

**Spring 2018**

# **MONTANA AFG GUIDELINES**

The Montana AFG Guidelines are to be used in conjunction with The Al- Anon/Alateen Service Manual, WSO Guidelines and Conference Approved Literature.

**MONTANA AREA VISION STATEMENT**

To ensure that all Al-Anon/Alateen groups in Montana have an opportunity to affect the direction of Al-Anon as a whole through shared information between the groups and the WSC (World Service Conference).

**MONTANA AREA MISSION STATEMENT**

To collect and distribute information and reports, initiate projects and make recommendations that support Al-Anon/Alateen at all levels (groups, districts, and WSC).

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# **MONTANA AFG GUIDELINES**

## **PREFACE**

1. The Montana AFG Assembly adheres to the policies set forth by the World Service Conference and follows the procedures listed in the Al-Anon/Alateen Service Manual. All members of the Montana AFG Assembly should have a copy of this manual.
2. The statements on the following pages are meant to define specific guidelines, which Montana AFG has approved. Changes and additions will be made, as circumstances and our growth require.
3. Montana AFG Guidelines will be handed out at the Election Assembly. It is the responsibility of each Area World Service Committee (AWSC) member and Group Representative (GR) to bring the Montana Guidelines to all area meetings and add new or changed information until a new book is printed.
4. Additional copies will be available for a fee from the Literature Coordinator.

### **Statement to NEW assembly attendees**

Refer to the GR exchange document for details. The Alternate Delegate has this document.

Attendees unfamiliar with assembly agendas may find help by referring to the Al-Anon/Alateen Service Manual. In order to keep the Montana AFG informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined, prior to arriving at the Assembly, by reviewing the minutes of previous sessions for unresolved issues. New Business is brought forth by the Area World Service Committee (AWSC) just prior to the Assembly.

Questions and suggestions for upcoming agendas should be directed to your District Representative or to another appropriate member of the AWSC.

It is requested that all Assembly attendees arrive on time so that the Assembly can start promptly when called to order. Cell phones should be turned off and no pets are allowed.

### **Motions**

Motions will be read (verbatim, from a written copy). The issue will be discussed and then the motion will be called for. The written copy will be given to the Chairperson so it can be repeated correctly during the discussion. All Motions will be presented in a positive form before the vote, the motion will be read a final time by the Chairperson. The results of the vote will be shared before moving on to another topic for vote. Motions forms can be obtained from the Area Secretary.

Please note: "Parliamentary Procedures" will not be strictly complied with, but all Group Representatives (GRs) will be given reasonable chance to voice their Group's conscience during the discussion prior to voting on the motion.

Sources of motions: Recommendations from the Area World Service Committee (AWSC) plus any necessary background information; Assembly members who have a vote; Group Representatives (GRs) or in their absence, the Alternate GR.

Motions pertaining to Motions

(C32) - A vote be mandatory on any issue impacting Al-Anon as a whole at Area Assembly.

(C132) - Informed group conscience -- In order to have an informed assembly, copies of any AWSC Motions to be voted on, will be handed out to all voting GRs at the beginning of the Assembly.

(C134) - Motions – Motions made during the course of the assembly will be written on a visual aid for the attendees.

### **Knowledge Based Decision Making (KBDM)**

KBDM is an informed group conscience and is defined as the process of looking at a topic through certain agreed upon criteria. Pertinent background information is gathered and shared with those responsible for making the decision. Then a decision can be made through a motion and vote.

KBDM is not intended to prohibit introduction and voting on a topic that come up suddenly and requires an immediate decision nor would it be required for non-policy or non-procedural items.

#### Key Elements

1. Open communication
2. Dialog before deliberation
3. All decision makers have common access to information
4. We exist in a culture of trust

#### KBDM Questions

1. What do we know about our members' needs, wants and preferences that relates to this discussion?
2. What do we know about our resources relative to this issue?
3. What do we know about our "culture" or "environment" (technology, our steps, traditions, concepts, spiritual principles) that relates to this issue?
4. What are the implications of our choices (pros and cons)?
5. What do we not know about this issue that we wish we knew?
6. How do Al-Anon's legacies apply to this issue?

#### The Process:

- The presenter(s) complete the form, answering the applicable questions.
- Copies are made and distributed allowing all to review and reference.
- Topic is presented at the meeting.
- The Chair opens the floor for dialogue before deliberation.
- Information may be added to an incomplete form.
- Questions are asked. (Sentences begin with words such as "who, what, when, where, why?")

Presentation may lead to a Motion:

- Motion is written and read
- Voices are heard (One time at the microphone, 2 minute limit, if your opinion has been stated, do not repeat.)
- Discussion is closed.
- Motion is reread and vote is taken

The Outcome:

- Everyone will have all available information needed to make an informed decision.
- Newcomers to a decision-making-body have the advantage of the background information.
- Receiving the information before the dialogue gives members time to digest and process.
- Access to the background information gives members the opportunity to understand the decision and participate in the discussion.
- Related issues come up before a decision is made.
- Decisions are not based on reactions, opinions or emotions. This is proactive, not reactive.
- The focus is on the dialogue of the topic rather than on the structure or wording of the motion or proper parliamentary procedure.
- The suggestion itself is more important than who made the suggestion.
- Trusted servants are not asked to make uninformed decisions.
- Trusted servants will be able to communicate and articulate the decisions made.

### **Voting**

The Area Chairman is asked to ensure the use of the following process for establishing, and voting on a motion.

1. Problem solve - Identify the topic, then reason things out with someone else. This could happen through discussion.
2. Listen - Sounds like one of our slogans. Please, no side conversations, when someone is speaking.
3. Keep It Simple - Prepare your thoughts before you go to the mike. If someone else has made your point, please don't state it again.
4. If a motion results from the discussion, present it verbally and in writing to the Area Secretary. The Chairman will call for a second. Stay in the solution, not in the problem.
5. There will be a voice vote, unless a written vote is requested.
6. If a motion is on the floor and a call for the question is made, the chairman will ask for the assembly to:
7. First, vote to end discussion using Concept 5; second, vote on the motion.
8. At the discretion of the chairperson if a topic hasn't been resolved, it will be

turned over to a thought force for further investigation. The findings will be presented at the next AWSC meeting. It will be decided there to either be tabled or presented as a motion at the next business assembly meeting, or will be given to our Delegate to research through WSC.

#### Motions pertaining to Voting

(C21) - We will use simple majority for Area Assembly voting except for the election of officers.

(C23) - Written vote will be taken at Area Assembly when deciding on issues to be brought to floor at WSC.

(C32) - A vote be mandatory on any issue impacting Al-Anon as a whole at Area Assembly.

(C39) - Simple majority to pass motions.

The Assembly votes for Regional Trustee Candidate unless otherwise designated by the Assembly.

#### **Ask-it-basket**

Time has been set-aside on the agenda for Ask-it-basket questions. If an issue is addressed as an Ask-it-basket question and cannot be resolved at assembly due to time frame or not enough information; these questions will go to a committee for research. The answers will be presented in the News & Views. If an answer cannot be found at the Area level, the question will be passed on to the delegate to present to WSC.

#### **New Topics**

New Topics will be brought up from the assembly floor only if time permits. Al-Anon members with topics of concern should contact their GR, DR, or appropriate Coordinator as early as possible and a written copy should be submitted to the Chairperson prior to the Area World Service Committee Meeting preceding the Assembly.

#### **Dual Members**

Al-Anon/Alateens holding dual memberships are eligible to hold office with their Al-Anon or Alateen groups (with the exception of GR). Active members of Al-Anon who are also A.A.s may serve as the Sponsor of Alateen groups by virtue of their Al-Anon membership.

However, because of the unique nature of both programs, Al-Anon/Alateen members who are also AA members do not hold offices that affect Al-Anon policy. They may serve in positions that do not lead to membership in the World Service Conference.

See the Al-Anon/Alateen Service Manual. See the policy regarding "Dual Membership in Al-Anon/Alateen and A.A." in the "Digest of Al-Anon and Alateen Policies" section of the Al-Anon/Alateen Service Manual.

#### **Committee Service Work**

Those holding a position of Past Delegate, Officer, Coordinator, District Representative, Group Representative or Ad Hoc Committee Members will encourage the use of Al-Anon/Alateen Service Manuals at all levels. Members may serve on various committees as requested. Exceptions are the Montana Area World Service Delegate and Montana Area Chairperson who are ex-officio members of any committee.

**Guideline Review Committee:**

Shall consist of 2 to 3 members that include the current Alternate Delegate and a Past Delegate who are actively involved at the Area level. Committee meets prior to each AWSC Meeting.

The purpose of the Guideline Review Committee is to review the Montana Al- Anon/Alateen Guidelines and submit changes, updates, and corrections to the assembly for approval as needed. The committee chair will forward the yellow copy of the motions to the Area Archivist. The term of the committee is to run concurrent with the current area officers.

Motions pertaining to the Guidelines Review Committee

(C98) - Provide the "yellow" copy of motions to the Area Guidelines Chairperson for input to the motions section of the Area Guidelines.

(C212) In consideration of Area expenses, I move that going forward, The Montana AFG Guidelines be distributed electronically, unless specifically requested with the requester to pay all printing and mailing costs. Motion submitted by Elaine D. Seconded by Pennie K.

**Area Assemblies**

Composition of - Al-Anon Alateen Service Manual Agenda - refer Al-Anon Alateen Service Manual Assemblies will be scheduled annually.

Motions pertaining to the Area Assemblies

(C6) - 2 day Area Assembly meeting start on Saturday at 1 until 5 p.m. with old business, workshops and sharing Saturday night, continuing until Sunday noon for the new business and a spiritual meeting.

(C15) - Area Assembly will have a specified amount of coffee (5 gal per day) purchased by the Area and when that coffee is gone the coffee drinkers are on their own for coffee. We also will have a "coffee kitty" available for coffee donations.

(C64) - At the beginning of each assembly we ask for volunteers to act as sponsors for new assembly attendees through their first assembly.

(C86) - We will have no Assemblies on Holiday weekends.

(C93) - When an "emergency travel only" warning is issued for the location of the Area Assembly meeting, or statewide; the assembly shall be canceled. (C102) - It is at the discretion of the current Area Delegate to set the spring assembly date.

(C122) - We will have a committee for new GR and DR orientation at Area Assemblies.

(C123) - We have created a 3 year cycle of activities for Fall Area Assemblies as follows: 1st fall of new term - past or current delegate workshop; 2nd fall of new term - trustee speaker/ workshop (as funds allow); 3rd fall of new term - elections.

(C128) - Area 32 will have a Two Day Assembly each fall.

(C178) - To accept the Montana Area Vision Statement: To ensure that all Al- Anon/Alateen groups in Montana have an opportunity to affect the direction of Al-Anon as a whole through shared information between the groups and the World Service Conference; and the Montana Area Mission Statement: To collect and distribute information and reports, initiate projects

and make recommendations that support Al-Anon/Alateen at all levels (groups, district, World Service Conference).

(C185) – Registration fee for Spring and Fall Assembly will be \$15.

(C189) – That Area 32 purchase a set of posters with the legacies to display at assemblies, and that a poster with the mission statement and vision statement be purchased.

(C191) – Starting Spring Assembly 2012, Spring Assemblies will rotate venues every three years – location to be determined by vote at prior Assembly.

(C203) - Closing at the Area Assembly – I move that we close the Area Assembly meetings with the Al-Anon Declaration only.

## Acronyms and Common Terms

Al-Anon	<b>AL</b> coholic <b>ANON</b> ymous
AAPP	Area Alateen Process Person
ADR	Alternate District Representative
AFG	Al-Anon Family Group
AGR	Alternate Group Representative
AIM	Alateen Interest Meeting
AIS	Al-Anon Information Service
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
BN	Motions before they were numbered
C	Current Motion
CAL	Conference Approved Literature
CMA	Current Mailing Address
CPC	Cooperating with the Professional Community
DR	District Representative
GR	Group Representative
IAGSM	International Al-Anon General Services Meeting
ISR	Information Service Representative
KBDM	Knowledge Based Decision Making
LDC	Literature Distribution Center
LMD	Last Maintenance Date
NCRD	North Central Regional Delegates meeting
NERD	North East Regional Delegates meeting
NWRD	North West Regional Delegates meeting
ODAT	One Day At A Time
PI/CPC	Public Information/Cooperating with the Professional Community
PMA	Permanent Mailing Address
SCRD	South Central Regional Delegates meeting
SERD	South East Regional Delegates meeting
SMR	Suspended Mail Records
SWRD	South West Regional Delegates meeting
TEAM	Together Empowering Al-Anon Members
WSC	World Service Conference
WSO	World Service Office

COMMITTEE - Originating body.

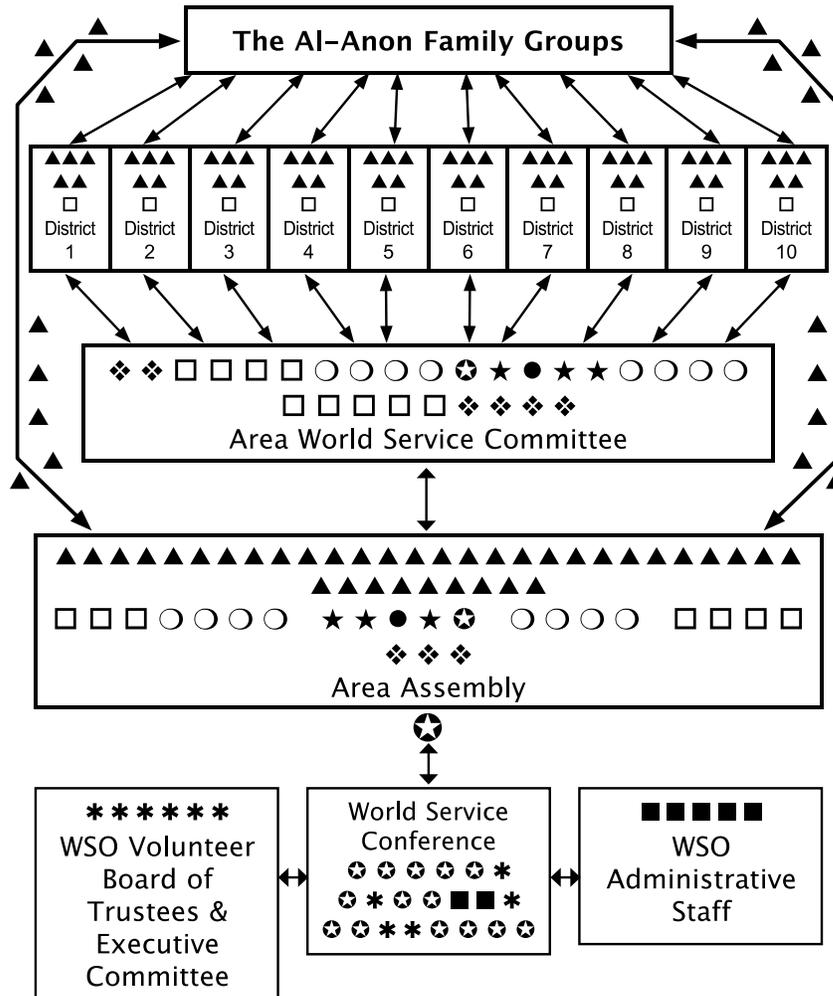
TASK FORCE - Temporary unit of people established to work on a single defined task or activity. They are the doers.

