - pg 83 of the 2010-2013 edition.

September 22, 2019 NYN Area Alateen Requirements and Guidelines updated.

September 21, 2019 NYN Alateen Requirements and Guidelines updated.

*******Aug 2011 –note from Policy Update Committee:**

From the 2004 Spring Assembly minutes – the 2003 Fall Assembly minutes were not approved. They were missing agenda items that were presented and voted on. Did not find any record of them being approved at subsequent assemblies.

Revised 12/31/2020