

Serenity Prayer

*God, grant me the Serenity
to accept the things I cannot change,
courage to change the things I can,
and Wisdom to know the difference.*

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Arkansas Area 02 Safety and Behavioral Requirements for Alateen Group Sponsors and Al -Anon Members Involved In Alateen Service are found in a separate booklet dated September 2005.

Refer to the [Al-Anon/Alateen Service Manual](#) for all guidelines not unique to the Arkansas Area Assembly

Let It Begin With Me

When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and

Let It Begin With Me

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Arkansas Area Assembly Guidelines

ARKANSAS AREA ASSEMBLY DEFINED

Amended and Approved – June 2011

- I. Membership
 - A. The Arkansas Area Assembly is comprised of all Al-Anon and Alateen members in Assembly Area 02. Only Al-Anon and Alateen members have voice.
 - B. Only Group Representatives or their designated alternates who are in attendance will have vote at Assembly.
 - C. Each registered group will have only one vote at Assembly, regardless of the number of times it meets weekly.
- II. Districts
 - A. The Arkansas Area Assembly is divided into consecutively numbered districts.
 - B. When a district divides, the resulting district will take the next available number. If a dispute over the assignment of district numbers arises, the dispute will be settled by toss of the coin at Assembly.
- III. Meetings
 - A. The Arkansas Area Assembly shall meet three (3) times each year.
 - B. A time after 12 noon Saturday of each Assembly will be assigned to discuss business items for next day voting.
 - C. Voting Policy at Area Assembly
 1. Issues at Area Assembly may only be voted on once each year, but discussions may be held as often as deemed necessary by the Assembly.
 2. A simple majority vote is required to pass an issue – (50% + 1) of all registered voters.
 3. A two-thirds majority is required to elect the Delegate, Alternate Delegate and Chairman – (66% + 1) of all registered voters.
 4. A simple majority elects officers other than the Delegate, Alternate Delegate and Chairman.
 5. Voting at Assembly will be preceded by
 - a. Seating of Group Representatives
 - b. Roll call
 - c. Determination of voting procedures (closed/open ballot)
 6. Only Group Representatives may make a motion, second a motion, or vote.

ARKANSAS AREA ASSEMBLY OFFICERS

Amended and Approved – October 2006

All officers are elected for three-year terms. Officers may be replaced if more than three Area Assemblies or more than three Area World Service Committee meetings are missed during their three-year term.

- I. Delegate
Serves as the communications link between the Area, the World Service Conference and the World Service Office.
- II. Chairman
 - A. Conducts all Arkansas Area Assembly and Area World Service Committee meetings
 - B. Arranges for meeting rooms
 - C. Serves as the Al-Anon member on the State AA Convention Committee
 - D. Notifies the Secretary of the dates of meetings
 - E. Appoints ad hoc committees to serve the assembly for special projects
 - F. Serves as ex officio member of the Arkansas Area Convention Committee
- III. Alternate Delegate
 - A. Assumes the responsibilities of the Delegate when the Delegate is unable to perform duties
 - B. Chairs Arkansas Area Assembly and Area World Service Committee meetings when the Chairman is unable
 - C. Serves as Guidelines Manager
- IV. Secretary
 - A. Sends notices of all meetings
 - B. Sends appeals to groups three times per year
 - C. Records minutes and motions
 - D. Makes copies of minutes available to Assembly prior to voting
- V. Treasurer
 - A. Manages Arkansas Area Assembly finances
 - B. Receives and records group contributions
 - C. Prepares financial reports and annual Arkansas Area Assembly budgets
 - D. Presents written guidelines for reimbursement, including current spending caps
 - E. The Audit Committee Chairman shall present annual audit results to the AWSC prior to the fall Arkansas Area Assembly

ASSEMBLY AREA COMMITTEES

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- I. Area World Service Committee (AWSC)
 - A. “The primary purpose of the Area World Service Committee should be to plan for the general improvement of both the assembly and the group.” Al-Anon Alateen Service Manual 2002-2004, p . 139.
 - B. Plans agenda for Arkansas Area Assembly meetings
 - C. Is comprised of the Chairman, Delegate, Alternate Delegate, Past Delegates, Assembly Officers, Coordinators and District Representatives
 - D. Meetings will be held preceding Arkansas Area Assembly meetings, or when needed, as determined by the Arkansas Area Assembly Chairman.
 - E. All committee members will have voice and vote.
 1. Liaison members are those appointed by the Area Chairman who are responsible for various special projects and who are not otherwise members of the AWSC. Liaison members will have voice but no vote.
 2. AWSC meetings are open to all Al-Anon/Alateen members. Those who are not committee members or liaisons will have no vote, but do have voice.
- II. Convention Committee
 - A. Purpose: to coordinate the annual Arkansas Area Convention
 - B. The Convention Committee will consist of five members who serve on a rotation basis, progressing through committee offices to Convention Chairman. The Area Chairman serves as an ex officio member of the Convention Committee.