THOUGHT FORCE - Temporary unit to research ideas and possibilities. They are the thinkers.

WORK GROUP - Originating body assigned to pursue and implement multiple duties. (Long term)

Refer to the Al-Anon/Alateen Service Manual for a complete description of most of these terms.

## WORLD SERVICE CONFERENCE STRUCTURE



- ▲ Group Representative
- District Representative
- ★ Assembly Officer
- Chairman
- ⊗ Delegate
- Area Coordinator
- ❖ Al-Anon Information Service Liaison

The Area World Service Committee may also include Coordinators of special services such as Alateen, Archives, Public Outreach (PI, CPC, and Institutions), Newsletter Editors, The Forum, etc., and liaison members (from local Information Service centers or Intergrups)

## **AREA WORLD SERVICE COMMITTEE (AWSC):**

1. **District Representatives (DRs)** – Represents one district within the Area.
2. **Coordinators** – Alateen, Archives, The Forum, Group Records, Literature, Public Outreach, Internet/Website, News and Views newsletter.
3. **Area Officers:** Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer.
4. **Past Delegates** – All Past Delegates are to be life members of the Area World Service Committee (AWSC) with voice and vote.

Each Area World Service Committee member is urged to familiarize themselves with the duties of the Area World Service Committee as specified in the Al-Anon Alateen Service Manual.

Area World Service Committee Meeting:

This is the business/planning meeting attended by the District Representatives (DRs) Coordinators, Area Officers, and Delegate. All are voting members of the AWSC. All Al-Anon members are welcome.

Only Committee members: District Representatives (DRs), Coordinators, Area Officers, and Past Delegates, have a voice and vote. This committee meets before each Assembly to discuss Area and District matters, plan the agenda for the Assembly, initiate projects and make recommendations to the Assembly; however, the Area World Service Committee in itself cannot set policy for the full Assembly. It is the responsibility of all the AWSC members to also participate in the planning meetings held by conference call between assemblies.

All District Representatives (DRs), Coordinators, and Area Officers will give a written copy of their report given at the Assemblies to the Secretary. It is the responsibility of individual officers and coordinators not to exceed their approved budget.

## **JOB DESCRIPTIONS: AWSC**

### **District Representative (DR)**

Term Length: 3 years. Refer to District guidelines

Qualifications: The DR is elected from among the incoming, outgoing, or active past GRs in his home district prior to the Assembly or by caucus at the Assembly. Each DR represents one district within the Area. He helps the groups in his district understand their relationship and responsibility to the worldwide fellowship.

Duties - Al-Anon Alateen Service Manual / Al-Anon Guidelines

Additional duties of the DR

- To call and chair district meetings at regular intervals.
- To help the Delegate in every way possible in disseminating Conference information and reports.

- To keep in touch with the GRs of his district to learn the views of the groups and their problems, which, in turn, he may report to the Area World Service Committee or the Delegate. To educate the GRs
- To visit all the groups in his district, particularly new groups, to make sure they are getting necessary information and help.
- To help the groups understand and apply the Traditions, which guide us in our fellowship activities.
- To prepare and update a mailing list of the GRs in his district for the Area World Service Committee.
- To urge every group to complete and promptly return the group data sheets sent out annually by the World Service Office
- To check the group's Current Mailing Address (CMA) with each GR in the district to determine if it is correct.
- To make sure mail from the WSO is reaching the groups and being shared with the members.
- To attend Area World Service Committee meetings and report to the Area World Service Committee on activities within his district.
- To notify the Area World Service Committee and WSO of groups that have disbanded.
- Hold regular meetings for Group Representatives (GRs) to let them exchange ideas and voice concerns. Keep them apprised of what is going on at the Area level – to educate GR's.
- Encourage Service work from all members in their District.
- Encourage Service Sponsorship

## **AREA COORDINATORS**

Qualifications: An active Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. The Editor votes at Area World Service Committee (AWSC) meetings but not at the assemblies unless also a GR.

### **Area Alateen Coordinator and Area Process Person**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual Register Alateen Groups

In more populated areas, the Area Alateen Coordinator and Area Alateen Process Person are separate positions. In Montana and other less populated Areas, the two are combined.

Motions pertaining to the Area Alateen Coordinator/Area Alateen Process Person:

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re- certification of the Alateen Groups for Montana Area 32.

(C197) - Alateen Chat Room – The Area registered for an Alateen Chat Room.

(C198) - Montana Alateen Safety & Behavioral Requirements – update and revise Montana Area 32 Al- Anon/Alateen Family Group Safety & Behavioral Requirements.

Additional Duties of the Alateen Coordinator:

Al-Anon Members In Alateen Service (AMIAS). As Alateen Coordinator you will educate members about Alateen and the guidelines for being an AMIAS (Al-Anon Member in Alateen Service). You might provide additional training periodically to keep AMIAS fresh and informed. When a member wants to become an AMIAS, you will help them with the paperwork once their eligibility is established. Educating district members and encouraging the growth and health of Alateen is a constant goal.

The Alateen Coordinator/Area Process Person runs a background check on members applying for certification. Once a person has cleared the background check the Alateen Coordinator/Process Person enters all the information about the applicant into the Al-Anon database.

Once a year, all existing AMIAS must indicate that they still meet the requirements for certification and that they want to continue being certified. The database has to be updated yearly. The Alateen Coordinator/Area Process Person also gives out the Alateen group registration forms and enter new groups into the WSO database.

Registration Process

- All new Alateen group registration and AMIAS forms will go to the district District Representative.
- The District Representative will send all applicable forms to the Area 32 Group Records Coordinator.
- The Area 32 Group Records Coordinator will sign all applicable forms and registrations and send forms to the Area 32 Alateen Coordinator.
- Area 32 Alateen Coordinator will compile all applicable forms. If any forms are not completed as required by the Montana Area 32 Al- Anon/Alateen Safety and Behavioral Requirements, the Alateen Coordinator will return said forms to the appropriate District Representative.
- Those Forms in compliance with the Montana Area 32 Al-Anon/Alateen Safety and Behavioral Requirements will be forwarded to the Associate Director of Member Service/Alateen of the World Service Office.
- The Area 32 Alateen Coordinator, Area 32 Group Records Coordinator, and the Area 32 Delegate are the members that are considered the Area 32 Alateen Committee. The Area 32 Alateen Coordinator will be the contact for World Service Office.
- In the event of any appeals regarding the process, the Area 32 Alateen committee will be responsible to listen to problems, as they may arise.

Suggested Added Statement to Alateen Opening: Our Alateen Sponsors are responsible members of Al-Anon who share their experience, strength and hope. They provide direction in the Alateen meeting to help keep the focus on the Al-Anon program of recovery. To the best of their ability they maintain an atmosphere of safety from emotional or physical harm. Alateen Sponsors offer guidance without dominance, and encourage us to take

responsibility for our own actions.

Alateen Information, permission and medical forms can be found in the downloadable safety guidelines (G-34). <https://al-anon.org/members/pdf/guidelines/G34.pdf>

## **Archives Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual/Al-Anon Guidelines

- Reports at Area Assembly – progress and needs
- Provides updates for Area 32 Guidelines.
- Archives Coordinator attends workshops by invitation and explains the importance of keeping and preserving our Area Archives
- Assists the Archivist in locating and collecting missing archival material.

Motions pertaining to the Archives Coordinator

(C24) - The State Archivist is to bring a small display to our Area Assembly to allow members exposure to these files.

When donations are made to the Archives, they must be organized. This entails sorting through, throwing some things out, and organizing to fit in with the rest of the Archives. Add items to the Archives that are received, including: News & Views, district newsletters, WSO newsletters (Inside Al-Anon, Alateen Talks, etc.), Area Meeting Minutes and financial statements, meeting schedules, convention flyers, correspondence, etc.

(C173) - To further define MT Area 32 Archives Collection. Archives will preserve one original document of a kind pertaining to Montana Area 32 history. Duplicates will not be retained in Montana Area 32 Archives.

Example:

A. This would apply to items listed in motion (C-24) & books from World Service & Forum Magazines.

B. Items such as World Service order forms, posters & media distribution lists will not be retained in Montana Area 32 Archives.

C. Until such time as we have foreign language groups, no foreign language materials will be retained in Montana Area 32 Archives.

(C179) – That the Archives be split into 2 separate positions. (1) Non-rotating and paid to Assembly only be invitation until resignation. (2) Rotation every 3 years and paid to Assembly.

(C201) - Duties of Area Archivist & Area Archives Coordinator – motion to add proposed “duties and area of responsibility for Area Archivist and Area Archives Coordinator” to our Montana Guidelines.

Additional duties of the Archives Coordinator:

1. An interest in the history of Al-Anon in Montana and a desire to learn how this history can be used to enlighten our membership.
2. Access to a computer with internet connectivity and the ability to use e-mail and applicable software.

3. Sufficient time available to fulfill the responsibilities of the position.
4. Written and oral communication skills.
5. Attend workshops by invitation and explain the importance of keeping and preserving our Area Archives.
6. Objectives of the Archives Coordinator (and committee) shall be the collection of items that document and/or describe the history and activities of Al-Anon in Montana.
7. Promote interest in Area Archives.
8. Encourage Districts to have an archive position and to collect historical information and items. Examples would be flyers/programs of local events, group histories and individual histories.
9. Coordinator will prepare a written/oral report of archival activities for the Area Assembly.
10. Coordinator will communicate with the Archivist and pass all applicable materials to the Archivist for preservation.
11. When rotating out of office, help the incoming coordinator by sharing experience, records, information and other suggestions.

### **Area Archivist**

*Updated 2018*

- Non-rotating position – no time limit of how long Archivist serves – elected position when current Archivist steps down and/or when Assembly sees need to elect a new Archivist.
- Maintains and preserves the Area Archives.
- Digitize the Archives
- Prepares and displays the Archives at service functions (Area Assemblies, Roundups and workshops by invitation).
- Write articles for the Area Newsletter.

### Motions pertaining to the Area Archivist

(C200) - reimbursement for archivist – I make a motion that Area reimburse any expenses incurred by our Area Archivist for her Al-Anon Archivist Workshop at the A.A. National Archives Workshop in Helena, MT. September 22-25, 2011.

### Additional duties of the Area Archivist

1. An interest in the history of Al-Anon in Montana and a desire to learn how this history can be used to enlighten our membership.
2. Knowledge of or the willingness to learn about archival storage techniques, including electronic storage.
3. Access to a computer with internet connectivity and the ability to use e-mail and applicable software.
4. Organizational skills for keeping good records.
5. Sufficient time available to fulfill the responsibilities of the position.
6. Written and oral communication skills.
7. Collect, arrange and make available to authorized persons all obtainable archival materials related to Al-Anon history.

8. Promote, protect and preserve the collection of the Montana Al-Anon Archives.
9. Keep the archival repository organized and accessible.
10. Permit the materials to be inspected, examined or copied (except where copyrights apply) under supervision of any authorized person.
11. Report to Archives Coordinator (and committee) the condition of current records.
12. Provide displays at various Area events when asked.
13. Write articles for newsletter.
14. Archivist will communicate needs to the Archives Coordinator.
15. Archivist will honor the anonymity of Al-Anon members as to our Traditions.

### **Group Records Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties – Al-Anon Alateen Service Manual/Al-Anon Guidelines

1. Act as liaison for group records information between
2. Groups, Area Officers and Coordinators, and WSO Group Records
3. Maintain current information on registered groups by updating group information
4. Notify Area Delegate, Area Alternate Delegate, Area Chairperson, Area Treasurer, News & Views Coordinator, Area Internet/Web Coordinator and the affected District Representative/District Group Records Coordinator about new groups and changes in-group information.

Motions pertaining to the Group Records Coordinator

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re-certification of the Alateen Groups for Montana Area 32.

### **Literature Distribution Center (LDC) Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual / Al-Anon Guidelines

Literature Distribution Coordinator duties:

1. Serve as a resource on Conference Approved Literature to Al-Anon Montana AFG groups.
2. Manage and store Conference Approved Literature inventory for Area Assembly. (Sell to local groups to avoid postage)
3. Sell CAL to Area Assembly participants.
4. Order Literature for inventory.
5. Participating in conference calls with Area 32 coordinators.
6. Report at each Area Assembly about Conference Approved Literature.

7. As the LDC be responsible to my own recovery working steps and traditions.
8. If feasible sell books at Al-Anon's functions.
9. Communicate with Groups, Area, and World Service Office regarding CAL orders.
10. Help train the next Literature Distribution Coordinator. Conduct writing or other literature based trainings according to demand and time.

Motions pertaining to the LDC

(C26) - Concerns over how to disperse our stockpile of literature that is not moving should be at the discretion of the Literature Coordinator.

(C149) - Area 32 shall apply for an LDC designation from WSO.

(C155) - Matter under consideration - LDC phase out as a clearinghouse. Propose Area LDC be phased out as a clearinghouse.

(C165) - That Area 32 continue the position of Area Literature Coordinator; thus continuing the sale of Conference Approved Literature (CAL) at the Area Assembly.

(C192) - Financial Review - A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR's.

### **The Forum Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual / Al-Anon Guidelines

Other duties of The Forum Coordinator

- Maintain email contact with WSO Forum Connects
- Submit report to fall & spring MT AFG Assembly
- Submit articles to MT News & Views as necessary
- Might consider combining with public outreach

### **Montana Area News & Views Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual/Al-Anon Guidelines

Motions pertaining to the News and Views Coordinator

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator.

(C174) - The Area 32 News & Views will be posted to the Area 32 website after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue.

(C180) - The News & Views Thought/Task Force moves that Area 32 adopts an electronic format for the News and Views w/subscription costs paid by the Area Treasury, effective immediately.

