

**AFG District 25 – Whatcom County
Service Manual
April 11, 2024**

The information in this handbook was developed by those holding Service Positions during the service panel beginning January 2022 and ending December 2024. It is based on the Al-Anon/Alateen Service Manual, World Service Office Guidelines, Al-Anon’s Steps, Traditions, Concepts and Warranties, plus the practical personal experience and knowledge of the individuals who prepared them. The “Practices, Methods and Suggestions” section for each position is offered as guidance but is not considered mandatory.

Approved District practices are subject to revision based on additional experience, guidance from the WSO or Area, or other input. Practices based on firsthand knowledge may evolve with additional experience.

This handbook should be occasionally updated as approved practices are added or revised and as experienced-based practices and methods change or improve.

Contents

General..... 2
District Representative 2
Secretary 4
Treasurer 5
Literature Coordinator 8
Alateen Coordinator 8
Outreach Coordinator 10
Technology Administrator (“Tech Admin”)..... 10
REFERENCE 1: DISTRICT VOTING GUIDELINES, PROCEDURES, SUBSTANTIAL UNANIMITY, &
CONVENTIONS 12
REFERENCE 2: APPROVED DISTRICT 25 FINANCIAL PRACTICES 14

General

General Requirements for District 25 Service Positions

- Be a willing member of Al-Anon.
- Be elected by a substantial majority (defined as at least two-thirds) vote of the District Group Representatives in attendance.
- Maintain a willingness to serve in the position held.
- Perform responsibilities in accordance with approved District practices as well as the Traditions, Concepts and other legacies of Al-Anon.
- Attend the monthly District business meeting.

Additional Requirements for District Representative

- Have previously been elected and served as a Group Representative.
- Is not a member of Alcoholics Anonymous.

Term of Service

- The District practices a three-year service rotation. Elections are held before each new three-year term, as well as at other times to fill vacant positions.
- The term of service is until the end of the current three-year service rotation.

Practices, Methods and Suggestions (general)

- “WSO” refers to the World Service Office, the organizational headquarters of the worldwide fellowship of Al-Anon, while “AFG” is Al-Anon Family Groups, Inc., the non-profit corporate name for the same entity. WSO and AFG are used interchangeably.
- The District’s registered office name with the WSO is *District 25 Al-Anon*. Its Number is 1063208.
- For Literature Orders only, the District’s customer name with the WSO is *Whatcom AFG*. Its Customer number is 30505401.
- When a new Treasurer or Literature Coordinator takes office, the most reliable way to update WSO’s database for literature orders and billing is to send an “AISLDC REG-UPDATE FORM”. It is more complete than the “Annual Update for LDC” form (sent every October), which does not provide a way to change the shipping address, billing address or the second contact (Treasurer). WSO prefers the personal names and addresses for Contact #1 and Contact #2, rather than the District’s PO Box address.



AISLDC
REG-UPDATE FORM.I



AISLDC UPDATE
Example.pdf

District Representative

Summary: The District Representative chairs monthly District business meetings, represents the groups in the District at World Service Committee meetings, and serves as a resource and information source for the groups.

Primary Responsibilities of the District Representative

- Call and chair District meetings at regular intervals, following WSO District Meeting Guidelines.
- Represent the groups in their District at AWSC meetings.
- Serve as a resource and information source for the groups.

- Help the Area Delegate by disseminating Area and World Service Conference information and reports to District GRs and members.
- Keep in touch with GRs to learn their views, issues and problems and facilitate spiritual solutions.
- Communicate District membership issues through Area and WSO service arms.
- Visit groups regularly, especially new ones, to make sure they are getting necessary information and help.
- Help membership understand and apply the Traditions, which guide us in our fellowship activities “in all our affairs”.
- Encourage members to be in service
- Coordinate program-related service events and public outreach projects within the District.
- Urge GRs to keep group data sheets and website information up to date with the Area and WSO, and check periodically. (If WSO does not have a CMA, or WAO mail is returned, the group will lose its official group number/status and be categorized as “closed”.)
- Keep updated contact information of D25 officers, committee chairs, and GRs.
- Promote WSO correspondence reaching groups and members, e.g. *Quarterly Reports, Forum, In the Loop, and Washington Wanderings*.
- Attend AWSC and Assemblies and report back to D25 members.
- Communicate with AIS.
- Notify Area and WSO if a group is “closed”.
- Help GRs and members understand AI-anon service arms (not a hierarchy) and their important role as voting members in Assemblies and at WSC.
- Support DAC and encourage Alateen groups to send representatives to D25 business meetings.
- Fulfill duties as required in Area Alateen Behavioral and Safety Requirements: “If violations of the WA Area Alateen Safety Requirements occurs, a disciplinary committee (including the chairperson if at Summer Seminar Assembly) will decide on the steps to be taken.” (Quoted from *Area Service Handbook*)
- Refer to resources in Area Handbook, WSO Guidelines Service Manual and consider obtaining a service sponsor.
- If a Chairperson steps down or must be replaced, the Alternate Chair automatically completes the term. If there is no Alternate Chair, then a Temporary Alternate Chair fills the position until an election can be held successfully.