See Convention guidelines for further information.
- III. Audit Committee
 - A. Purpose: To review all phases of the Arkansas Area Assembly’s income and expenses on an annual basis, including Convention Committee and other special purpose accounts.
 - B. This committee consists of three members:
 1. Appointed by the Area Chairman
 2. Serving three-year terms on a rotating basis
 3. Progressing to Audit Committee Chairman in the third year
 - C. The Audit Committee Chairman shall present annual audit results to the AWSC prior to the fall Arkansas Area Assembly

ARKANSAS AREA ASSEMBLY COORDINATORS

Amended and Approved – June 2011

- I. General Duties of Arkansas Area Assembly Coordinators
 - A. To assume responsibility for the coordination of Arkansas Area Assembly efforts related to specific services
 - B. To facilitate the sharing and dissemination of information relating to specific areas of service between the Arkansas Area Assembly and:
 1. Al-Anon World Service Office (WSO)
 2. Other assembly areas
 3. Districts and groups within Arkansas Area 02
- II. The Arkansas Area Assembly will have the following Coordinators:
 - Al-Anon Adult Children Coordinator
 - Alateen Coordinator
 - Alateen Member Chairperson
 - Archives Coordinator
 - Convention Chairman
 - Cooperation with the Professional Community Coordinator (CPC)
 - Forum Coordinator
 - Group Records Coordinator (Maintains group information)
 - Institutions Coordinator
 - Literature Coordinator
 - Newsletter Coordinator
 - Public Information Coordinator (PI)
 - Website Coordinator
- III. The Assembly Chairman will appoint these coordinators. The Chairman shall also appoint any others necessary or may combine any positions when needs are demonstrated.

Note these suggested Guidelines for Arkansas Area Assembly Alateen Coordinator:

 1. Be an Al-Anon member for a minimum of five years
 2. Be an Alateen sponsor for at least two years
 3. Be active at the Arkansas Area Assembly level (See “Active defined”, under *Eligibility for Office*)
 4. The Alateen Coordinator shall be appointed by a consensus of the Arkansas Area Assembly Chairman, Arkansas Alateen Sponsors and Alateens present at the election assembly.

AREA SERVICE COMMITTEE STRUCTURE

Adopted and Approved June 2004

I. Group Service Committee

- A. The goals of the Group Services Committee are to
 - 1. Strengthen the connection between the Assembly and existing groups.
 - 2. Reach out to newly registered or unregistered groups.
 - 3. Invite participation.
 - 4. Keep our area mailing list current.
 - 5. Record and preserve the history of the groups.
- B. The Group Services Committee includes at least: one Area officer; two Past Delegates; three District Representatives; the Area Archives Coordinator; the Area Alateen Coordinator; the Area Al-Anon Adult Children Coordinator; and the Area Group Records Coordinator, group representatives, and other interested Al-Anon/Alateen members. Advisory or Action committees may form under the coordinator positions. A District Representative usually chairs this committee.

II. Fellowship Communications Committee

- A. The goals of the Fellowship Communications Committee are to:
 - 1. Encourage the use of Conference Approved Literature (CAL).
 - 2. Encourage member sharings to the Partyline and Forum.
 - 3. Encourage member responses to needs for new literature.
 - 4. Provide guidance on the use of CAL and the Forum in group meetings and outreach activities.
 - 5. Encourage the sale and distribution of CAL and the Forum to agencies outside the fellowship as an outreach tool.
- B. The Fellowship Communications Committee includes at least: one Area officer; one Past Delegate; three District Representatives; the Partyline Editor; the Area Literature Coordinator; the Area Forum Coordinator, Group Representatives, and other interested Al-Anon/Alateen members. Advisory or Action committees may form under the coordinator positions. A District Representative usually chairs this committee.