Other duties of the News and Views Coordinator:

1. To produce and email the electronic News & Views a minimum of four times a year.

2. To keep good records for the News & Views, i.e. observing number of sign ups, clicks, openings and unsubscribes in order to evaluate what is working and how effective the News & Views is.
3. Reach out to AWSC members, coordinators, and district representatives in advance for the purpose of collecting information to be in the News & Views.
4. Submit an oral and written report of subscriptions and newsletter status of the News & Views at Assemblies.
5. Review other newsletters to get new ideas.
6. Obtain flyers of events and forward to web master. Provide links to newsletters to the web master.
7. Encourage members to subscribe to the News & Views and also to provide content.
8. News & Views Editor will assist with the new incoming editor in learning the electronic process.

### **Public Outreach Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual / Al-Anon Guidelines

Public Outreach Coordinator duties:

1. As a coordinator for Public Outreach one needs to forward the messages from WSO to ALL the district representatives.
2. Write up a article for the News and Views.
3. Request from the DR's any information they have to share.
4. Give a report at Assemblies of ALL Public Outreach projects that had failures or successes.
5. Generate ideas for a Group or Area Projects but remember to ask if you can post things in public Areas.
6. Public Outreach is reaching out to everyone and anyone, media, and Professionals!
7. Help plan events to make it fun and informative.
8. Help put out Ideas for General Public.

Motions pertaining to Public Outreach

(BN74) - The Area has established an Area Public Information Library, where groups or individuals can for a 50% deposit, check out TV and radio spots, slides, filmstrips and tapes for use in Public Information.

(BN75) - There is to be a rental fee in accordance with and in addition to the 50% deposit for the PI Library to cover postage and handling.

### **Website Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Experience: It is suggested that the prospective Al-Anon/Alateen member have at least 2 years of active membership in the Al-Anon/Alateen program. Dual membership (Al-Anon and AA) does not qualify.

#### Motions pertaining to the Website Coordinator

(C62) - Form a committee to set up and maintain a Montana home page. This committee would report directly to the Area World Service Committee.

(C153) - To drop the current 36 Network Web domain and change to the WSO web domain.

(C174) - The Area 32 News & Views will be posted to the Area 32 website after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue.

(C209) - Webmaster position - A trial three year non rotating webmaster position, to be reimbursed once in three years to attend Assembly.

(C213) I move that we close the Webmaster position which was created by Motion C209. Motion submitted by Bev O. Seconded by Carol S.

#### Duties of the Website Coordinator

- Guideline for Al-Anon Web Sites (G-40) Basic knowledge and understanding of the internet and search procedures.
- Experience and a clear understanding of the use of word-processing software
- Basic knowledge of website setup or a good comfort level with learning new programs and processes
- Ability to reach out for help or guidance when needed
- Experience and a clear understanding of managing email and email attachments
- Maintain contact with Group Records and Alateen Coordinator in order to ensure that the website shows the most current information about AFG groups in Montana
- Update website information regularly: check website email weekly and update when requests are made.
- Attend AWSC meetings/Assemblies twice a year and give a report.

## **AREA OFFICERS**

### **Area Delegate**

Term Length: 3 years (Beginning January 1 after election)

Qualifications: An outgoing or past District Representative

Duties: Refer to the Al-Anon Alateen Service Manual.

Additional Duties: Delegate updated duties coming soon!

Motions pertaining to the Area Delegate

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator.

(C102) - It is at the discretion of the current Area Delegate to set the spring assembly date.

(C125) - Delegate will be reimbursed for expenses, upon presentation of receipts to treasurer.

(C130) - Area 32 will pay delegates full expenses of the WSC Meeting in the spirit of being self-supporting

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re-certification of the Alateen Groups for Montana Area 32.

All Past Delegates are to be life members of the Area World Service Committee (AWSC) with voice and vote.

### **Alternate Area Delegate**

*Updated 2018*

Term Length: 3 years (Beginning January 1 after election)

Qualifications: An outgoing or past District Representative

Duties: Refer to the Al-Anon Alateen Service Manual.

Motions pertaining to the Alternate Delegate

(BN16) – The Alternate Delegate would chair the Assemblies in the absence of the Chairperson.

(C157) – Will send Alternate Delegate to NW Regional Delegates Meeting. Pay expenses for Alternate Delegate to attend one Northwest Regional Delegates Meeting during their term.

Additional Duties of the Alternate Delegate: Facilitates the Guidelines Review Committee. Consists of 2-3 members who are actively involved at the Area level. Specifically, the Alternate Delegate and a past delegate(s) keeps the guidelines updated with new motions and upgrades and to clarify as needed. The Guidelines committee typically has a phone conference 1-2 before each Assembly. Updated electronic copies of the guidelines are sent out to all officers and coordinators at each Assembly.

- Hard copies can be made at the group's or individual's own expense (spiral bounds are typically about \$10). Creates a spiral bound copy for the head table at each Assembly then creates a second hard copy that is displayed in a binder for the back table.
- Facilitates the "GR School" which gives new Group Representatives a chance to share re information with each other and to discuss the challenges and

successes of their AFG.

- Print out and create a GR exchange folder to present to the GR.

### **Area Chairperson**

*Updated 2018*

Term length: 3 years (Beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - Refer to Al-Anon/Alateen Service Manual.

The Chairperson works with the District Representatives (DRs), Coordinators, and Area Officers to develop the agendas for the AWSC and Assembly meetings that meet in the spring and fall. The Chairperson, with the Secretary, also schedules one or two conference calls between each the meetings in the spring and fall. Minutes are taken for the conference call by the Secretary.

The Chairperson from the previous term will share the previous three years agenda and any other applicable information with the incoming chairperson and act as a resource. The Montana Vision and Mission statement are included in the agenda.

Elections: See the election information for the third year from the Al-Anon Alateen Service Manual.

Election Assembly Procedure: If and when the Area Assembly agrees on alterations in the procedures recommended, it is vital that all groups in the Area be informed of the changes and why they were necessary.

At the Assembly - Preparation: The Chairman (see “Duties of Assembly Members” section):

1. Calls the meeting to order. (If this is the Area’s first Assembly, the temporary Chairman conducts the meeting, but only until a three-year Chairman is elected.)
2. Asks for a moment of silence followed by the Serenity Prayer.
3. Reviews the procedure in this “World Service Handbook” or any other preferred method for the election of the District Representative, the Delegate and an Alternate. It is important that everyone also understands the method agreed upon for the election of Area officers.
4. Asks for a vote of acceptance of the proposed method of election. Years of experience have shown the method described in this “World Service Handbook” to be fair and trouble-free. If another method is considered, it should be clearly understood and agreed upon by a two-thirds vote of the Assembly. In keeping with the principle of one vote per group, the Chairperson may only vote if they are also acting as a group representative.

The Area Officers, including the Chairperson, are on the board of Montana AFG, INC that meets twice a year.

## **Area Secretary**

*Updated 2018*

Term Length: 3 years (Beginning January 1, after elections)

Qualifications: An outgoing or past District Representative

Duties: Refer to Al-Anon/Alateen Service Manual

Motions pertaining to the Secretary:

(C40) Secretary is to have a committee under her to keep an updated motions book, made available at Assemblies at cost.

(C98) Provide the 'yellow' copy of motions to the Area Guidelines Chairperson for input to the motions section of the Area Guidelines.

(C140) Area Minutes - I move that minutes be sent via email to officers, coordinators and DRs by the Secretary. If no email, send hard copy by mail.

Additional duties of the Secretary

- Setup and maintain email address.
- Setup and maintain group email including officers, coordinators, DRs, past delegates
- Setup conference calling service
- Keep all original motions with the Assembly minutes.
- Keep an updated motions book filed in different ways.
- Update all the appropriate electronic documents such as motions, assembly attendance, voting members present, and print out and file in the appropriate binder.
  - Record the AWSC meeting, Assemblies and the AWSC Conference calls for purpose of doing minutes.
  - Prepare minutes for the AWSC meeting, Area Assembly and the AWSC Conference Call.
  - As part of the minutes add at the end:
- Upcoming Events info such as Roundups
- Upcoming Assembly Info with specifics dates, location, room block info.
- Also update this information on the Area Directory.
- Update the Area Directory and email out with minutes for review.
- Email minutes (AWSC/Assembly/Conference Call) for review to all officers, coordinators and DRs in a timely fashion after the assembly/call and then send again 1- 2 weeks before assembly.
- Email to web coordinator to post on Montana AFG Inc. Confirm that no last names, email addresses or other personal information is included.
- Print some copies of minutes for AWSC/Assembly and Conference Call and bring to AWSC and Assembly.
- Bring the secretary's tote to AWSC and Assembly meetings.
- Conference Calls:
  - Coordinate with the Chairperson date and time of the AWSC conference call that is currently held between assemblies. Email out information on how to access the conference call and time.

- The Guidelines chairperson receives the yellow copy of the motions from the Secretary to record and update the Guidelines. After recording the motions, the Guidelines Committee will pass on the yellow copy to the Archivist.

### **Area Treasurer**

Term length: 3 years (beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Refer to the Al-Anon/Alateen Service Manual.

Additional duties of the Treasurer: Treasurer updates coming soon!

Motions pertaining to the Treasurer

(BN34) - Coordinators are to submit itemized bills of expenses to the State Treasurer for reimbursement.

(C10) - If the Past Delegates need expenses covered, they could submit their expenses to the Treasurer at the meeting to be covered from the Travelers Fund.

(C35) - The Travelers Fund will no longer have a special earmarked account. It will be a regular budget item.

(C37-38) - Treasurer will develop a tracking method or means to organize the financial books, keeping track of specific expenditures and deposits on a yearly basis.

(C54) - Area has set aside, within the General Account, a \$3,000 prudent reserve. When we dip into these funds, the Assembly should be notified, and it will be considered a "Red Flag" to reduce our spending and/or increase donations.

(C67) - Treasurer will provide each groups contribution on Treasurer Report.

(C104) - Area financial reporting is as follows: Jan. 1 to Spring Assembly, Spring Assembly to Fall Assembly, Fall Assembly to Dec. 31.

(C130) - Area 32 will pay delegates full expenses of the WSC Meeting in the spirit of being self-supporting

(C151) - Fundraising done at the Area Level and for Assembly, be for the sole purpose of Area Funding.

(C159) - A Bottom Line Budget.

(C166) - That the checks used to conduct the financial business of Al-Anon Area 32 require only a single signature of the treasurer or other account signatory on file at the financial institution.

(C171) - Amending C78 to include the treasurer in Motion C78 to be able to get labels for appeal letter to groups only.

(C188) - That we accept the 2010-2012 budget as amended by Pennie.

(C192) - Financial Review – A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR's.

(C207) - Approval of the By-Laws - That we approve the By-Laws as corrected.

(C208) - Permanent PO Box address - I move that we authorize our current Treasure to secure a permanent address for Montana AFG.

# Montana AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements

## **Introduction:**

Alateen is a forum for Al-Anon minors to interact in an age-appropriate venue. Alateens are youth members of the Al-Anon fellowship who have been affected by the alcoholism of a loved one and have come to Alateen seeking recovery.

Before recovery can take place, an environment of trust and safety must exist.

## **Purpose:**

It is the responsibility of Al-Anon/Alateen as a whole to work together to maintain a healthy, loving, and supportive environment in Alateen functions. As guardians of the Al-Anon/Alateen programs in Montana, Al-Anon and Alateen members are required to read and comply with the contents of this document and with the current group conscience of the Alateen meetings or events they attend.

## **Definitions:**

1. Alateen Chat Group Sponsor: An AMIAS who is registered as an Alateen Chat Group Sponsor with the WSO and has made a commitment to be of regular service to a specific Alateen Chat on-line meeting.
2. Alateen Group Sponsor: An Alateen Group Sponsor is a currently-certified AMIAS who has made a commitment to be of regular service to a specific Alateen meeting.
3. Alateen Member: A person age 18 or under, participating in the Alateen program.
4. Al-Anon Member Involved in Alateen Service (AMIAS): An adult Al-Anon member with current registration with the World Service Organization, as delineated further in this document.
5. Alateen Personal Sponsor: An Alateen member acting in sponsorship of another Alateen member, in accordance with the principles set forth in the Al-Anon/Alateen Service Manual.
6. Area Alateen Coordinator/Area Alateen Process Person (AAC/AAPP): The AMIAS acting as liaison between groups, districts, Al-Anon Information Services, and the World Service Office (WSO); conveying service information from WSO to districts, information services, and groups; and distributing and submitting Alateen forms and WSO Group Records reports by the required dates.
7. Inappropriate Behavior: Conduct by any person in attendance at an Alateen meeting or event which may lead to physical or emotional harm, is deemed disruptive to the group per established group conscience or AMIAS, or is against local or state law.
8. World Service Office (WSO): Serves as the headquarters of the entire fellowship and assists in the operation of and guards the integrity of the Al-Anon/Alateen program, in accordance with the spirit and principles set forth in the Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties of the Al-Anon/Alateen Program.

**Safety and Behavior Requirements for Alateen Meetings and/or Alateen/Al-Anon/AA Events with Alateen Participation:**

1. Alateen members in face-to-face meetings and in chat meetings are responsible for their own behavior and will handle themselves in a manner that is conducive to recovery, in the spirit of the Al- Anon/Alateen Program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties.
2. AMIAS (Al-Anon Members Involved in Alateen Service) serve to maintain an environment of safety and trust, in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm. As trusted servants, AMIAS have the right to ask any Alateen member who is displaying inappropriate behavior (see definition) to leave the meeting.
3. At least one AMIAS is required at each Alateen meeting or combined Al-Anon/Alateen/AA cooperative event. However, it is highly recommended that there be two AMIAS at each Alateen meeting or combined Al- Anon/Alateen/AA cooperative event. Two Alateen Chat Group Sponsors are required for every on-line chat meeting, per WSO requirements.
4. AMIAS are responsible for the supervision of Alateens only during the established meeting time or the duration of parental consent for participation in an Alateen event or combined Al-Anon/Alateen/AA cooperative event.
5. AMIAS and Alateen members are prohibited from conduct contrary to applicable state and federal laws before, during, and after any Alateen meeting or activity.
6. Alateen members who are Alateen personal sponsors are required to do so with Alateen members of the same gender only.
7. Al-Anon and Alateen members participating in and/or involved with Alateen meetings or combined Al-Anon/Alateen/AA cooperative events (to include Roundups or Conventions) will adhere to/comply with the "Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements".
8. AMIAS, Alateen members, and each Alateen Group as a whole must adhere to/comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements, or they will be required to discontinue in Alateen attendance/service which would include Alateen sponsorship and participation in Alateen meetings and events.