Practices, Methods and Suggestions for the District Representative

- At the beginning of the three-year panel or immediately upon election, present “Guidelines for Conducting a District Business Meeting” and get approval. See Reference 1.
- Focus on the role of facilitating the Guidelines for Conducting a District business meeting. Avoid DR dominance or strong opinions.
- See current Guidelines approved 2/2022 listed below
- Identify voting guidelines, especially when simple majority or substantial unanimity apply, at the beginning of the panel term. Everyone in attendance may participate in discussions but only GRs may vote. DRs can participate in discussions but do not vote
- Become familiar with the application of Traditions and Concepts in an AI-Anon business meeting and be comfortable with facilitating good group dynamics. We come together in “trust and goodwill” and are “obedient to the unenforceable”.

- Be familiar with KBDM (Knowledge-Based Decision Making) and facilitating KBDM in the District business meeting. Always ask if the Minority View has been heard and if enough time has occurred for the group conscience to represent our Higher Power.
- Encourage a decision be made: Status Quo, Vote on the Motion, Transfer the topic/motion to a Task/Thought Force, or send back to the Groups and educate, educate, educate.
- Consider getting a service sponsor.
- District Officers and Committee Chairpersons are elected by GRs; any D25 member can participate in a subcommittee.
- Participate in all District Committees as oversight, especially Budget committee.
- Facilitate conflict resolution in groups and/or at District level using Traditions, Concepts and Warranties as guidelines. Be an advocate for solutions. Be transparent.
- Encourage District members to attend D25 business meetings to observe how business meetings are run at their district level and what issues are at hand. Also encourage members to participate in discussions at district level.
- Send out requests for Advanced Reports on discussion items or motions one week to ten days before D25 Business meeting. Encourage authors to include five KBMD questions/answers, background, history and pertinent data in their Advanced Report, thereby, complying with guidelines for KBDM that “everyone has access to all the information in advance and has plenty of time to process and ask questions before “making a decision”.
- Send out Agenda with appropriate attachments one week before the District Meeting. The DR is responsible for organizing the Advanced Reports and allotting times on the Agenda for each reporting member. It is generally recommended that each Officer, Committee Chair and GR receive up to five minutes to report general news; if more time is indicated from their Advanced Report, the DR selects a time based on the information provided. The total time for each Topic of Discussion or Motion is twenty minutes. This includes the presentation, info Q/A, and then point of views before a decision is made. (A59 uses one month for Advanced Reports/Motions and 30 min total time to Make a Decision)
- Ask at the beginning of the meeting if anyone has a Motion or Topic for Discussion that they did not include in an Advanced Report. If yes, then this item is usually included under New Business and the GRs decide how much time to allot through a group conscience, and/or take time away from another members report, and/or transfer the item to the next business meeting.
- Continue to encourage “Service Topic Discussions”, especially Traditions and Concepts, to further facilitate learning and applications for D25 members.

Secretary

Summary: The District Secretary provides District Meeting minutes, facilitates proper voting, and maintains an accurate contact list of D25 Officers, committee chairs, GRs and CMAs.

Primary Responsibilities of the District Secretary

- Attend District Meetings and take appropriate notes.
- Call roll of all voting members before a motion.
- Compile District Meeting draft minutes from notes and submit them to the DR by the Monday before the monthly business meeting.
- Present the Secretary’s report at the District meeting.
- Make changes/corrections/edits as required pursuant to appropriate requests for change from District members. If draft minutes are approved as *submitted*, request motion to approve. If draft

minutes are *amended*, make the changes and present the amended version for approval at the following month's District meeting.