III. Public Outreach Committee

- A. The goals of the Public Outreach Committee are to:
 - 1. Plan and carry out our primary purpose (see Tradition 5: “to help families of alcoholics”) through outreach to the public and professional community.
 - 2. Help reach the goal that every person knows Al-Anon and Alateen are the best sources of help for families and friends of alcoholics.

3. Ease access to Arkansas Area Al-Anon and Alateen throughout the Arkansas Area.

B. The Public Outreach Committee includes at least: one Area Officer; one Past Delegate; three District Representatives; the Cooperating with the Professional Community (CPC) Coordinator; the Public Information Coordinator; the Institutions Coordinator, Group Representatives, and other interested Al-Anon/Alateen members. Institutions, CPC, PI, and Advisory/Action committees may form depending upon need and preference of the coordinators and committee members. A District Representative usually chairs this committee.

IV. Membership Outreach Committee

A. The goals of the Membership Outreach Committee are to:

1. Find ways to communicate within the fellowship about Al-Anon and Alateen activities.
2. Brainstorm and test ideas that stimulate information sharing, cooperation, and Al-Anon and Alateen participation in Area conventions.
3. Brainstorm and test ideas for strengthening the Area Assembly and other meetings (examples: Celebrations, Delegates Get Together & RSS).
4. Reach out to each group to encourage unity and participation.

B. The Membership Outreach Committee includes the Assembly Chairperson, and at least one Area officer; one Past Delegate; three District Representatives; any Area Information Services (AIS) Liaisons; the Convention Committee Chairperson; and other interested Al-Anon/Alateen members. Standing action subcommittees are the Little Rock and Ft. Smith AISs and the Convention Committee. Other advisory/action committees may form for other purposes. A District Representative usually chairs this committee.

VI. Area Business Service Committee

A. The Area World Service Committee functions as the Area Business Services Committee. (See above for definition and membership).

B. Any Al-Anon/Alateen member is welcome to attend AWSC meetings.

FINANCING

Amended and Approved – June 2011

- I. Checks
Checks in excess of \$100 .00 will require two signatures.
- II. Bank Accounts
All bank accounts will have at least two signatures
- III. Area Assembly Appeals
 - A. It is suggested that each group send \$5.00 per member per appeal.
 - B. Three appeals should be mailed to the groups each year.
- IV. Officers and Area Coordinators
 - A. Coordinators, past delegates and officers who are not group or district representatives will be reimbursed for expenses to attend Area World Service Committee meetings and Arkansas Area Assemblies, subject to current maximums. AWSC expense is limited to actual fuel expenses and one meal.
 - B. Coordinators and officers who are group or district representatives should be reimbursed by their groups or districts for expenses normally reimbursed by the groups or districts, i.e., Area World Service Committee meetings and Arkansas Area Assemblies.
 - C. The Literature Coordinator shall maintain a tax identification number, set up a checking account at the banking institution of his/her choice, maintain a prudent reserve of \$1,000 in this account, and at the end of each calendar year return any funds in excess of the prudent reserve to the Assembly Treasury. The Coordinator will also be required to give reports at both the AWSC meetings and Assemblies and take an annual inventory.
 - D. The Literature Coordinator's expenses for Friday night lodging will be reimbursed. No other coordinator's expenses will be paid for Friday night.
- V. AWSC members who are not Arkansas Area Assembly Officers or Coordinators will not be reimbursed by the Arkansas Area Assembly for expenses incurred attending assemblies.
- VI. The Audit Committee Chairman shall be reimbursed for expenses incurred to attend Area World Service Committee meetings and Arkansas Area Assemblies, providing the Audit Committee Chairman's attendance is required and that such expenses would not other wise be paid by a group or district.
- VII. Officers, coordinators and others whose operating expenses are paid by the Arkansas Area Assembly should exercise prudence by bringing to the Assembly for prior approval any anticipated expense that substantially exceeds their budgeted amount.