**Individual Requirements for the Al-Anon Member Involved in Alateen Service (AMIAS):**

1. Each AMIAS agrees to submit and keep up to date the required registration documentation and processes, as listed under the "Required Documentation and Processes" section, below.
2. An AMIAS must be at least 21 years of age, regularly attending Al- Anon meetings and an active Al-Anon member for at least two years in addition to any time spent in the Alateen program.
3. An AMIAS must never have been convicted of a felony, have pending charges/have been charged, or have been convicted of child abuse or any other inappropriate sexual behavior. An AMIAS must not have demonstrated emotional problems that could result

- in harm to Alateen members.
4. Overt and/or covert sexual interaction between any adult and an Alateen member is strictly prohibited for both AMIAS and Alateens.
  5. It is suggested that Alateen members and AMIAS become familiar with more depth of the Alateen program and AMIAS/Alateen member responsibilities by reading Alateen Conference Approved Literature to include the Al-Anon/Alateen Service Manual (P-24/27) and online resources to include G-1, G-5, and G-7, G-19, and G-34 found on the WSO members' Web site at [www.Al-Anon.alateen.org/members](http://www.Al-Anon.alateen.org/members).

### **Required Documentation and Processes:**

1. Membership as an AMIAS: Each AMIAS agrees to submit and annually update the required registration documentation by signing and sending the appropriate form to the AAC/AAPP. Without this documentation, an individual places the entire Montana Alateen program at risk.
2. For initial AMIAS certification and each year prior to February 1, the AMIAS will read and agree to comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements and complete the Al-Anon Members Involved in Alateen Service form.
3. To register any change of address, name, phone number, or e-mail address, complete the Al-Anon Members Involved in Alateen Service form. If active as a primary or secondary group sponsor, also complete the Alateen Registration/Group Records Change form.
4. To discontinue participation as an AMIAS, the AMIAS will notify the AAPP/AAC. If acting as a group sponsor, will complete the Alateen Registration/Group Records Change form and notify the group and the other group's sponsor(s).
5. To become an Alateen Chat Group Sponsor, the AMIAS will e-mail the AAC/AAPP with a request for registration and access. Thereafter, the Alateen Chat Group Sponsor will annually read and agree to comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements and complete the Al-Anon Members Involved in Alateen Service form.
6. Prospective and acting AMIAS understand that the AAC/AAPP will, as part of initial application and annual recertification process, conduct a name search on the Montana Department of Justice Sexual or Violent Offender Registry (<http://svcalt.mt.gov/svor/search.asp>) and the Montana Department of Corrections Correctional Offender Network Search (<https://app.mt.gov/conweb/>).

Alateen Information, Permission and Medical forms:  
can be found in the downloadable Safety Guidelines (G-34). <https://al-anon.org/members/pdf/guidelines/G34.pdf>

### **Membership of Alateen members:**

1. There is no documentation required for meeting participation. Alateen members agree to adhere to membership requirements as stated in the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements.
2. To participate in Chat membership, Alateens will complete the registration process online at <http://chat.alateen.net>, which affords access to the chat forum.
3. Event Transportation/Participation: If transportation will be provided for Alateens

- to/from events and/or Alateens will attend overnight events (and are not escorted by the parent or legal guardian), Alateens must have medical forms and parental permission forms filled out, signed, and notarized in advance. These forms are found in G-34, available on the WSO members' Website at [www.Al-Anon.alateen.org/members](http://www.Al-Anon.alateen.org/members).
5. Alateen Groups: A newly forming group will provide a completed Alateen Registration/Group Records Change Form to the AAC/AAPP. Once the AAC/AAPP confirms that the group has been registered with the WSO, the group may then meet as an Alateen group.
  7. Any update in information will require completion of a new Alateen Registration/Group Records Change Form, to be submitted to the AAC/AAPP.
  8. If an Alateen Group as a whole does not adhere to/comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements, the group will be removed from the World Service Office and the Montana Allied AFG Al-Anon/Alateen Family Groups registration; thus, not be permitted to operate, function as, or use the name Al-Anon or Alateen.
  9. AAC/AAPP Requirements: Nominees for AAC/AAPP must meet the requirements to become an AMIAS prior to being elected. Elections for Area Coordinator positions are held every three years. The AAC/AAPP is elected in September of an election year and will be registered as an AMIAS no later than the beginning of that term (January 1st, following elections).
  11. Annual Recertification: No later than May 15th of each year, the AAC/AAPP will process all AMIAS members' and Alateen groups' documentation and submit this to the WSO. Any unresolved annual document processing after the AAC/AAPP's initial submission to WSO must be completed by July 1. The AAC/AAPP will notify any group with unresolved documentation and their district representative that they cannot meet until documentation issues have been resolved.
  12. As a trusted servant, the AAC/AAPP is responsible to keep current with WSO training activities, conference calls, and other support opportunities. The AAC/AAPP, districts and groups will communicate accordingly.
  13. Revised: 05/11/2012

## **STATE-WIDE EVENTS**

### **Roundups**

(C7) - Alateen participation in AA Roundup: The State Assembly will support the Alateen Coordinator of the hosting district with the guidelines of WSO, sponsoring support and program planning.

These are the cities that currently hold Roundups:

Butte, Great Falls, Helena, Kalispell, Missoula, Bozeman, Billings

### **T.E.A.M. Event**

#### **(Together Empowering Al-Anon Members)**

A service event that partners one or more Areas with the World Service Office (WSO) to create a unique service event geared to the interest of local members. The WSO would come to Area 32. A minimum of three representatives from the WSO—volunteers and staff

members participate. As host the Area would provide the facility and collaborate with the WSO on the program. The TEAM event can take place over one or two days. It can be a stand-alone event or tied in with an existing Area event.

TEAM events:

Billings: 2012

Missoula: 2017 (MT/IDAHO) Co-Coordinator - Frances(MT) and Nancy Jo(ID)

For more information see members only website:

[www.alanon.org/members/team.php](http://www.alanon.org/members/team.php).

## **FINANCES**

### **Budget and Expenses**

- Our leaders are but trusted servants. When spending money on Montana Area business, be aware that these resources are gifts from the Montana Area members.
- Budgets prepared by Treasurer are reviewed by AWSC to present to the Assembly.
- We have a reserve fund of \$3,000. (See guidelines for Treasurer regarding expenditure of reserve fund.)
- The Treasurer may not make payments that exceed the approved budget. If area officers, coordinators or others with spending authority for a budget line item find that expenses for their work will exceed the budget, they must notify the Financial Review Committee to request additional budget authorization,
- The committee may authorize an additional budget amount, which must be shifted from another expense line item.

### **Financial Review**

- A Financial Review Committee will be appointed every 3 years to do a financial review. A suggested review procedure outline will be given to the Financial Review Committee.
- A Financial Review Committee is composed of the Area treasurer and 3 others. It is suggested that these members have knowledge of methods of verification of receipts and reconciliation of checkbooks with bank statements.
- The committee shall meet with the retiring Treasurer prior to the money and financial records being turned over to the incoming Treasurer and at any other time as requested by the Area Chairman or Delegate.
- The committee will report to the AWSC the results of the financial review.
- In the event of discrepancy in the account, the Financial Review Committee will immediately notify the Area Chairman. No checks will be issued until the Executive Committee {elected officers} confers and the discrepancy is resolved.
- For more information on prudent budget and reserve fund see Reserve Fund Guideline (P-41)

Motions pertaining to the Financial Review

(C192) - Financial Review – A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR's.

## **Retention of Records**

(The retention of Area financial records should be 3 years. Records older than 4 years will be passed on to the Archivist.)

## **By-Laws Montana AFG**

Article I: The Name of the Organization shall be called Montana, AFG.

### Article II: Board of Directors

1. The Board of Directors shall consist of five (5) members the President, Vice President, Secretary, and Treasurer and two (1) members at large. The Delegate serves as the Secretary of the Board. The Board shall serve without compensation; they will be reimbursed for any expenses relating o their position by Montana AFG.
2. The Board will follow the Twelve Traditions and Twelve Concepts of Al- Al-non Family Groups.
3. Every three years, the President, Vice President, Treasurer, and Member at Large shall be elected by the members of the Area World Service Committee (AWSC) at the first Assembly held after the election assembly.
4. The Board members shall serve a three (3) year term.
5. The Secretary of the Board shall be responsible for the minutes of the Board of Directors meeting, keep all approved minutes in a minute book and send out copies of minutes to all AWSC members before the next Board meeting. The minutes will be corrected and approved at the next Board meeting.
6. Board members with two (2) unexcused absences shall be asked to resign from Board.
7. Board vacancies shall be filled by a temporary appointment by the President for the remaining time between meetings with someone from the AWSC; subject to approval by the Board. There will be an election at the following AWSC meeting to fill the position.

### Article III Member

1. The AWSC shall consist of The Board of Directors, Coordinators, and District Representatives, who shall serve without compensation. The Coordinators will be reimbursed for any expenses related to their position by Montana AFG.
2. The AWSC will follow the Twelve Traditions and Twelve Concepts of Al- Anon Family Groups.
3. The AWSC shall be elected by the members at the election assembly held every three (3) years.
4. Elected AWSC members shall serve a term of three (3) years.
5. The Chair shall preside at all AWSC meetings and perform other duties as associated with the office.
6. The Alternate Delegate shall assume the duties of the Chair in case of the Chair's Absence.
7. The Secretary shall be responsible for the minutes of the Board of Directors meeting, keep all approved minutes in a minute book and send out copies of minutes to all AWSC

members before the next meeting. The minutes will be corrected and approved at the next meeting.

8. The Treasurer shall keep records of the organization's budget and prepare financials reports as needed, but no less than two (2) times a year. The Treasurer collects and dispenses funds as needed.
9. AWSC Coordinators with two (2) unexcused absences shall be asked to resign from the AWSC. The Coordinator positions shall be filled for the remainder of the three (3) year term by the Chair.

#### Article IV Members

1. The members of Montana AFG are the elected AWSC members. Each AWSC member will become a member upon becoming an elected Area
2. World Service Member. They will cease to be a member upon ceasing to be an AWSC. Al-Anon groups desiring participation shall be considered members with voting authority.
3. Members shall not be required to pay dues or any other compensation to Montana AFG or to any one else as a condition of membership.

#### Article V Meetings

1. Montana AFG shall have two (2) Board meetings a year before the Assembly. (May be done by phone or other form of communication)
2. Montana AFG AWSC meeting shall be held prior to the Montana AFG Assembly meeting.
3. Special Meetings may be requested in writing by any member of the AWSC.
4. Election's will be held at the 2nd Montana AFG Assembly meeting every three (3) years.

#### Article VI Voting of the Board

1. For the board meetings, a quorum will consist of a simple majority of the voting members present.

#### Article VII Conflict of Interest

1. Any member of the Board who has any conflict of interest or appearance of conflict of interest which include but not limited to financial, personal, or official interest with any matter pending before the Board will offer to the Board to voluntarily recuse from voting on said item. A conflict is defined as a disagreement or clash between ideas principles or people, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner.
2. Any member can ask a Board member to recuse him/herself if the member thinks that the board member has a conflict of interest.

#### Article VIII Fiscal Policies

1. The fiscal year of Montana AFG shall be January 1 through December 31 of each year.

#### Article IX Dissolution Policy

1. Upon dissolution, all of the corporation's assets shall, after all of its liabilities and obligations have been discharged or adequate provision made, be distributed to the Al-Anon World Service Office which is also a 501 (c) 3.

#### Article X Amendments

1. These by-laws may be amended by a two-third (2/3) vote of the registered Al- Anon Family Group Representatives that are present at the Montana AFG Assembly.

(C207) Approval of the By-Laws

Information on Copyrights World Service Office

See the Al-Anon/Alateen Service Manual

#### Things that may come up

- If an elected officer resigns or is unable to complete their term of office, the chairman appoints a temporary replacement following the guidelines for qualification in the Service Manual and Area Motions, until an election can be held at the next Assembly.
- If an Area Coordinator resigns or is unable to complete their term of office, the chairman appoints a replacement who currently is or has been a GR.
- If an elected officer or any coordinator is not meeting the requirements of the position, it is the chairman's responsibility to counsel with them. It is very important to keep principles above personalities in all of our endeavors, but specifically in this situation. Keep an eye on the problem not the person. Stay focused on the solution.

#### Historical Information

Literature:

In previous issues of The Forum, "Inside Al-Anon" articles have discussed the Al-Anon Conference Approved Literature process and how fellowship shares become CAL.

Yet, hardly a day passes without someone asking us whether or not AA literature is Al-Anon Conference Approved Literature. The answer is "No". Please read on as to what our archives tell us.

- In the early days of Al-Anon there was no Al-Anon literature or Conference. Al- Anon members relied upon the use of AA literature, as well as religious books and articles from a variety of magazines and newspapers. In 1961, Al-Anon held its first World Service Conference (WSC) and approved the concept of Conference Approved Literature (CAL). In 1962 the Literature Committee "was to consider its approval of the present Headquarters literature" (From 1962 Conference Summary)
- Quoting from the April 1962 World Service Conference transcript, at the beginning of Session IV:
- Lois: "Last night we had a Literature Committee Meeting with the following results: The committee recommends that the Conference accept Headquarters "literature" as "Conference Approved Literature" (Editors Note:) "Headquarters' is part of our corporate name; however, the fellowship is familiar with the term the World Service Office (WSO)".