- Maintain and update a contact list of D25 Officers, committee chairs and GRs with their associated CMAs.

Practices, Methods and Suggestions for the District Secretary

- Officially, only "actions" must be recorded in minutes - where actual votes were taken.
- Specific vote counts are not required; note if vote is "unanimous" if you care to; otherwise, simply reporting if the motion passes or not is required *unless the members decide otherwise*.
- Identifying who voted and how they voted on a motion is not required - attribution not required - *again respecting members wishes*.
- During discussion prior to voting on motions, the discussion can be summarized; but, again, attribution not needed.
- When taking notes on "reports" by GRs and Coordinators, this is sharing information among members which may be useful/helpful. This information can be included, but it should be brief summaries of important points. It could be that indicating who offered suggestions or had questions can be of use and, therefore, *may be optionally indicated*.
- There may be discussions that fall into the "brainstorming" category and are more informal; again brief summaries of high points may be useful to include so they can be reviewed at a later time when action is being considered. Attribution an option but not required.

Treasurer

Summary: The District Treasurer is responsible for receiving and disbursing funds, maintaining financial records, and reporting financial status.

Primary Responsibilities of the District Treasurer

- Retrieve mail from the PO Box on a regular basis (cooperating with the Literature Coordinator who also has access).
- Deposit received funds into the credit union account.
- Pay expenses such as literature purchases, approved expense reimbursements, and contributions to the WSO and the Washington Al-Anon Area.
- Maintain an accurate ledger of checking account debits and credits, with a description of each posted transaction.
- Reconcile monthly credit union statements with the checking ledger and resolve any discrepancies.
- Maintain a detailed record of income, expenses, project spending and contributions, categorized by budget line item.
- Submit a written monthly Treasurer's report by the Monday before the monthly business meeting and present the report at the meeting.
- Propose relevant new or updated financial practices that support District financial sustainability.
- Receive and respond to messages sent to the treasurer email address.
- Work with a budget committee to develop an annual budget and submit it for approval at the December business meeting.
- At the end of the term of service, facilitate transition to a new Treasurer.

Practices, Methods and Suggestions for the District Treasurer

- When beginning Service as the District Treasurer:
 - Receive the following from the previous Treasurer –
 - Credit union account number, checkbook, extra checks, and “Pay to the Order” stamp.
 - User names and passwords for the online banking administrator and user accounts.
 - Post Office Box key.
 - The name and password for the Treasurer email address.
 - Copies of electronic documents such as the Word document *D25 Treasurer Report* and the Excel spreadsheet *Alanon Dist. 25 Treasurer’s Spreadsheet*.
 - Coordinate with the previous Treasurer and District Representative to transfer signing authority for the credit union account.
 - Take over the “administrator” and “user” credit union online banking logins –
 - Update users, mailing address, email address and phone number.
 - Change the passwords.
 - Order a debit card from the credit union and request a PIN for the card.
 - Update the contact name for the PO Box (there is no paperwork to change the name – go to the Prospect Street Post Office counter and request the change.)
 - Have the Tech Administrator change the email forwarding address to your personal email address.
- Follow the practices described in the *Approved District 25 Financial Practices* (Reference 2) and keep them updated as they are modified or supplemented. Include them in the monthly Treasurer’s report so they are available during meetings in case questions come up.
- Use the electronic documents provided by the previous Treasurer to perform your responsibilities (or create your own system, such as a *QuickBooks* account. Handwritten ledgers and documents can be used as well – computer expertise is not a requirement for service).
- The credit union account is currently at Whatcom Educational Credit Union (WECU). General funds are held in a checking account, with savings sub-accounts for Excess Funds and Reserve Fund. The District maintains two active officers as signers on the account (ideally the Treasurer and the District Representative), because this provides accountability and contingency access.
- Checks deposited in the credit union account must be made out to “District 25 Alanon”. Endorse checks for deposit using the “Pay to the Order” stamp. If you deposit checks using the credit union online banking App on a smartphone or tablet, write “WECU Mobile Deposit” above the stamped endorsement.
- Checks to the World Service Office (WSO) for contributions and literature payments should be made out to “AFG Inc.” .
- The Tech Administrator may need to charge accounts such as Zoom (online meetings) and Wix (website services) to the Treasurer’s debit card. Wix has been paid for 3 years in advance to receive a discount. District email provider Zoho is free at this time but if the District opts for enhanced services there will be a cost.

