

Article I Name

The name of this corporation shall be the New Hampshire Al-Anon /Alateen Area Assembly, Inc.

Article II Purposes

The purposes of this corporation are:

- To encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism;
- To reinforce their efforts to understand themselves and the alcoholic;
- To foster their restoration toward a more manageable life.

These purposes shall be accomplished through the dissemination of information pertaining to the Al-Anon Family Groups and through performing services for the Al-Anon Family Groups that they cannot do independently. This corporation shall serve as a guardian of the Twelve (12) Traditions of Al-Anon and the Twelve (12) Traditions of Alateen. It shall act as a service body and not a governing body. It shall have no authority over individual members or Groups. These by-laws provide the structure of the Area.

Article III Policies

All policies of the corporation shall be based on the *Al-Anon/Alateen Service Manual* and such other policies that may be voted on and approved by the Group Representatives or elected alternates at an Area Assembly, provided that such other policies are not in conflict with the Three (3) Legacies [Twelve (12) Steps, Twelve (12) Traditions and Twelve (12) Concepts of Service] of Al-Anon/Alateen.

Article IV Order of Business

At Area Assemblies and Area World Service Committee (AWSC) meetings, the agenda shall include the following:

- Open the meeting by:
 - Reading the Serenity Prayer,
 - Reading the Three (3) Legacies [Twelve (12) Steps, Twelve (12) Traditions and Twelve (12) Concepts of Service],
 - Discussion of a Concept of Service and/or other pertinent topic from the *Al-Anon/Alateen Service Manual*;
- Establish presence of a quorum (See Article VII, Section 1: Assemblies or Section 2: Area World Service Committee Meetings);
- Ask for a vote of acceptance of the proposed method of voting;
- Correction and approval of the Minutes of the preceding meeting (Assembly to Assembly, AWSC to AWSC);
- Review and approval of Financial Report, correcting same as necessary;
- Delegate's Report;
- Reports of other AWSC members;
- Election of Area Officers (Fall Area Assembly every three (3) years);
- Approval of Annual Area Budget (Fall Area Assembly);
- Approval of Area Convention to be held in the year following the next convention (The First Spring Area Assembly annually);
- Old Business;
- New Business;
- Such other business that may properly come before the meeting;
- Evaluation of meeting;
- Adjournment by reading the Al-Anon Declaration or the Serenity Prayer.

Article V Membership

Section 1: Eligibility

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

Alateens are members of the Al-Anon Family Group. Where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings. As the name implies, Alateen is designed for members in their teens. Alateen members beyond the teen years are encouraged to attend Al-Anon meetings.

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

Section 2: Alateen Sponsorship

Every Alateen Group shall have a sponsor who is a member of Al-Anon. The *Al-Anon/Alateen Service Manual* recommends that there be two (2) qualified sponsors. If an AA member is also an Al-Anon member, he/she may serve as the sponsor by virtue of his/her Al-Anon membership. Every sponsor/volunteer for Alateen will need to complete the NH Area Alateen Sponsor/Volunteer Application Process as outlined in the *New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements* document. Emphasis shall be placed on the Al-Anon/Alateen interpretation of the program at all times.

Article VI Structure

Section 1: Eligibility, Election Procedures

Only members of Al-Anon/Alateen are eligible for any of the following positions which begin on January 1st following the Fall Area Election Assembly. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the positions listed in Sections 2 through 9 of this Article VI. Procedures for elections, terms of office and procedures for filling unexpired terms are set forth in the *Al-Anon/Alateen Service Manual*.

Section 2: Group Representative (GR)

Each Al-Anon/Alateen Group in the Area shall elect a Group Representative (GR) and an Alternate Group Representative prior to the Fall Area Election Assembly to serve the Group by:

- (a) attending District meetings;
- (b) attending the Area Assemblies;
- (c) discharging other responsibilities as may be determined by Group autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document.

(See Article VI, Section 1 for eligibility)

Section 3: District Representative (DR)

Each District shall elect a District Representative (DR) and an Alternate District Representative prior to the Fall Area Election Assembly to serve the Groups in the District by:

- (a) attending AWSC meetings and Area Assemblies;
- (b) convening and attending the District meetings;
- (c) discharging other responsibilities as may be determined by the GRs of the District in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document.