- Later, “Sue, the chairperson of the World Service Conference, asked for a motion to accept the recommendation of the Committee.”
- “Massachusetts: I move that we accept and approve all literature recommended by Headquarters and call it CONFERENCE APPROVED LITERATURE and that all present literature be stamped “Conference Approved”
- The motion was seconded and the show of hands was unanimous in favor of this motion
- One of the pamphlets given Conference Approval was listed on the order blank as To Wives & Family Afterward. This pamphlet was printed for several years with slightly modified versions of two chapters from the book Alcoholics Anonymous; Al-Anon had written permission from AA to use these excerpts from the “Big Book”. The Chapters were edited and included an Al-Anon introduction and conclusion. The text of the pamphlet was Al-Anon CAL not the two chapters or the book itself. This pamphlet has been out of print for many years. Though the Al-Anon order blank did at one time list the “Big Book” it was removed before the existence of the Conference.
- In 1962, from the documents in our archives, it is obvious that the Conference’s emphasis was on bringing CAL up to date and making sure that the new logo for Conference Approved Literature was on each piece of approved, current and/or recommended literature approved by the Conference.
- In the 1969 World Service Conference Summary, the Literature Committee “discussed reasons why group study is best limited to Conference-Approved Literature which consistently presents our program in relation to our Al-Anon Steps, Traditions, and slogans. We thus avoid the distortions and confusions of personal points of view, and also those which originate in other disciplines, and learn to use our own program in depth to meet our own problems.” It is important to note the emphasis on “group study” In other words, there is no limitation to what an individual may want to use for their recovery outside of the meetings but, as we note above, the Conference in 1969 clearly recommended the use of only CAL in meetings.
- From the 1972 Conference Summary we found this gem: “A.A.s” old saying ‘It may be easy to get a drunk sober; the hard part is to keep him sober,’ now translates into modern Al-Anon language like this: “It may be easy to get our heads on straight; the hard part is keeping them on straight and CAL is the cement that keeps my head on straight, mine and everyone else’s around the world.” (Sharon B., Washington)
- In the 1974 Conference Summary Ask-it Basket section, a member asked, “Should Al-Anon groups ever use AA literature?” The answer then is the same answer used today: “While we do not recommend the constant use of AA literature, an occasional reference can reinforce our own application of the program. But group funds should be used for

the purchase of Al-Anon literature exclusively,”

- In 1962, Ruth, Literature Committee chairperson, said, “There are many groups who want to bring out their own literature, but very often these contain difference of thought or local slants. So for unity’s sake we strongly advocate that you use ‘Conference Approved Literature’”
- Can we convince you today? Over 30 years ago the WSO staff listened intently to the Conference and sought its guidance. Thirty years later much credit is given to our early Conference members, our co-founders, and to AA. The WSO still listens intently to the Conference and seeks its guidance.

See also Use of Material in Al-Anon/Alateen Service Manual Handbook approved by the AWSC on Handbook approved by the Assembly on

## **Montana AFG 501 (c) (3) History Summary**

**May 15, 1999:** Motion (C71) Area 32 apply for nonprofit status through the IRS, to include:

- . a) Apply for Application of Charter
- . b) Develop Area 32 Bylaws
- . c) Develop Area 32 Article of Incorporation
- . d) Obtain necessary financial reports ☑ Motion passed. 35 yes/ 1 no/ 1 abstain

(C72) Form a committee to implement Area 32 nonprofit status. Jeanne H., Linda P., Jack W., and Mary P. Motion passed. 36 yes/ 1 no/ 1 abstain

May 18, 2002. Motion (C111) Application for Nonprofit status - Rescind motion #C71 which states: Area 32 apply for nonprofit status through IRS, to include: a) apply for Application of Charter b) develop Area 32 Bylaws c) develop Area 32 Articles of Incorporation d) obtain necessary financial reports; and motion (C72) which state: Form a committee to implement Area 32 nonprofit status. Jeanne H., Linda P., Jack W., and Mary P. due to the overwhelming cost, time consumption and reorganization involved in obtaining nonprofit status. Motion passed. 39 yes/ 0 no/ 2 abstain

September 2009. Discussion about the Area becoming a 501 (c) 3 and should the Area put its reserve fund into an interest bearing account. Each group should have a checking account which is separate from anyone's personal information. If we are nonprofit, we get a discount on the Internet for the News & Views. Our income for the year was \$4,045.45. We need to look into it, in order to be prepared if we go over \$5000.00. Area would need bylaws & a board of directors - there is a process of becoming nonprofit. There is a small fee (approximately \$15) for paperwork. A committee to start the process was set up.

## **April 2010**

Pennie K regarding By-Laws which are the first step in preparation for applying for the 501 (c) (3)

Non-Profit Status which federal law will require once we have four years of income of over \$5000. Although we have not yet had an income of over \$5000.00 for four years (this program has taught me to think abundantly) we will have this process done when we do have that income. This is the first step. We will also need an article of incorporation which I hope to have done by Fall Assembly with a projected budget for five years. These have not been reviewed by a lawyer. Does anyone know a lawyer who would be willing to look at these?

## **March 2011**

Update on 501 (c) (3) By-laws from Pennie.

By-Laws Montana Allied Al-Anon Family Groups (AFG)

Article I-Name. The Name of the Organization shall be called Montana Allied AFG. Article II- Board of Directors.

The Board of Directors shall consist of five (5) members: The Chair, Delegate, Alternate Delegate, Secretary, and Treasurer. The Board shall serve without compensation; they will be reimbursed for any expenses relating to their position by Montana Allied AFG. The Board will follow the Twelve Traditions and Twelve Concepts of the Al-Anon Family Groups. The Board of Directors shall be elected by the members at the election assembly held every three (3) years. The Board of Directors shall serve a three (3) year term. Board members with two (2) unexcused absences shall be asked to resign from the Board. Vacancies in the Board will be appointed by the Chair with eligible Members for the remainder of the three (3) year term. The Board meetings are held within the Area World Service Committee (AWSC) Meeting.

Article III-Area World Service Committee (AWSC). The AWSC shall consist of the Board of Directors, Coordinators, and District Representatives, who shall serve without compensation. The Coordinators will be reimbursed for any expenses related to their position by Montana Allied AFG. The AWSC will follow the Twelve Traditions and Twelve Concepts of the Al-Anon Family Groups. The AWSC shall be elected by the members at the election assembly held every three (3) years. Elected AWSC members shall serve a three (3) year term.

The Chair shall preside at all AWSC meetings and perform other duties as associated with the office. The Alternate Delegate shall assume the duties of the Chair in case of the Chair's absence. The Secretary shall be responsible for the minutes of the AWSC meetings and the Montana Allied AFG Assembly meetings; keep all approved minutes in a minute book and send out copies of the minutes to all AWSC members before the next meeting. The minutes will be reviewed, corrected and approved at the next meeting.

The Treasurer shall keep records of the organization's budget and prepare financial reports as needed, but no less than two (2) times per year. The Treasurer collects and dispenses funds as needed. AWSC Coordinators with two (2) unexcused absences shall be asked to resign from the AWSC. The Coordinator position shall be appointed for the remainder of the three (3) year term by the Chair.

Article IV-Members: Elected Group Representatives (GR's) of all Al-Anon Family Groups desiring participation shall be considered members with voting authority. Guests are welcome. They will have a voice but cannot vote.

Article V-Meetings: Montana Allied AFG Assembly Meetings shall be held two (2) times per year.

Montana Allied AWSC Meetings shall be held prior to the Montana Allied AFG Assembly Meetings. Special meetings may be requested in writing by any member or the AWSC. Elections will be held at the 2<sup>nd</sup> Montana Allied AFG Assembly meeting every three (3) years.

Article VI-Voting. For the AWSC meetings, a quorum will consist of a simple majority of the AWSC members.

For the Montana Allied AFG Assembly meetings, a quorum will consist of the members present. Article VII-Conflict of Interest

Any member of the Board who has a conflict of interest or appearance of a conflict of interest, regarding any matter pending before the Board, will voluntarily offer to recuse from voting on said item. (Conflict of interest includes, but is not limited to, any financial, personal, or official interest in the matter under consideration.) Conflict is defined as a disagreement or clash between ideas, principles, or people of such nature that it prevents or may prevent an individual from acting on the matter in an impartial manner.

Any member can ask a Board member to recuse themselves if they feel that there is a conflict of interest.

Article VIII-Fiscal Policies. The fiscal year of Montana Allied AFG shall be January 1 through December 31 of each year.

Article IX-Amendments. These By-Laws may be amended by a two-thirds (2/3) vote of the registered AFG GR's who are present at the Montana Allied AFG Assembly.

### **September 2011.**

Non-profit Update from Pennie. I have updated the Bylaws for the 501 (3) (c) process from the spring minutes. They will be reviewed by WSO and an attorney. The Assembly will receive an update in the spring of 2012.

May 2012. Non-profit Update from Pennie. I have submitted the documentation for the 501 (3) (c) to an attorney and to WSO. I have received the document from the attorney; however,

Ric from WSO would like a conference call with the committee regarding the document. I will be setting that up within the next couple of weeks.

## **September 2012**

- Non-profit By-Laws update from Pennie. We are still working on them and the committee will also be writing guidelines to the by- laws. This has been a long process and an experience in patience and humility. The corporation that would be part of the by –laws would be the legal arm for our Area, much like the Trustees serve at the WSO. I am hoping that by the spring assembly we will have these done and ready to vote on. One of the discussion points that came up when we talked with Ric at WSO was why we call ourselves Montana Allied AFG? After some discussion no one could remember where that phrasing came from. Motions were brought forward from AWSC regarding the name change and the By-Laws. Motion (C206) Renaming Montana Allied AFG. That the title of Montana Allied AFG be renamed to Montana AFG. Motion carried. Yes 30 No 0 Abstain
- Motion (207) Approval of the By-Laws. That we approve the By-Laws as corrected. Motion carried. Yes 28 No 0 Abstain 2
- By-Laws Montana AFG Article I: The Name of the Organization shall be called Montana AFG. Article II Board of Directors
  1. The Board of Directors shall consist of five (5) members: President, Vice President, Secretary, and Treasurer and two (2) members at large. The Delegate serves as the Secretary of the Board. The Board shall serve without compensation; they will be reimbursed for any expenses relating to their position by Montana AFG.
  2. The Board will follow the Twelve Traditions and Twelve Concepts of Al-Anon Family Groups.
  3. The President, Vice President, Treasurer and Member at Large shall be elected by the members of the Area World Service Committee (AWSC) at the first Assembly held after the election assembly every three years.
  4. The Board members shall serve a three (3) year term.
- The Secretary of the Board shall be responsible for the minutes of the Board of Directors meeting, keep all approved minutes in a minute book and send out copies of minutes to all AWSC members before the next Board meeting. The minutes will be corrected and approved at the next Board meeting.
- Board members with two (2) unexcused absences shall be asked to resign from the Board.
- Board vacancies shall be filled by a temporary appointment by the President for the remaining time between meetings with someone from the AWSC, subject to approval by the Board. There will be an election at the following AWSC meeting to fill the position.

## **Article III Membership**

1. The AWSC shall consist of The Board of Directors, Coordinators, and District Representatives, who shall serve without compensation. The Coordinators will be reimbursed for any expenses related to their position by Montana AFG.
2. The AWSC will follow the Twelve Traditions and Twelve Concepts of Al-Anon Family Groups.
3. The AWSC shall be elected by the members at the election assembly held every three (3) years.
4. Elected AWSC members shall serve a term of three (3) years.
5. The Chair shall preside at all AWSC meetings and perform other duties as associated with the office.
6. The Alternate Delegate shall assume the duties of the Chair in case of the Chair's Absence.
7. The Secretary shall be responsible for the minutes of the Board of Directors meeting, keeping all approved minutes in a minute book and send out copies of minutes to all AWSC members before the next meeting. The minutes will be corrected and approved at the next meeting.
8. The Treasurer shall keep records of the organization's budget and prepare financials reports as needed, but no less than two (2) times a year. The Treasurer collects and dispenses funds as needed.
9. AWSC Coordinators with two (2) unexcused absences shall be asked to resign from the AWSC. The Coordinator positions shall be filled for the remainder of the three (3) year term by the Chair.

#### Article IV Members

1. The members of Montana AFG are the elected AWSC members. Each AWSC member will become a member upon becoming an elected Area World Service Member. They will cease to be a member upon ceasing to be an AWSC. Al-Anon groups desiring participation shall be considered members with voting authority.
2. Members shall not be required to pay dues or any other compensation to Montana AFG or to any one else as a condition of membership.

#### Article V Meetings

1. Montana AFG shall have two (2) Board meetings a year before the Assembly. (May be done by phone or other form of communication)
2. Montana AFG AWSC meeting shall be held prior to the Montana AFG Assembly meeting.

3. Special Meetings may be requested in writing by any member of the AWSC.
4. Election's will be held at the 2<sup>nd</sup> Montana AFG Assembly meeting every three (3) years.

#### Article VI Voting of the Board

1. For the board meetings, a quorum will consist of a simple majority of the voting members present.

#### Article VII Conflict of Interest

1. Any member of the Board who has any conflict of interest or appearance of conflict of interest which include but not limited to financial, personal, or official interest with any matter pending before the Board will offer to the Board to voluntarily recuse from voting on said item. A conflict is defined as a disagreement or clash between ideas, principles or people, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner.
2. Any member can ask a Board member to recuse him/herself if the member thinks that the board member has a conflict of interest.

Article VIII Fiscal Policies: The fiscal year of Montana AFG shall be January 1 through December 31 of each year.

#### Article IX Dissolution Policy

Upon dissolution, all of the corporation's assets shall, after all of its liabilities and obligations have been discharged or adequate provision made, be distributed to the Al-Anon World Service Office which is also a 501 (c) 3.

#### Article X Amendments

These by-laws may be amended by a two-third (2/3) vote of the registered Al-Anon Family Group Representatives that are present at the Montana AFG Assembly.

#### **September 2013**

501(c) (3) update – Given by Connie W. The paperwork for the name change has been submitted to the IRS. We need someone with an accounting background to assist. Steve D. will help with 501(c) (3). He has a legal background and is familiar with 501(c) (3).

April 2014:501(c) (3) update – Given by Connie W. The paperwork for the name change has been submitted to the IRS. It has been 7 months since the paperwork had been submitted. The next step is to write the Guidelines to the by-laws.

September 2014:501 (c) (3) update— Given by Connie W. Steve D has reviewed our process and guidelines. We will need to add IRS requirements to our By-Laws. We need to attach our

By-Laws with the IRS requirements to the MT Secretary of State to become an incorporated entity. There is a \$20 fee for this. As secretary per our guidelines, I am able to send in the form. Once the Secretary of State office responds, we will need to request a new EIN from the IRS because of the name change and having become incorporated. Once we receive the EIN, Steve will work with a local attorney in Missoula whose specialty is assisting with Non-Profits applying for the 501 (c) (3) status. There will be a charge for this service, the amount is unknown. There will be "boilerplate" language added to our By-Laws which is required by law. There will be guidelines to be written, however, they will be driven by the IRS rules, and Secretary of State requirements. Some examples will be that we need to track identifiable contributions, send acknowledgement letters, send in the yearly fee due to our Incorporation, file state and federal taxes yearly, and possibly other examples. As the paperwork is submitted, those requirements will become clearer.

Please see the IRS re-regulation below added to our By-Laws.

#### Article XI IRS Regulations

1. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## Social Media Guidelines

### for Area and General Service Structures

For complete details on how to set up a Facebook Business Page, use the ‘Social media guideline for GSOs and Area Service Structures.’