- The District PO Box is at the 315 Prospect Street Post Office. The fee is billed annually. Post Office records show that the user is “Al-Anon” but the District uses the mailing address
 - Whatcom AFG
 - PO Box 1550
 - Bellingham WA 98227-1550
- The Treasurer Email account is managed using the link <https://accounts.zoho.com/signin>.
- When the DR notifies you that the Washington Area has changed their mileage compensation rate, update the *AREA 59 DISTRICT 25 AL-ANON EXPENSE REPORT* form and have it distributed with the next monthly agenda.
- When the Literature Coordinator orders literature, AFG will mail an invoice to the PO Box.
 - AFG sells literature to the District at a 17% discount for quantities less than a case, or a 35% discount for a case. The shipping/handling charge is \$10 for orders below \$100 and 10% of the literature subtotal for orders \$100 or more.
 - Whenever possible, the Literature Coordinator should consolidate orders and purchase popular titles by the case to minimize the cost of literature.
- The WSO sends four Quarterly Appeal Letters each year to the District. Include a copy of this letter with the next Treasurer’s Report, and invite those who want to contribute to mail their donation to the District. Send one check for the total amount collected.
- Individuals mail Seventh Tradition contributions to the District. There is a separate budget line item to track these.
- Officers and Coordinators should be advised to seek approval prior to generating an expense. Expenses consistent with the approved budget can be paid without pre-approval at the Treasurer’s discretion. For example, if a member of the Outreach committee submits an expense report for poster printing and there is a line item and funds in the budget to cover it, the expense can be reimbursed. Another example is budgeted travel expenses for the DR to attend Area meetings. For larger expenses, or where the validity of the expense is uncertain, or to maintain transparency in spending, it is always appropriate to present expenses to the monthly business meeting for discussion and a group conscious before payment.
- Start developing the next year’s budget in October. Constitute the budget committee at the October business meeting. Ask DRs to forecast Seventh Tradition contributions for their groups, and ask officers and coordinators to propose budget line items. If necessary budget figures cannot be provided, consider using as an estimate the previous year’s actual spending total for the line item.
- Calculate the new Reserve Fund and Excess Funds after final year-end accounting is completed.
- Although the District has been assigned an EIN (Employer Identification Number) for banking purposes, the District has no official status with the IRS and does not need to file a tax return. The IRS views the District as a non-entity and does not list it in its database. The District is treated like a social club and is **not** a non-profit organization, although it loosely follows 501C-7 rules. This status also applies to groups within the District.
- The District organization is not incorporated or legally recognized as a business or non-profit corporation and should not act as such. For example, officers are not legally able to commit the District to contracts or credit. Other than literature from the WSO and reimbursement of approved expenses that have been paid by an individual, goods and services should only be purchased by a check or debit card payment at the time of the transaction. When uncertain, submit financial questions at the business meeting for discussion and a group conscious.

- Washington State fund-raising rules must be followed for raffles. We are allowed to collect up to \$5,000 each year from an unlimited number of members-only raffles and up to \$5,000 from up to two unlicensed public raffles, for a total of \$10,000. A discount for raffle tickets (such as 6 tickets for the price of 5) is not legal. The website [Raffles FAQ | Washington State Gambling Commission](#) has more information.
- Be alert to deceptive practices. For example, the District might receive an advertisement disguised as an invoice, and if you make a payment, you are actually contracting for a new service rather than paying a legitimate existing debt.
- *Al-Anon's Guideline G-41 – Reserve Fund* and *Al-Anon/Alateen Service Manual* have useful guidance.

Literature Coordinator

Summary: The Literature Coordinator maintains an inventory of Al-Anon Conference Approved Literature and makes literature available to purchase by groups and individuals in the District.