In the event said election has not taken place prior to the Fall Area Election Assembly, the Area Chairperson shall ask the District(s) to caucus for the purpose of electing a DR as outlined in the *Al-Anon/Alateen Service Manual*. Incoming, outgoing, and past active GRs are eligible. Outgoing GRs vote for this position. (See Article VI, Section 1 for eligibility)

Section 4: Delegate

The Delegate shall be elected at the Fall Area Election Assembly to serve the Area by attending the World Service Conference and reporting to the Area the activities conducted at said Conference. The Delegate shall also serve the Area by:

- (a) attending other functions and meetings;
- (b) discharging other responsibilities as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document.

Incoming, outgoing, and past active DRs are eligible for this office. Outgoing GRs vote for this position. A Delegate may not succeed him/herself in office for a period of three (3) years. (See Article VI, Section 1 for eligibility)

Section 5: Alternate Delegate

The Alternate Delegate shall be elected at the Fall Area Election Assembly to fulfill the duties of the Delegate in the event the Delegate is unable to do so. If the Delegate is unable to complete the three-year term, the Alternate Delegate shall automatically become the Delegate. If the Alternate must complete the term, a temporary Alternate is at once appointed by the Chairperson from among the DRs. A special Assembly can then be called to elect a new Alternate Delegate. The Alternate Delegate works closely with the Delegate throughout the term and fulfills other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document. Incoming, outgoing, and past active DRs are eligible for this office. The outgoing Delegate is ineligible for this position. Outgoing GRs vote for this position. (See Article VI, Section 1 for eligibility)

Section 6: Chairperson

The Chairperson shall be elected at the Fall Area Election Assembly to serve the Area by presiding over the Area Assemblies and AWSC meetings and shall perform other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document. Incoming, outgoing, past active DRs and the outgoing Delegate are eligible for this office. Outgoing GRs vote for this position. (See Article VI, Section 1 for eligibility)

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Section 7: Secretary

The Secretary shall be elected at the Fall Area Election Assembly to serve the Area by taking minutes at the Assemblies and AWSC meetings. Additionally, the Secretary shall perform such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document. All incoming, outgoing, and past active DRs are eligible for this position. If no DR stands for this position, a GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Outgoing GRs vote for this position. (See Article VI, Section 1 for eligibility)

Section 8: Treasurer

The Treasurer shall be elected at the Fall Area Election Assembly to serve the Area by monitoring the financial affairs of the Area and by reporting to the Area Assembly and the AWSC meetings the financial condition of the corporation. Additionally, the Treasurer shall perform such other duties as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual* and the *Area 35 Handbook and Job Descriptions* document. All incoming, outgoing, and past active DRs are eligible for this position. If no DR stands for this position, a GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Outgoing GRs vote for this position. (See Article VI, Section 1 for eligibility)

Section 9: Coordinators

Any Coordinator position such as Alateen, AA Liaison, Area Archives, Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions), Literature, Literature Distribution Center, Area Convention, Group Records, Newsletter, Answering Service, and Website shall be appointed by the Delegate and the Alternate Delegate acting jointly, subject to the approval of the AWSC in accordance with the needs of the Area. Appointments for the foregoing positions shall be presented for approval at the November and/or a subsequent AWSC meeting following the Fall Area Election Assembly. All Coordinator positions shall be for three-year terms with the exception of the Area Convention Coordinator's position which shall be for a one-year term. Each Coordinator shall fulfill the duties and responsibilities of their position as may be determined by the Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the *Al-Anon/Alateen Service Manual*, the *Area 35 Handbook and Job Descriptions* document and the *New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements* document. In order to create a new Coordinator position or eliminate a current one, a recommendation from the AWSC would be presented to an Assembly for a vote. (See Article VI, Section 1 for eligibility)

Section 10: Officers

The Officers of this corporation shall be the Chairperson, Secretary, Treasurer, Delegate, and Alternate Delegate.

Section 11: Procedure for Resolving an Allegation of Non-Performance

In keeping with the Al-Anon/Alateen purposes and principles, concerns regarding the performance of NH AWSC members, excluding DRs, shall be directed to the NH Area Chairperson. Concerns regarding the performance of the NH Area Chairperson shall be directed to the Delegate. In either circumstance, these concerns are specifically those of not satisfying the requirements of the position as stated in the current *NH Area By-Laws*, the *Area 35 Handbook and Job Descriptions* document or *Al-Anon/Alateen Service Manual* and/or of creating a public controversy.

NH Area Officers will review the concerns with the individual.

NH Area Officers will make recommendations to the NH AWSC. Minority appeal may be presented at this meeting.

NH AWSC will review the recommendations and approve necessary action.