Go to: [alanon.org](http://alanon.org) > members site > homepage > public outreach > some helpful outreach tools > Social Media Guidelines for Areas and General Service Offices

### Social Media Guidelines: Overview

#### Facebook Pages: General Info:

- The World Service Office (WSO) is responsible for all multi-area, national, and worldwide communications, but service arms (groups, districts, areas) are encouraged to use WSO links on their media pages/websites. This would be things like public service announcements and the WSO Public Outreach site.
- Facebook, Twitter, and other social media are a public outreach opportunity – but NOT a forum for individual members to share their experience, strength, and hope in the public media.
- Only Al-Anon service arms may use the Al-Anon logo and trademark names. Again, service arms for our purposes would be areas, districts, or groups.
- Conference approved literature is copyright-protected. No one is authorized to use copyrighted literature on any social media page.

#### Personal Accounts and Business Pages:

- There are two kinds of Facebook pages: Personal and Business. Non-profit organizations like Al-Anon are in the business category.
- Although business pages enable ‘like’ and ‘share’ features, these are NOT used by WSO because it would violate Tradition Six by alluding to affiliation.
- Note that the administrator of a business page does not have access to fans’ personal information or photos; personal account holders have access to their friends’ personal info, tho.
- Unlike personal accounts, business pages are not allowed to send private messages or post comments on Facebook users’ timelines unless the user contacts them first. This prevents businesses from sending unwanted spam to Facebook users.

## AFG Connects User Quick Reference Guide

Log in. Each time a discussion and document is posted to your community on AFG Connects, you receive an email notification. Click the document link or the discussion (thread) link within the email, and you will go directly to the sign in page for AFG Connects. After you sign in, you will go directly to the page that you clicked on in your email.

If you want to go directly to AFG Connects without going through an e-mail link, follow the steps below:

1. Type **connect.al-anon.org** into your browser address bar, and press **Enter** if you are not accessing the site from your email.

2. Type your username in the **Username** field.
3. Type your password in the **Password** field.
4. Check the box, **Remember me on this computer**, if you are on a private computer. You will not be required to log in again as long as you use the same computer.
5. Press **Enter** or click the **Sign in** button. The **Home** page displays the latest discussions and posted documents in the communities to which you belong.

If you cannot remember your login information, click either **my password** or **my username** hyperlink under the **Sign in** button. You will receive an email with instructions to help you access the site.

### **Find your community.**

You can only view those communities of which you are a member.

1. Click the **Communities** drop-down menu, and select **My Communities**. The list of the communities you can access will display.
2. Click the name of the community that you wish to access. That **Community Home** page will display.

### **Download documents.**

1. Click the paper clip icon next to the discussion title that contains the documents that you want to download. You may also navigate to the documents by clicking the document link in your email sent by AFG Connects.
2. Click the **Download** button under the document you want to download to your computer. Click the **Download All** button to download all of the documents in that post to your computer.
3. Change the name of the documents if you wish. If you are downloading more than one document, the documents will be saved in a .zip file format.
4. Choose a location on your computer to place the documents.
5. Click **Save**.

**NOTE:** In rare instances, individuals have downloaded multiple files and were prompted to buy the WinZip program to unzip the files. It is not necessary to buy the WinZip program as Windows and Apple computers can unzip files without WinZip. If you use Windows and get this message, disable WinZip on your computer. Here is a helpful link to assist you with that process: <http://kb.winzip.com/kb/entry/110/>. If you are using an iPad, iPhone, or an android tablet or phone, there are free WinZip apps for all those devices, simply go to the respective app store for your device to download it.

### **Start a discussion.**

1. Click the **Discussion** tab.
2. Click the **Post New Message** button. The message dialog box will display.
3. Type the subject of your post in the **Subject** field. This field is required.
4. Type your post in the text block.
5. Click **Send** to post your message.

### **Respond to a discussion.**

- Click the discussion title that you wish to post a response.

- Click the **Reply to Discussion** button. The message dialog box displays.
- Type your reply in the text box.
- Click **Send** when you are done. Members of that community will receive an email, either real time or as part of a daily digest, notifying them of your response.

### **Find documents in the library.**

1. Click the **Library** tab.
2. Search for the document you want using one of these library views
  1. **List** view – This is a list of library subsections containing the documents that you also see in community discussion posts.
  2. **Folder** view – The community administrators copy all documents in the discussion posts to folders in the library. This ensures that all documents have a permanent home that is easy to search.

You may also use the **Search** function at the upper-right corner of the site.

### **Change your email notifications.**

- Click the **Communities** drop-down menu at the top of the page.
- Select **Email Notifications**.
- Choose one of the following under the **Notifications** column:
  - Daily Digest** – one email notification per day, listing all of the activity for that community. This is the current default setting for all community email notifications
  - Real Time** – an email notification each time a member posts or replies to a post in that community
  - No Email** – no email notifications about the community will be sent to you

Repeat these steps for each community of which you are a member.

## **Setting up an AFG group bank account:**

Not as easy as it used to be!

History: Homeland Security has instituted requirements for new bank accounts which the banks are required to follow.

The group will need an Employee Identification Number (EIN). The groups in Montana most likely will not fit under the non-profit status since you need to have income (donations) of over \$5000.00 yearly for at least three years. The group will be considered a small business. There is no charge for an EIN.

[https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Directions are given at the IRS site.

Once the EIN has been received, the next step is to contact the State of Montana Secretary of State's office. This is available on-line. There is a fee of \$20.00 initially and then yearly before April 15th. If the fee is not paid yearly, it is assumed the business no longer exists.

<http://sos.mt.gov/business/forms/abn/01A-Assumed Business Name Registration.pdf>

For question #3, the person submitting the form would check the individual box.

If there are other questions, please contact the Secretary of State's office at 1-866-859-2254 or in Helena, 444-6900.

I know this applies to groups who are just setting up new accounts. It is possible that a group who is changing names on their account may need to follow this process also.

Experience from Carol J:

Our small local groups can't register as "incorporated" which requires filing annually with a \$20.00 fee because we do not have articles of incorporation or boards of trustees. Because of those requirements we are not technically incorporated, so we must file under an "Assumed Business Name." That filing costs \$20.00 and is good for FIVE years. The problem with this is that there has to be a contact person listed on the filing, and our groups are always rotating positions. Therefore, before the Renewal of Assumed Business Name can be done, an Amendment of Registration must be made IF the applicant's name has changed. This amendment costs \$20.00. The applicant who signed the previous registration MUST sign the amendment, not the current applicant. That means all groups need to keep a copy of the registration in their records with contact information for the applicant whose name is on the registration so the amendment can be done correctly. Every correction of the amendment will cost an additional \$10.00, and believe me EVERYTHING has to be filled out just as the original registration was done (name of group, description of group). The State will send a reminder to the address listed by the most recent applicant. Our group is happily now registered with the State, but I didn't have very much fun getting it all figured out!

Current Mt Al-Anon Website: [al-anon-montana.org](http://al-anon-montana.org)

## **AREA ASSEMBLY HISTORY**

AREA ASSEMBLY MEETING

DATE: fall of 64

TIME:

PLACE: Warm Springs, MT

MOTIONS:

(BN1) Nominated for State Secretary was Joy P. A motion was made that the nominations be closed and that Joy be elected by acclamation. This carried.

AREA ASSEMBLY MEETING

DATE: 10/3/65

TIME:

PLACE: AA Clubhouse, Billings, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 5/13-14-15/66 TIME:

PLACE: Viking Lodge; Whitefish, MT

MOTIONS:

(BN2) State Treasurer Ella reported we had enough money to give our Delegate \$50.00 to help on her expenses in making her report in various districts. This was voted on and passed.

AREA ASSEMBLY MEETING

DATE: 10/9/66

TIME:

PLACE: Livingston, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 5/14/67

TIME:

PLACE: Red Rock Village Ball Room; Miles City, MT

MOTIONS:

(BN3) A motion was made to give our State Delegate \$50.00 to help with the expense of making her report in the four Districts, this was approved.

AREA ASSEMBLY MEETING

DATE: 9/30/67

TIME:

PLACE: Helena, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 5/11/68

TIME:

PLACE: Havre, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 10/12/68

TIME:

PLACE: Fergus Electric Bldg., Lewistown, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 5/24/69

TIME:

PLACE: Marcus Daly Hotel, Anaconda, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 10/11/69  
TIME:  
PLACE: Glasgow High School, Glasgow, MT.  
MOTIONS: n/a

AREA ASSEMBLY MEETING  
DATE: 5/3/70 TIME:  
PLACE: Florence Hotel; Missoula, MT  
MOTIONS:  
(BN4) A motion was made, seconded and carried to give our Delegate an extra \$100.00 for ever increasing expenses on her trip to New York

AREA ASSEMBLY MEETING  
DATE: 9/26/70  
TIME:  
PLACE: Northern Hotel; Billings, MT  
MOTIONS:  
(BN5) A motion was made to pay Laura for the new Area maps which she had made, but she offered to donate this amount.

AREA ASSEMBLY MEETING  
DATE: Spring 71 TIME:  
PLACE: Ramada Inn, Butte, MT  
MOTIONS:  
(BN6) Leona B. of Harlowton made a motion that the State Delegate be given \$100.00 to help with the expense of making her reports in the various Districts. The motion was seconded and carried.

AREA ASSEMBLY MEETING  
DATE: Fall 71 TIME:  
PLACE: Elks Lodge, Miles City, MT.  
MOTIONS: n/a

AREA ASSEMBLY MEETING  
DATE: 4/29/72  
TIME:  
PLACE: Holiday Inn; Bozeman, MT  
MOTIONS:  
(BN7) We voted unanimously to give Mary B. State Delegate, \$100.00 to help defray her expenses.

AREA ASSEMBLY MEETING  
DATE: 10/7/72  
TIME:  
PLACE: Rainbow Hotel; Great Falls, MT  
MOTIONS:

(BN8) It was moved and seconded that we send \$25.00 to World Service in memory of Virginia T. Helena who recently passed away.

AREA ASSEMBLY MEETING

DATE: Spring 73 TIME:

PLACE: Havre, MT

MOTIONS:

(BN9) A motion was made and carried that the Delegate would be given \$100.00 at Spring Conference and later present a bill for expenses. Anything in excess of \$100.00 would then be taken care of.

AREA ASSEMBLY MEETING

DATE: Fall 73 TIME:

PLACE: Elks Bldg.; Miles City, MT

MOTIONS:

(BN10) A motion was made and carried that the Delegates expenses should be paid.

AREA ASSEMBLY MEETING

DATE: 5/18/74

TIME:

PLACE: Carroll College, Helena, MT

MOTIONS:

(BN11) Jean S., State Delegate reported on the Conference in New York. They are going to have to move to a different hotel, because of such poor conditions at the present place and this will cost much more. Due to this change, they are asking that each State donate \$425.00 a year. The motion was made and carried to do this.

AREA ASSEMBLY MEETING

DATE: 9/28/74

TIME:

PLACE: Eastern Montana College; Billings, MT

MOTIONS:

(BN12) Motion was made and carried to pay the secretary \$5.00 for her expenses.

(BN13) The Motion was made and carried that we have meeting rooms available, if possible, for Al-Anon and Alateen on Friday, Saturday and Sunday during the conferences.

AREA ASSEMBLY MEETING

DATE: 5/10/75

TIME:

PLACE: Flathead High School; Kalispell, MT

MOTIONS:

(BN14) A motion was made and seconded and passed to pay Jean S., Delegate, \$100.00 for her expenses in the State.

(BN15) A motion was made, seconded, and carried to pass the hat to buy some literature (for Pine Hills State School for boys in Miles City) for their immediate use, and write to WSO for more information.

(BN16) Re: two signatures in the State account of Al-Anon funds. A motion was made, seconded and carried to have the signature of our State Secretary, Bonnie P. on the account.

AREA ASSEMBLY MEETING

DATE: 10/4/75

TIME:

PLACE: Ramada Inn, Butte, MT

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 5/15/76

TIME:

PLACE: Village Motor Inn; Missoula, MT

MOTIONS:

(BN17) The motion was made and carried to change our district to comply with the A.A., making nine Districts instead of the previous six.

(BN18) Motion made and carried authorizing the Treasurer to give News & Views \$200.00 for the purchase of a mimeograph. Any money left over may be used for postage.

AREA ASSEMBLY MEETING

DATE: 10/23/76

TIME:

PLACE: Heritage Inn; Great Falls, MT

MOTIONS:

(BN19) Motion made, seconded and carried that the State Delegate should not have to present a bill hereafter, but will be paid automatically.

AREA ASSEMBLY MEETING

DATE: 5/21/77

TIME:

PLACE: Ramada Inn; Billings, MT

MOTIONS:

(BN20) A motion was made and seconded that the Delegate=s report be set up for a separate meeting, other than the business meeting.

(BN21) A motion was also made and seconded to have the business meeting earlier Saturday morning, without conflicting with any other Al-Anon meetings.

AREA ASSEMBLY MEETING

DATE: 10/15/77

TIME:

PLACE: Student Union Bldg.; Bozeman, MT

MOTIONS:

(BN22) A motion was made and seconded to submit the resume of Kathy J. of Helena for a trustee of the Northwest part of the United States.

(BN23) A motion was made and seconded that we have a roll call at the next meeting and

state dues will either be brought in then or mailed directly to State Treasurer, Florence P.

AREA ASSEMBLY MEETING

DATE: 5/20/78

TIME:

PLACE: Civic Center; Helena, MT

MOTIONS:

(BN24) A motion was made and seconded to have a separate meeting for a workshop on the structure of Al-Anon. The meeting will be set up sometime this summer in Lewistown. Motion passed.

(BN25) A motion was made and seconded to have a separate area assembly meeting other than at the AA Conference.

(BN26) A motion was made and seconded to have the business meeting stop and to carry out the rest of the business at Lewistown sometime this summer.

AREA ASSEMBLY MEETING

DATE: 6/10/78

TIME:

PLACE: Elks Club; Lewistown

MOTIONS:

(BN27) Judy R. of Billings made a motion and it was seconded to continue to have our assembly meetings in Lewistown once a year each summer in June to coincide with the AA meeting, but to be kept at a separate meeting place. (BN28) JoAnn E. of Red Lodge made a motion and it was seconded to have the Delegates Report at the Roundup and to keep the business at the Area Assembly.

(BN29) JoAnn E. of Red Lodge made a motion and it was seconded to have World Service Committee propose a revision of State Map divided into areas at the Fall Roundup in Kalispell and then present it at the next meeting in June to vote on. Motion passed.