Primary Responsibilities of the Literature Coordinator

- Attend District Meetings and participate, provide feedback about topics related to literature and other topics as well.
- Ensure that the District maintains an inventory to allow for local access and quick delivery of Al-Anon Conference approved literature to groups and members in District 25.
- Be accessible to group literature coordinators to provide them with access to materials needed for their group.
- Order materials as needed from WSO to maintain inventory needed as identified by group conscience of District members.
- Coordinate with Treasurer to validate payment of group (check to District 25) and WSO (Check from District 25) orders.
- Inform members of any upcoming changes in pricing or availability of literature and of new literature available.
- Confirm that information on District website gives accurate information for ordering literature.

Practices, Methods and Suggestions for the Literature Coordinator

- Establish contact with each group literature representative to confirm they know how to contact you, order materials, and get materials from you.
- Solicit input from group reps at district meetings of additional literature needs (i.e. Reading groups or newcomers materials).
- Do a semi-annual inventory of literature materials for District budget purposes.
- Familiarize yourself with available literature so you can offer recommendations or suggestions if requested.

Alateen Coordinator

Summary: The District Alateen Coordinator supports Alateen (Al Anon for younger members), a vital part of Al Anon Family Groups. Young people seeking help with problems that arise when alcoholism afflicts a parent, another close relative, or a friend, meet to exchange experiences and to gain an understanding of themselves and the alcoholic. This helps their own personal development and can help stabilize troubled thinking resulting from close association with an alcoholic.*

Primary Responsibilities of the District Alateen Coordinator

- Attend District Meetings and take appropriate notes.
- Provide AMIAS Training or direct qualifying Al-Anon members to AMIAS training, when asked.
- Assist Al-Anon Members Involved in Alateen Service (AMIAS). Note that Al-Anon members who are also members of A.A. may be certified as an AMIAS and serve Alateen in keeping with the Area's Alateen Safety and Behavioral Requirements.
- Communicate with the Area Alateen Process Person (AAPP) and help them whenever needed.
- Sit on the Area Alateen Safety Committee and the Area Alateen Appeal Committee, when convened.
- Maintain a current list of prospective and certified AMIAS members.
- Compile a monthly report on events and Alateen progress and forward by email to the District Representative prior to the agreed time so it is available to the DR when the Agenda is posted.

Practices, Methods and Suggestions for the District Alateen Coordinator

- Al-Anon and Alateen Groups at Work" explains how to start a group, help it grow, and discover how other members have solved problems common to groups. The harmony and success of each group depends on shared responsibility, a warm spirit of fellowship, and individual self-improvement.*
- Alateen meetings require at least two AMIAS members present. If only one AMIAS is available, teens are welcome to attend open Al-Anon meetings.
- Cooperate with the District Outreach Coordinator (see "Public Outreach in the Community" in the Service Manual) * and committee to spread the word throughout the District about Alateen meeting places and times, and AMIAS training.
- Be familiar with (and read aloud at least once per month):

Three Obstacles to Success in Al-Anon*

This passage has helped many groups to resolve group problems: All Al-Anon discussions should be constructive, helpful, loving, and understanding. In striving toward these ideals, we avoid topics that can lead to dissension and distract us from our goals.*

1. Discussions of religion: Al-Anon is not allied with any sect or denomination. It is a spiritual program, based on no particular form of religion. Everyone is welcome, no matter what affiliation or none. Let us not defeat our purpose by entering into discussions concerning specific religious beliefs.*
 2. Gossip: We meet to help ourselves and others learn and use the Al-Anon philosophy. In such groups, gossip can have no part. We do not discuss members or others, and particularly not the alcoholic. Our dedication to anonymity gives people confidence in Al-Anon. Careless repeating of matters heard at meetings can defeat the very purposes for which we are joined together.*
 3. Dominance: Our leaders are trusted servants; they do not govern. No member of Al-Anon should direct, assume authority, or give advice. Our program is based on suggestion, interchange of experience, and rotation of leadership. We progress in our own way and pace. Any attempt to manage or direct is likely to have disastrous consequences for group harmony.*
- Be familiar with Suggested Meeting Outline and Considerations When Starting Either an Al-Anon or Alateen Group from the Service Manual:
 - Keep up-to-date the group's Current Mailing Address (CMA) that is listed on the group registration form, as well as phone contacts. Ensure that Alateen group CMAs are Area-certified AMIAS.