A brief summary of the situation and action will be reported at the next Assembly.

Article VII Meetings

Section 1: Assemblies

- A minimum of three (3) Area Assemblies shall be held annually. These meetings may be held at any convenient time, but have customarily been held on the third Saturday of March, May and October.
- A quorum shall consist of the GRs or elected alternates from one-fourth (1/4) of the registered meetings in the Area as established by the NH Area Group Records.
- At the First Spring Area Assembly, the Group Representatives (GRs) or elected alternates shall vote on (1) the following year's Area Convention and (2) the distribution of seed money. Seed money shall be released upon approval of the following year's Area Convention Coordinator.
- The First Spring Area Assembly which shall precede the World Service Conference shall allow the Assembly members and Delegate the opportunity to hear and discuss issues regarding the upcoming World Service Conference. Committee Financial Reports for the prior year shall also be presented. (See Article VIII, Section 6)
- At the Second Spring Area Assembly, the Delegate shall report to the GRs, AWSC and other interested members on the proceedings of the World Service Conference.
- At the Fall Area Assembly, the Group Representatives (GRs) or elected alternates shall vote on the Area budget for the following year.
- Every third year, the Fall Area Assembly is an Election Assembly as outlined in Article VI.

At all Assembly meetings, reports from Officers, Coordinators and DRs shall be presented, and all Area business shall be conducted as the need may arise or as may be appropriate.

The Area Assembly is composed of the Officers, Coordinators, DRs (or elected Alternate DRs) and GRs (or elected Alternate GRs) of the Al-Anon/Alateen Groups of the Area. The ultimate authority rests with the individual Groups and is exercised through the Group Representatives (GRs). (See Concept 1) Each Group has one vote only and this vote is cast by the current GR or the elected alternate in the event the GR is unable to attend. No person shall serve as GR of more than one Group. Individual members are encouraged to attend and have voice, but only the GRs or elected alternates are allowed to vote.

Section 2: Area World Service Committee Meetings

A minimum of five (5) AWSC meetings shall be held annually. These meetings may be held at any convenient time, but have customarily been held on the third Sunday of the month. This AWSC consists of the Officers as outlined in Article VI, Section 10, Coordinators as outlined in Article VI, Section 9, and DRs or their elected alternates. A quorum shall consist of one-fourth (1/4) of all AWSC members. Individual members are encouraged to attend and have voice, but only AWSC members are allowed to vote. Each AWSC member has one vote at AWSC meetings.

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

- discussing Area, District, and Group issues;
- planning the agenda and conduct of each Area Assembly;
- studying and proposing projects;
- making recommendations to the Area Assembly;
- setting the dates for the AWSC meetings and Area Assemblies;
- reviewing yearly budget and budget recommendations prior to submittal to the Area Assembly for approval;
- approving Coordinator appointments made by the Delegate and the Alternate Delegate;
- approving Budget Committee members nominated by the Area Chairperson;
- approving over-budgeted variable line items. (See Article VIII, Section 5)

Section 3: Budget Committee

The Budget Committee shall meet a sufficient number of times in a given year to prepare a budget to be presented for discussion at each of the two (2) AWSC meetings prior to the Fall Area Assembly. With AWSC approval, the chairperson of this committee shall present the budget to the Fall Area Assembly for final approval. This committee shall be composed of the Area Treasurer, who shall serve as chairperson, and four (4) other members. The members shall be nominated by the Area Chairperson and elected by a two-thirds (2/3) majority vote of the AWSC for terms of three (3) years.

At least two (2) members of the Budget Committee, neither of whom may be the Treasurer, shall review the financial books of the corporation annually. The Treasurer shall make him/herself available for clarification as needed. The review shall be presented at the First Spring Area Assembly. In the event the Treasurer resigns or is unable to serve for any reason, the Budget Committee shall review and prepare a report of the financial books upon the appointment and subsequent election of a new Treasurer.

Article VIII Financing

Section I: Financial Contributions

There shall be no membership dues or fees. Necessary funds shall be raised through voluntary contributions from Districts, Groups and members, and through activities that are in keeping with Al-Anon's Twelve (12) Traditions. According to the *Al-Anon/Alateen Service Manual*, contributions may be made by Al-Anon/Alateen members in celebration of their Al-Anon/Alateen birthday and/or in memory of anyone who is deceased. No outside contributions of goods, monies or services will be accepted in keeping with Tradition Seven. All contributions go into the Area Treasury and cannot be earmarked for special purposes. Use of these general funds is determined by the budget process.