AREA ASSEMBLY MEETING

DATE: 6/30/79

TIME:

PLACE: Elks Club; Lewistown, MT

MOTIONS:

(BN30) July R. of Billings nominated to accept the changes on the map, which changed the Districts from nine to thirteen. This nomination was seconded and passed. Hardin was the only exception and chose to stay in the same district as Billings.

(BN31) A motion was made and carried to allot \$150.00 to Public Information Coordinators for purchasing of information for a State Library. This information will be lent out to the different districts.

(BN32) A motion was made and seconded to set the News & Views up as a bulk rate mailing. This will be a great savings. Motion passed.

(BN33) A motion was made and seconded to have two signatures on the checks. They will be Sandy W., the new Treasurer and Marilyn O., the new Alternate Delegate.

(BN34) A motion was made and seconded to have all Coordinators submit itemized bills of expenses to the State Treasurer for reimbursement.

AREA ASSEMBLY MEETING

DATE: 3/29/80

TIME:

PLACE: The Coach house East; Helena, MT

MOTIONS:

(BN35) It was mentioned that News and Views has not been published for a while. Judy S. of Laurel has offered to do it. It was then moved and seconded to move the News and Views to Laurel. Motion carried.

(BN36) It was moved and seconded to hold two Business meetings per year to coincide with the AA business meetings. Fall meetings to be in Lewistown and the Spring meeting to float the State. Motion carried.

(BN37) It was moved and seconded to pay Dorothy R., Delegate, expenses to Banff Canada to the Service Conference to be held in October. Motion carried.

AREA ASSEMBLY MEETING

DATE: 9/20/80

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(BN38) A motion was made and seconded to pay Bea H. Expenses to the Service Seminar in Banff, Canada. A discussion followed, and the motion was tabled until later. We then reconsidered the tabled motion to pay Bea=s H. expenses to Banff to the Service Seminar. Motion carried.

(BN39) A motion was made to pass a basket and collect money from the groups present to buy the typewriter with the State Treasurer paying the difference. Motion carried.

(BN40) A motion was made, seconded, and carried to have the State World Service Committee draw up a State Budget.

(BN41) Institutions - Galen needs Al-Anon literature. Motion was made to have the Committee consider this need when the budget is being drawn up. Seconded and carried.

AREA ASSEMBLY MEETING

DATE: 3/28/81

TIME:

PLACE: Holiday Inn West; Billings, MT

MOTIONS:

(BN42) It was moved and seconded that the State subsidize the News & Views so that all groups in the State receive a copy, if it can't be self supporting. Motion carried.

(BN43) Moved and seconded to only pay our Delegates expenses to the Service Seminar in Rapid City, and not send another person, as we did to Banff. Motion carried.

(BN44) A motion was made and seconded to rent a room for the AA Mini Forum and set up meetings for Al-Anon members who would like to attend. The motion did not carry.

AREA ASSEMBLY MEETING

DATE: 9/12/81

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(BN45) A motion was made, seconded and carried to replace Public Information and Institutions Coordinators, as neither one is doing anything. The new Coordinators will fill the rest of the term, until December 31, 1982.

AREA ASSEMBLY MEETING

DATE: 5/1/82 TIME:

PLACE: Fergus Café, Lewistown, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 9/11/82

TIME:

PLACE: Fergus Café; Lewistown, MT

MOTIONS:

(BN46) Bea reviewed the election procedure followed in Montana, in the past assemblies. A motion was made and seconded to continue this procedure.

Motion carried.

(BN47) It was then moved and seconded to have Dorothy R., Laurel, serve as chairman. The motion carried.

(BN48) A motion was then made and seconded to elect Marilyn O., Anaconda, secretary, as she was the only DR willing to serve. This motion also carried.

(BN49) It was moved and seconded that we keep Karren O in as Institutions Coordinator. The motion carried.

(BN50) It was moved and seconded to send our newly elected Alt- Delegate to Phoenix for the Regional Service Seminar and pay her airfare and expenses. This motion was denied. It was moved and seconded to send our outgoing, and incoming Delegates and to pay their airfare, and if money is available in November to pay their expenses also. This motion carried.

(BN51) It was moved and seconded to make a list of volunteers who would be available for 12 Step work, and send this list to all Montana Treatment Centers. This motion failed.

(BN52) A motion was made and seconded that a Parliamentarian be appointed for the Area officers to see the Roberts Rules are adhered to during all Assembly meetings and that a copy of the agenda be given to all those in attendance and that a PA system be used for all future assembly meetings. This motion failed.

(BN53) A motion was then made and seconded to have the State Treasurer pay for the rental of a PA system to be used for our meetings. Motion carried.

(BN54) A motion was made and seconded and carried to have the State purchase a gavel to be used during our meetings.

(BN55) A motion was made and seconded to have Donna see about getting the copier

repaired if there is money available, before it is sent to Sidney.

AREA ASSEMBLY MEETING

DATE: 4/30/83

TIME:

PLACE: Fergus Café; Lewistown, MT

MOTIONS:

(BN56) The subject of a State Directory was first. After much discussion, a motion was made and seconded not to undertake a directory at this time. Motion carried.

(BN57) Once again the "News & Views" was discussed at length. A motion was made and seconded to leave "News & Views" as is. Motion carried.

(BN58) There was some discussion of a new place to meet in Lewistown. Because it had never appeared in our minutes that we are to have two Assembly meetings per year to be held in Lewistown such a motion was made and seconded. The motion carried.

AREA ASSEMBLY MEETING

DATE: 9/24/83

TIME:

PLACE: Fergus Café; Lewistown, MT

MOTIONS:

(BN59) Marilyn O. presented the proposal to pay expenses for one person who would submit a resume to Sheila L. This resume would be reviewed by the AWSC. The expenses would send one person to the Western RSS. Discussion of who is eligible followed. It was decided that any active Al-Anon member excluding those who have already attended at the Assembly's expense may submit a resume. More information will be available at Spring Assembly.

Proposal excludes year 1983. Motion passed.

(BN60) Moving on to old business the motion was made, seconded and passed to leave the Assembly meetings as they are, at the Fergus Café.

(BN61) Delores D., Richland presented a proposal to change District dividing lines. The proposal was accepted, motion was made seconded and passed to accept the changes as presented.

(BN62) Sandy W. presented the proposed budget: The main changes were; a \$200.00 allotment to the Literature Chairman because of the travel needed to have the literature available at our gatherings. Each other service position was allotted \$100.00 to defray travel costs. The budget contains allowance of \$200.00 for meeting rooms and \$250.00 for one person to attend the Regional Service Seminars in the West. This proposal was accepted. Motion was made and seconded to accept the budget as revised.

(BN63) There was an extended discussion about whether Al-Anon literature would be taken to the Great Falls Round-up. A motion was made to cooperate with A.A.'s request not to have literature available. The motion was seconded and passed 19 for and 13 against.

AREA ASSEMBLY MEETING

DATE: 4/7/84 TIME:  
9:15 a.m.  
PLACE: Fergus Café; Lewistown, MT  
MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 9/8/84 TIME:  
9:20 a.m.  
PLACE: Fergus Café; Lewistown, MT  
MOTIONS:

(BN64) A long discussion by the Assembly of the pros and cons of sending representation to a Delegates meeting was next. The discussion concluded when a motion was made to pay all expenses for our Delegate to attend. The motion was seconded and on written ballots carried with 29 for 5 against.

AREA ASSEMBLY MEETING

DATE: 5/4/85 TIME:  
9:15 a.m.  
PLACE: Fergus Café; Lewistown, MT  
MOTIONS:

(BN65) Marsha D. motioned to have a nominating Committee for Fall Assembly. This was seconded by Sandy W. Motion carried.  
(BN66) Andy A. made a motion to send a letter to all of the groups in the 4 Districts without present representation and request that they get together and send a contacts name of a District Representative. This was seconded by Penny H. The vote was 39 for and 3 against. It was decided that the Area Secretary should send these letters to the groups.

AREA ASSEMBLY MEETING

DATE: 7/27/85  
TIME:  
PLACE: O'Hara's Restaurant; Billings, MT  
MOTIONS:

(BN67) A motion was made and seconded that a District Representative must be nominated from the present or past Group Representatives that have had 3 years experience and are still active in the Group, District or Area Assembly. Motion carried.

AREA ASSEMBLY MEETING

DATE: 9/21/85  
TIME: 9:11 a.m.  
PLACE: MOTIONS:

(BN68) Andy A. presented a proposal from the AWSC. The proposal was to leave the business meetings as they are now held twice a year in Lewistown and the AWSC Committee Meeting near the Chairman. A vote was taken. 41 for 2 against. Motion Carried.  
(BN69) RE: News & Views equipment. It was decided to allow Great Falls to decide what

needs to be done with the equipment. A motion was made by Brenda D. and seconded by Sandy W. to leave this problem up to the Great Falls groups and they will make a report to the Spring Assembly. Motion carried.

(BN70) Donalien motioned and Kay H. seconded that we move the Business Meeting to the Presbyterian Church. Motion carried.

(BN71) Re: Literature Depository. It was decided against it at this time. A motion as made by Sandy W. and seconded by Leona W. to leave Literature as it is now. Groups can order Literature from the Literature Coordinator or New York. The votes were as follows: For 51/ 0 Against/ 1 Abstention.

#### AREA ASSEMBLY MEETING

DATE: 5/10/86 TIME:

9:20 a.m.

PLACE: Presbyterian Church; Lewistown, MT

#### MOTIONS:

(BN72) A motion was made by Marcia D. and seconded by Penny H. that \$50.00 be allotted to Wanda W. for lamination of the Archives and expenses involved. The motion carried with 4 opposed.

(BN73) Dorothy R. moved that the DR's expenses for the AWSC Meeting be brought up at that meeting, discussed and placed in the budget. It was seconded by Bea H. Motion was approved.

(BN74) Penny H. submitted a proposal to the Area to establish an Area Public Information Library, where groups or individuals could for a 50% deposit, check out TV and radio spots, slides, filmstrips and tapes for use in Public Information. The estimated cost for a complete library would be \$225.00 and could be spread over a three year period. After discussion on this proposal, a motion was made by Dorothy R. and seconded by Goldie F. to give the PI Coordinator \$75.00 for this year to establish a PI Library and then to add this to the budget at the AWSC Meeting in July for a possible \$225.00 over three years. Motion carried.

(BN75) Sonja B. moved and it was seconded that there be a rental fee in accordance with and in addition to the 50% deposit for the PI Library to cover postage and handling. The motion carried.

#### AREA ASSEMBLY MEETING

DATE: 9/20/86 TIME:

9:15 a.m.

PLACE: Lewistown, MT

#### MOTIONS:

(BN76) RE: No money in budget for Archives. Jean Z. moved to add \$100.00 to the budget for the Archives, and it was seconded by Marge S. It was unanimously approved.

(BN77) Goldie F. moved and Marcia D. seconded to keep the allotment for a RSS at \$250.00 Marcia moved and Goldie seconded to table their motion and the budget until other business and a decision on the RSS is concluded. All were infavor.

(BN78) Linda P. made a motion to set up a committee to review the Fall RSS and expenses and to report each year at the Spring Assembly. It was seconded by Penny H. and unanimously approved.

(BN79) Sonja B. made a motion to rescind Motion (BN59). It was decided that any active Al-Anon member, excluding those who have already attended at the Assembly's expense, may submit a resume. Penny H. seconded and it was unanimously approved.

(BN80) Dorothy R. moved and Penny H. seconded to decide yearly at the Spring Assembly whether or not to send someone to the Fall RSS, based on the committee's findings. This was approved.

(BN81) Goldie then reconsidered her motion (BN77) to leave the budget at \$250.00 for the RSS. It passed with 18 for and 13 against. It was then moved and seconded to accept the budget which was unanimously accepted.

(BN82) A motion was made by Donaleen R. and seconded by Marge R. to raise the subscription for the News & Views to \$5.00 per year beginning January 1, 1987. The motion passed with 2 opposed.

#### AREA ASSEMBLY MEETING

DATE: 5/30/87 TIME:

9:15 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

#### MOTIONS:

(BN83) A letter was read from Audrey B., our N/W Regional Trustee requesting each Area in our Region to give \$75.00 toward the RSS in Omaha. After much discussion, Sonja B. moved that we send \$25.00 to Omaha for the RSS stating that is all our Area could afford, and suggest that they raise their registration fee. Linda P. seconded. The motion passed with 4 opposed.

(BN84) Penny H. moved, and Sonja B. seconded, that the Area not send someone to the RSS in Omaha in August. Motion passed with 1 opposed.

(BN85) Connie F. moved that the AWSC meeting remain as planned for July 18, 1987 at 9:00 a.m. at O'Hara's Restaurant in Billings. Penny H. seconded. The motion passed.

(BN86) Penny H. moved that the Fall Area Assembly be held in Lewistown at the Presbyterian Church on September 26, 1987. Dorothy R. seconded. The motion passed with 4 opposed.

#### AREA ASSEMBLY MEETING

DATE: 9/26/87 TIME:

9:20 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

#### MOTIONS:

(BN87) It was moved by Laurie C. that anyone interested in attending send a resume in the spring for the Fall RSS and 1 person be chosen by the RSS Committee. Lyda A. seconded the motion. Vote was 2 in favor, all others opposed. Motion defeated.

(BN88) Steve G. moved that we allow the RSS Committee to decide who we send to the Fall RSS, if we can afford to send 1 or more persons. It was seconded by Edie D. Vote was 1 in favor; all others opposed; Motion defeated.

(BN89) Donna H. voted that we have a written ballot that states the three choices by number: (1) Area Delegate only; (2) a person, who has submitted a resume, chosen according to the regulations set up for that, and not having attended at Area expense; (3)

Area Delegate and a person, chosen by resume. Norma A. seconded. Motion passed; 1 opposed.

(BN90) The vote results were (1) 4; (2) 11; (3) 17. It was determined by ballot that the Area would send the Delegate and 1 person, chosen by resume, who has not attended a RSS at Area expense, to the Fall Regional Service Seminar, if the funds are available.

(BN91) Marcia D. moved that the Area Assembly send the Delegate to the Delegates Meeting. Kathi L. seconded. Motion was approved unanimously.

(BN92) Pat B. moved that Connie F., Literature Coordinator, open an account (separate from Area Treasury) with existing funds, which includes money received from sale of the current inventory, about \$700. Kathi L. amended the motion to include a 2 signature account. The second signature being the coordinators choice with approval by the Area Assembly. Thom F. seconded. Motion was unanimously approved. Kathy O. was chosen as the second signature and the Assembly approved.