- During the Alateen meetings, allow time for the Alateen members to exchange contact information if the teen wants to. This way the teens can communicate with one another between meetings.
- When there are no certified Al-Anon members available to be of service to the Alateen group, the Alateens are encouraged to attend the Al-Anon meeting (from the 2022-2025 Al-Anon/Alateen Service Manual).

Outreach Coordinator

Summary: The Outreach Coordinator leads the District’s effort to inform the public through the media, professionals, facilities, and organizations about who we are, what we do, and how to get in touch with us.

Primary Responsibilities of the District Outreach Coordinator

- Attend District Meetings and participate, provide feedback about topics related to Outreach and other topics as well.
- Develop and support outreach activities throughout and in support of District 25.
- Support all groups in District 25 to fulfill the outreach goals of their group. This could include helping them to prepare materials, securing funding for proposed outreach activities or facilitating contacts between groups.
- Solicit input from GRs about outreach needs of their group.
- Confirm that information on District website accurately reflects Outreach information.

Practices, Methods and Suggestions for the District Outreach Coordinator

- Recruit at least one member from each group to support District outreach. This person could be the liaison between the district and the group. Form a committee which includes these members to evaluate ongoing outreach efforts and brainstorm new ideas.
- Identify sources of information that brought newcomers to Al-Anon and work to ensure that those sources are supported.
- Share outreach materials as needed with GRs, including Outreach banners and business cards as well as relevant literature.
- Coordinate with District Literature person to have needed literature available for distribution as needed to outreach projects.

Technology Administrator (“Tech Admin”)

Summary: The District Technology Administrator is the District Webmaster and Information-Technology (“IT”) Coordinator.

Primary Responsibilities of the Tech Admin

- Ensure all published documents – especially group schedules, the District Calendar, and contact information – are up-to-date.
- Update as necessary the IT-Tech operational documentation, and ensure up-to-date procedures can be immediately passed on to the next Tech Admin.

Practices, Methods and Suggestions for the Tech Admin

- The Tech Admin will be the coordinator of the District website, any Facebook or other social media service used by the District, and all Google (or other) IT services used by District, including email accounts and documents stored online for District use.
- This will require ongoing coordination with the Treasurer and any other Trusted Servants directly responsible for making IT service payments, or for creating and updating District documents, including minutes, District contacts, and data for Alateen, Outreach, etc.
- Responsibilities start with reading and becoming familiar with current IT-Tech operational documentation provided to the Tech Admin, and ensuring those are kept up-to-date, and can be immediately passed on to the next Tech Admin.
- In particular, the Tech Admin is responsible for keeping accurate/current District meeting schedules and relevant AI-Anon event schedules, as well as all other long-term posted information and documents, and for maintaining website and document security.
- The Tech Admin may assist with posting of time-limited or other "immediate-use" material on social media, such as for outreach purposes, but is not responsible for creating such material.
- Any material posted on social media (or other IT-Tech platform) for longer-term use and reference does require oversight by the Tech Admin to ensure it is kept up-to-date.
- Ensure that payments for all IT-Tech services, such as web-hosting, domain hosting and any phone plan, remain current.
- The Tech Admin should also be somewhat familiar with the AI-Anon/Alateen Service Manual, to assist with relevant issues as requested.

REFERENCE 1: DISTRICT VOTING GUIDELINES, PROCEDURES, SUBSTANTIAL UNANIMITY, & CONVENTIONS

Approved by GRs 2/2022 for the D25 Panel 1/2022 – 12/202)

1. Guidelines for general discussion:
 - a. Start and stop the meeting on time.
 - b. Obtain a "volunteer timer" for each agenda item and for each individual speaker.
 - c. Stick to the set agenda (published by DR) and suggested time frame for each agenda item. When items run out of time, the author/DR can ask for a group conscience to extend the time allotted, move the item to next month's business meeting, assign it to a district task/thought force, or go back to groups.
 - d. For Zoom meetings, activate the "raise your hand" icon to be called upon by DR in order. For in-person meetings, the discussion method is "go around the table in order".
 - e. Stick to two minute individual share time limit and stay on topic.
 - f. If someone says what you were going to say, don't repeat it (say "Pass" or something similar).
 - g. Focus on assuming trust and goodwill. Be polite and courteous.
 - h. Listen. No side conversations. Avoid or minimize distractions (phones off).
 - i. Use guidance from Al-Anon Steps, Traditions, Concepts, and Warranties and the Al-Anon/Alateen Service Manual.
2. Motions pass with substantial unanimity of GR votes counted (2/3). Abstentions are not calculated in substantial unanimity. Minimum of 3 GRs to vote. (passed 1/2021)
3. Knowledge-Based Decision Making (KBDM) (al-anon12.org).