PROCEDURES FOR ARKANSAS AREA ASSEMBLY ELECTIONS

Amended and Approved – October 2006

- I. Eligible members willing to stand for Arkansas Area Assembly office should be present.
Eligible members who are willing to serve, but unable to attend the election assembly, should submit a statement of their willingness to the Area Chairman prior to the assembly.
- II. Eligible voters are the currently serving Group Representatives. Newly elected group representatives whose office begins on January 1 are not eligible to vote.
The individual groups have the autonomy to determine who will represent them at election assemblies.
- III. Eligibility for Office
 - A. Delegate and Alternate Delegate, Chairperson, Secretary and Treasurer
Only ACTIVE District Representatives, past and present, are eligible to stand for these offices.
 - B. ACTIVE defined:
 1. Not having missed more than three Arkansas Area Assembly meetings during the current three-year period. Official attendance is taken only on the day of voting.
 2. In addition, AWSC members not having missed more than three Area World Service Committee meetings during the current three-year period.

ARKANSAS AL-ANON CONVENTION GUIDELINES

Statement of Purpose

“The Arkansas Al-Anon Convention is an occasion for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate their beginnings, enhance their understanding of the program, and to find ways to attract new members.”

Al-Anon Guidelines for Al-Anon/Alateen Area Conventions, G-20

General Guidelines

1. The Convention will be held annually, on or near the third weekend in March. Any change in location will be approved by the Arkansas Area Assembly, based on recommendations of the Convention Committee.
2. All Committee members will serve as:
 - a. Entertainment coordinator/Secretary
 - b. Hospitality coordinator
 - c. Publicity/Fund-raiser coordinator
 - d. Registration coordinator/Treasurer
 - e. Chairman, in this order
3. The Convention Chairman will provide a notebook for each of the five positions. It will contain:
 - a. Area guidelines
 - b. Convention guidelines, including a timeline
 - c. Convention history summary (past themes, speakers, workshops, etc.)
 - d. List of specific duties for each position
 - e. Minutes of past Committee meetings
 - f. Continuing record of informal notes from each committee member, i.e., ideas, successes, and hints for future planning for the specific position to which the notebook is assigned. These notes should be signed and dated by the Committee member.

The notebooks will be rotated from out going to incoming Committee member for that position at the close of each Convention.

4. The outgoing Convention Treasurer will present a closing financial report of the immediate past Convention to the Area World Service Committee in May and the Area Assembly in June of each year.
5. For consistency and ease of recognition, flyers and programs should retain the same color and format from year to year.
6. A minimum of two (2) Al-Anon/Alateen members will staff the registration table at the Convention at all times, utilizing as many people as possible; “Participation is the key to harmony”. The Committee will set specific times for registration.
7. The Committee will convene at regularly scheduled meetings. Minutes will be recorded and distributed to all Committee members and the Area Chairman.

8. New Convention Committee members will be nominated by District Representatives and selected by the Committee and the Area Chairman. Al-Anon members should notify their District Representatives of their interest in serving on the Committee prior to the February Assembly. DRs should submit nominations to the Convention Chairman by the February Assembly. Selection of new members should be rotated among the districts whenever possible.
9. In keeping with Concept Four, “Participation is the key to harmony”, Committee members are encouraged to solicit assistance from other Al-Anon and Alateen members in discharge of their duties.
10. Guidelines will be reviewed by the Area every three (3) years, with input from the Convention Committee.

Convention Financial Guidelines

1. The Convention treasury will maintain a prudent reserve of \$5,000. After all expenses have been paid post-convention, any amount in excess of the prudent reserve will be split (50%-50%) between the World Service Office and the Area.
2. Actual expenses of Committee members to attend Convention and Committee meetings will be paid from the Convention treasury. This includes gasoline, meals, lodging and registration. Expenses for the Convention Chairman to attend AWSC and Area Assembly are paid from the Area treasury, as specified in the Area Guidelines, “Financing/ Officers and Coordinators”.
3. Anticipated expenses for materials used by the Committee members in the discharge of their duties should be approved by the Committee prior to purchase whenever possible. Keeping in mind the Seventh Tradition, donations are encouraged.
4. Speaker hosts are responsible for their own expenses in attending the Convention. The Committee will reserve their rooms as a courtesy, but will not provide funding for them. Registration (only) is complimentary.
5. Registration (only) for workshop leaders is complimentary.
6. Travel costs, lodging, meals and registration will be provided for speakers from Convention funds. If the speaker is traveling by personal vehicle, the Committee will determine in advance an equitable rate of reimbursement.
7. Cost of registration is to be determined annually by the Committee. It is anticipated that income from registration and fund-raisers will cover the actual expenses of the Convention.
8. Expenses to provide for sale of Conference Approved Literature (CAL) at the Convention will be paid from the Convention treasury.