Section 2: Signature Authorization

Either the Treasurer, Delegate, or Area Chairperson shall be authorized to conduct financial transactions in the name of and on behalf of the corporation. In every instance where an expenditure shall exceed five hundred dollars (\$500), the signature of any two (2) of the aforesaid persons shall be required.

Section 3: Authorized Expenses:

There shall be no expenditures of corporate funds in excess of the total that appears in the current budget unless authorized by a two-thirds (2/3) majority vote of an Area Assembly.

Section 4: Reserve Fund

A prudent reserve fund may be maintained from contributions (See Article VIII, Section 1) received in excess of budgeted expenditures. Said fund has a two-fold purpose: ensuring the continuation of the Area's essential services and the funding of special projects. Ten (10) per cent of the prudent reserve shall be set aside annually on the fifteenth (15th) day of January each year to be available for funding in the event of insufficient current revenue. (See Article VIII, Section 5) There shall be no expenditures in excess of ten (10) per cent of the prudent reserve unless authorized by a two-thirds (2/3) majority of an Area Assembly.

Section 5: Bill Payment/Revenue Deficiency

Bills for Area approved budgeted activities may be submitted to the Area Treasurer for payment. Requests for annual reimbursement for all Area expenses shall be submitted no later than the tenth (10th) day of January of the following year. There shall be no expenditures of corporate funds in excess of the total that appears in the current budget. Over-budgeted variable line items may be paid from a budgeted miscellaneous line item upon a two-thirds (2/3) majority vote of the AWSC. To the extent that approved expenses in the current budget cannot be paid because of insufficient current revenue, such bill(s) shall be paid from the prudent reserve as set aside in Section 4 of this Article VIII.

Section 6: Committee Financial Report

Any approved committee, such as Area Convention or Literature Distribution Center, conducting activities on behalf of the Area, that has not been included in the current budget, shall submit a financial report to the AWSC on a quarterly basis. Additionally, such committees shall submit their annual report of income and expenses at the First Spring Area Assembly of the following year.

Article IX Conflict of Interest

Members of the Area Assembly and AWSC shall neither seek nor engage in any activities or pursuits which may result in either perceived, related or actual financial interest or gain from their service position.

Article X Voting

On all matters requiring a vote of the Area Assembly or AWSC, the voting process as set forth in the *Al-Anon/Alateen Service Manual* shall be followed. All important decisions shall be reached by discussion, vote and, whenever possible, by unanimity. (See General Warranty 3) Whenever unanimity is not possible, decisions shall be reached by a two-thirds (2/3) majority of the eligible voting members present at the Area Assembly or AWSC meeting. In the event an immediate need arises prior to a scheduled AWSC meeting to fill an open Area position (Budget Committee, Area Coordinator, *etc.*), an appointment may be made by the appropriate officer as set forth in these by-laws subject to the approval of the AWSC. The Chairperson shall conduct the vote by electronic ballot over the internet or written ballot by mail and maintain official documentation. In the event an AWSC member does not have access to the internet and there is insufficient time to conduct a mailing, an oral ballot may be cast by the person so affected by telephonic communication with the Chairperson and the Delegate by means of a conference call or two (2) separate calls followed by a written confirmation ballot by mail for the official record. Qualifications of the appointee shall be posted on the ballot. The appointment shall be approved by unanimity, or if unanimity is not possible, by a two-thirds (2/3) majority of the eligible voting members.

Article XI Amendments

These by-laws may be amended by a two-thirds (2/3) vote of the Group Representatives or elected alternates at an Area Assembly that has been preceded by a minimum of two (2) AWSC meetings and one (1) Area Assembly. The aforementioned AWSC meetings shall review, discuss, amend as required and then give preliminary approval to the proposed amendment(s). After the requisite AWSC meetings have given preliminary approval to the proposed amendment(s), advance written notification of the intention to amend these by-laws shall be mailed to the Group Representative or Current Mailing Address (CMA) of every Group together with a copy of the proposed amendment(s). At the first Area Assembly following AWSC's preliminary approval of the proposed amendment(s) and advance written notification as aforesaid, the proposed amendment(s) shall be reviewed and discussed at said Area Assembly. No vote shall be taken at that Assembly to allow ample time for consideration by each Group on the proposed amendment(s). At the next Area Assembly a vote shall be taken by the Group Representatives or elected alternates on each proposed amendment provided that there is a quorum present and acting throughout. (See Article VII, Section 1, Second Bullet)