Overview – To allow an informed group conscience, where everyone has all the information (advanced reports) to make a decision, everyone including the minority view has been heard and adequate time has been taken before Making a Decision. The group conscience from KBDM represents our Higher Power in which members are voluntarily obedient to that which is unenforceable, our spiritual steps, traditions and concepts.

Process- 1) Motion or topic is presented by task/thought force or individual, followed by a presentation of 5 KBDM Q/A responses, background info and history; 2) Questions for clarification and more information are directed to presenter; 3) Round Table presentation of points of view/opinions, including minority view; 4) Make a decision (3 options) – status quo, vote on motion, move to task/thought/work force. DR is facilitator of process (does not vote). District members utilize agreed upon voting guidelines informed by Traditions and Concepts. Motions are passed with Substantial Unanimity or 2/3's of GR voting affirmative.

4. Agenda: Follows WSO Guidelines for District Business Meetings. The Agenda is set by DR in advance of the District business meeting. The DR will initiate a call for advanced reports a week to 10 days prior to the District business meeting. Advanced reports indicate that a D25 member is interested in a discussion, group conscience or even a KBDM at the District business meeting. A topic or motion is proposed in the advanced report w accompanying background info, history, 5 KBDM answers, etc.

Upon receiving advanced reports, the DR will organize them into the Agenda and allocate time suggestions for the business meeting, generally up to 20 minutes total time. If no advanced

report is submitted, the DR will allocate 3 - 5 min for each reporting officer, committee chair and GR.

Once organized and set, the Agenda will then be sent out to all District Officers, Committee Chairs and GR's the Monday b4 the Thursday District business meeting. In this manner, District membership have all the information that they need to discuss and make a decision at the District meeting in advance.

Before the meeting starts, the DR will ask if there is any New Business that was not identified in an Advanced Report that a member wants to discuss. If yes, it will be assigned to New Business and provided a time allotment or moved to the next Business Meeting Agenda per Group Conscience

REFERENCE 2: APPROVED DISTRICT 25 FINANCIAL PRACTICES

Approved 1/10/19

- Rent vs. Donation: Churches need to process payments as “donations” for tax purposes, while Groups (according to their interpretation of the Seventh Tradition) prefer to call their payments “rent”. A consensus was reached to recommend that Groups agree on a payment amount with the church, call it “rent” in their financial documents, and consider what the church calls the payment an outside issue.

Approved 2/10/22

- “Prudent Reserve” was renamed “Reserve Fund” based on Al-Anon’s Guideline G-41 and Service Manual.

Approved 3/10/22

- Annual budgets for the coming year will be prepared in the fourth quarter by a committee comprised of the Treasurer, District Representative, and others assigned by the DR. The draft budget will be submitted for inclusion in the December District meeting agenda and must be approved by a vote of the Group Representatives present at the meeting.
- The Reserve Fund will be recalculated each year upon approval of the annual budget and will equal six months of necessary expenses.
- At the end of each year, the District Treasurer shall set aside 50% of any excess funds, which will be allocated for special projects. The Treasurer shall donate the remaining 50% of excess funds to the Al-Anon WSO (40% of the amount) and Area (60% of the amount). At the end of the year, any uncommitted special project funds are to be combined with excess funds accumulated during the year (and undergo the annual allocation process).
- Special Project Proposals will be considered at the third District Meeting of each quarter. Proposals must be submitted for inclusion in the meeting agenda and must be approved by a vote of the Group Representatives present at the meeting.

Approved 10/13/22

- Requests for expense reimbursement must be submitted by the end of the following month. This will allow end-of-the-year finances to be finalized as part of the appropriate annual budget.
- The former separate LDC fund is folded into the general fund account, and literature sales and literature purchases are now managed only as budget line items.

Approved 12/8/22

- Requests for expense reimbursement must be submitted to the District Treasurer using the AREA 59-DISTRICT 25 AL-ANON EXPENSE REPORT and include a receipt for each expense.

Updated 12/31/22