(BN93) Norma A. moved that the tapes (of some of the workshops at the RSS) be purchased and placed in the PI Library for use by the fellowship. Donaleen R. seconded the motion. It was approved.

(BN94) Sonja B. moved that we copy the original tapes, keep the originals, and lend out the copies. Goldie F. seconded. Motion approved.

(BN95) Goldie F. moved and Ginny H. seconded that the Spring Area Assembly be held in Lewistown on May 14, 1988. Motion approved.

#### AREA ASSEMBLY MEETING

DATE: 5/14/88

TIME:

PLACE: Presbyterian Church, Lewistown, MT

MOTIONS:

(BN96) Dorothy R. moved to accept the proposal to form a new district in the Area, District #14, which would include Laurel, Red Lodge, Columbus, Absarokee, Bridger, and surrounding towns. Norma A. seconded the motion. It was unanimously approved.

#### AREA ASSEMBLY MEETING

DATE: 9/10/88 TIME:

9:30 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

MOTIONS:

(BN97) Dianna G. was nominated for Literature Coordinator. Since there were no more candidates, Sonja B. moved to unanimously accept Dianna G. as Literature Coordinator. Ginny H. seconded. Motion passed unanimously.

(BN98) Penny H. submitted a resume for News & Views Editor. Norma A. moved to close nominations and to unanimously accept Penny as Newsletter Editor. Marge R. seconded. Motion carried.

(BN99) Ginny H. moved to divide the PI/CPC position into two coordinators. Donna H. seconded. Motion approved.

(BN100) Donna H. moved to close nominations and to accept Ava S. as Public Information Coordinator. Sara K. seconded. Ava was unanimously elected.

(BN101) Donna H. suggested an increase in the budget to allow \$100.00 each for the PI and CPC Coordinators. Penny said that currently we could split the allotted \$150.00 into \$75.00 for each coordinator following January 1. Sonja B. moved to split the budgeted PI/CPC money between Coordinators for January to July, until a new budget can be worked out.

(BN102) Jane T. moved to increase the equalized expenses for the Delegate from \$525.00 to \$550.00. Pat B seconded. Motion passed.

(BN103) Dorothy R. moved to put in a bid for our Area for the NW Regional Service Seminar in 1990. Marilyn S. seconded. Motion passed.

#### AREA ASSEMBLY MEETING

DATE: 5/6/89 TIME:

9:00 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

#### MOTIONS:

(BN104) Dianna says there is a problem with having to pay postage on large orders mailed to groups in the state. She had to spend \$114.00 (??\$144.00) on postage on these orders. We are not a distribution center; we are set up to service Conventions, Round-ups and business meetings. Goldie made the motion: When anyone orders from the state, any group in Montana, that you add on 10% of the total. Steve made the amendment to add 10% to the order if you are ordering by mail only. Sally seconded, and it was passed unanimously with 38 eligible voting Group Representatives present. It was also discussed that it would be better if all groups ordered literature from World Service Office instead of State. A question was asked by Cora M., should the monies for literature be turned over to the new coordinator, because it is so inconvenient and it delays orders. After some discussion the money was turned over to Dianna and there is to be two signatures on the checks. Dianna G. is one and Lana R. is the other.

(BN105) Fall Assembly will be on September 9, 1989. It was voted to have our assembly at the same time as AA has their assembly. Goldie made the motion and Donna seconded and it was passed.

#### AREA ASSEMBLY MEETING

DATE: 9/9/89 TIME:

9:00 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

#### MOTIONS:

(BN106) We need to get a new committee chairman for the Regional Service Seminar. All you have to do is get cost and prices of going to the different Seminars. The next Seminar is in Canada. Marilyn made a motion that we do not send anyone to the Regional Service Seminar this year. Jean seconded it and it passed 24 to 8.

(BN107) Diane made a motion that we purchase a set of tapes from the Regional Service Seminar. Ginny seconded and it passed 30 to 2.

(BN108) Dorothy made a motion that we accept the budget at \$3,775.00. Corky seconded it and it passed.

#### AREA ASSEMBLY MEETING

DATE: 5/12/90 TIME:

9:00 a.m.

PLACE: Presbyterian Church, Lewistown, MT

MOTIONS:

(BN109) Literature Coordinator has resigned as of April 20 and we need to elect a new one. Dorothy made a motion and it was passed to unanimously elect Diane C. as the new Literature Coordinator.

(BN110) Literature, Diane B I have used books. A motion was made on the floor to donate these books to Great Falls to be given away at the conference as door prizes. The motion passed.

(BN111) A motion was made and passed to accept Tracy P and Ginny H. as coordinators for Alateen. They will use Tracy's address and give the vote to Tracy because Ginny already has a vote.

(BN112) A motion was made by Dorothy and seconded by Diane to have a one time two day session instead of a one day session at our Fall Assembly. The motion was voted down.

AREA ASSEMBLY MEETING

DATE: 9/1/90 TIME:

9:00 a.m.

PLACE: Presbyterian Church, Lewistown, MT.

MOTIONS:

(C1) A motion was made to donate \$35.00 to Northwest Regional Service Seminar committee to help pay for expenses, other than those that New York will pay. The motion passed.

(C2) Another motion to put aside \$15.00 a year for the Regional Service Seminars in the Northwest Region to help pay for their costs.

(C3) A motion that we discontinue using Styrofoam cups at Area Assembly and replace them with a biodegradable alternative. The motion was passed.

AREA ASSEMBLY MEETING

DATE: 5/18/91 TIME:

9:00 a.m.

PLACE: Presbyterian Church, Lewistown, MT

MOTIONS:

(C4) Donation to World Service Office from Seminar; I move that we send 1/3 of the excess monies from the Regional Seminar held in Billings Nov 90. Sally H. made the motion and Letah seconded. Motion passed 28 to 5.

(C5) New Institutions Coordinator: To nominate Wanda W. for Institutions Coordinator for the rest of year. Sue made the motion and Cora seconded. It passed 35 to 0.

(C6) 2 day Assembly Meeting: A 2 day Area Assembly meeting starting on Saturday at 1 until 5 p.m. with old business, workshops and sharing Saturday night. Continuing until Sunday noon for the new business and a spiritual meeting. Donaleen made the motion and Ginny seconded. It passed 24 to 11.

(C7) Alateen participation in AA Roundup: I move that the State Assembly support the Alateen Coordinator of the hosting district with the guidelines of WSO, sponsoring support

and program planning.

(C8) News & Views money: I make a motion that the State give the News & Views Editor \$100.00 to open a checking account for the expense of the News & Views.

Motion was made by Penny and seconded by Allie. Motion passed 29 to 0.

(C9) Vote again on the 3 candidates. If no majority, drop the least vote recover, and vote on the top 2. Connie W; 2nd Jay Dee. Passed.

#### AREA ASSEMBLY MEETING

DATE: 9/14,15/91 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

#### MOTIONS:

(C10) Past Delegate Expense: If the Past Delegates need expenses covered, they could submit their expenses to the Treasurer at the meeting to be covered from the Travelers Fund. Submitted by Donaleen R. seconded by Terry M. passed.

(C11) Expense money to Delegates meeting: To set a figure of \$1,000.00 as a travel fund for the Montana Delegate to attend the Delegates meeting in Alaska. Submitted by Beatrice H. seconded by Nancy C. passed.

(C12) Raising money to send Delegate to Delegate meeting in Alaska. A motion to have each district set a goal of raising \$100.00 each to send delegate.

Submitted by Peggy R., seconded by Marsha D. passed.

#### AREA ASSEMBLY MEETING

DATE: 5/16,17/92 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

#### MOTIONS:

(C13) Vote count Simple majority. Patty B. made motion, C. W. seconded, passed.

(C14) That we do not have coffee paid for by the Area available at the Area Assemblies. Penny H. made motion, Deb P. seconded. Did not pass.

(C15) That an Area Assembly have a specified amount of coffee (5 gal per day) purchased by the Area and when that coffee is gone the coffee drinkers are on their own for coffee.

Also have a coffee kitty available for coffee donations.

Ludell H. made motion, C. W. seconded. Passed.

(C16) The spring Area Assembly be before the Delegate goes to the World Service Conference. Penny H. made motion, Allie S. seconded. Passed.

#### AREA ASSEMBLY MEETING

DATE: 9/12,13/92 TIME:

9:00 a.m.

PLACE: Lewistown, MT.

#### MOTIONS:

(C17) Vote for 2/3 majority by Dorothy R. seconded Ludell H. Carried

(C18) Change from a two day Area Assembly to a one day Area Assembly by Penny H. seconded by Ludell H. Carried.

(C19) We hold our spring and fall Assembly at the Park Inn by Deb P. seconded by Alice P.

Carried.

(C20) To accept the proposed 1992-1994 budget as proposed by Dorothy R. seconded by Wanda W. Carried.

AREA ASSEMBLY MEETING

DATE: 4/3/93 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

MOTIONS:

(C21) Voting format: to use simple majority for Area Assembly voting except for the election of officers. By Lori C. seconded by Laurie. Passed.

(C22) Accept April 9th and Sept. 10, 1994 for meeting dates for Area Assembly. By Marcia D. 2nd Beth W. Passed.

(C23) Closed balloting Move for written vote when deciding on issues to be brought to floor at WSC by Area Assembly by Ludell seconded by Penny H. Passed.

(C24) Archivist Display I move that the State Archivist bring a small display to our Area Assembly to allow members exposure to these files. By Helen 2nd Tracy. Passed.

(C25) Areas of Concern The three areas of concern that Penny put before the Area Assembly be voted on individually to determine whether they are Area concerns or not. Penny 2nd Paul. Passed. Issue #1. Concerned with the price increase on the literature y.23 n.22. Issue #2. Concerned with the discontinuance of literature pieces without pre-notification to the members y.13 n.32. Issue #3. Concerned with the increase in revision to the literature: (i.e.) Deletion of words, paragraph or sentences in sections; strange wording in other places, without pre-notification to the membership so they can tell their viewpoints to their Delegate before the revision y.18 n. 27.

(C26) Old literature in stock B Concerns over how to disperse our stock pile of literature that is not moving should be at the discretion of the Literature Coordinator for Montana by John S. seconded by Ludell H. Passed.

AREA ASSEMBLY MEETING

DATE: 9/11/93 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 4/10/94

TIME:

PLACE:

MOTIONS: n/a

AREA ASSEMBLY MEETING

DATE: 9/10/94 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

MOTIONS:

- (C27) Combining Alternate Delegate and the Forum Coordinator by Sonja B. 2nd by Bea H. passed
- (C28) Coordinators for CPC/Institutions/PI be combined by Deb P. 2nd by Cindy S. passed.
- (C29) Permission to eliminate the Dec. News & Views if there's not enough information for an issue by Ludell H. seconded by Corky M. Passed.
- (C30) Make News & Views a quarterly publication by Dru W. 2nd by Bruce H. Passed.
- (C31) Registration raised to \$10.00 with leftover money to go into state coffers by Lori C. 2nd Sonja B. passed.
- (C32) A vote be mandatory on any issue impacting Al-Anon as a whole at Area Assembly by Lori C. 2nd Susan K. Passed.

#### AREA ASSEMBLY MEETING

DATE: 4/8/95 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

MOTIONS:

- (C33) Discussion of WSO making a Gay and Lesbian Pamphlet. G.R.'s passed with a vote.
- (C34) Motion that all past coordinators be eligible for the state offices with the exception of the Delegate and Alternate Delegate. Motion submitted by Genavieve A. seconded by Daniele L. Vote yes 8; no 34; abstain 4. Failed.

#### AREA ASSEMBLY MEETING

DATE: 9/9/95 TIME:

9:00 a.m.

PLACE: Park Inn, Lewistown, MT.

MOTIONS:

- (C35) The Travelers Fund will no longer have a special earmarked account. It will be a regular budget item. Passed unanimously.
- (C36) Motion to accept new budget. Passed.
- (C37) Finance committee develop a tracking method or means to organize the financial books. Keeping track of specific expenditures and deposits on a yearly basis. Passed.
- (C38) Amend motion #37. Instead of the Finance Committee acting on the previous motion, that the treasurer take full responsibility. Passed.

#### AREA ASSEMBLY MEETING

DATE: 3/30/96

TIME:

PLACE: Lewistown, MT.

MOTIONS:

- (C39) Simple majority to pass motions. Motion passed unanimously
- (C40) Secretary have a committee under her to keep an updated motions book, made available at Assembly's at cost. Motion passed unanimously
- (C41) We move that all previous motions in regard to Regional Service Seminars be rescinded. Motion passed unanimously
- (C42) We move that the R. S. S. Committee be seated for 3 years term ending at the same

time as the Area Delegate's term. Motion passed unanimously

(C43) We move that we put \$45.00 in prudent reserve to be sent to host area when R. S. S. is in our Region to assist area with non-W. S. O. covered costs.

Motion passed. 33 yes / 1 no

(C44) We move that the area send the Delegate and 1 person selected by Resume by committee to regional service seminars in our Region. Motion passed. 17 yes/14 no/ 2 abstain

(C45) We move that the area send the Delegate and 1 other Area member to R. R.S.S. outside our region based on Area finances and location of R. S. S. The other member would be selected by Resume and by committee. Each R. S. S. would be considered individually as interest is shown. Motion passed. 16 yes/ 12 no/ 6 abstain

(C46) Motion to form a committee to study and submit a prudent reserve figure for Montana Allied Al-Anon State Treasury. Motion passed. 30 yes/ 1 no/ 1 abstain

(C47) A motion to have our delegate submit a motion on the conference floor. Have the World Service Conference standing committee make the motions they will submit to World Service Conference available to area delegate 2 2 months in advance of the World Service Conference. Motion failed. 1 yes/ 26 no/ 5 abstain

(C48) We move that the assembly become a 2 day (Sat., Sun.) Assembly, with the following tentative agenda. Sat a.m. 9-11 AWSC; 9:30-10:30 meeting 11-12 DR Meeting 11-12 GR Meeting. Sat. afternoon: 1-2:30 workshop or delegate report; 3-5 reports; 7:30 Speaker - DR/GR Meeting. Sun. a.m. 9:30-12 Ask It Basket; Old Business; New Business. Motion tabled

(C49) To Appoint someone to chair the committee to submit a prudent reserve figure to our next assembly. Motion passed. 31 yes/ 1 no

#### AREA ASSEMBLY MEETING

DATE: 9/7/96 TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C50) Set prudent reserve to \$2000.00 adjustable to approximately 50% of current annual expenses by treasury and be incorporated over the next 2 years at \$1000.00 per year. Motion failed. 27 no/ 12 abstain

(C51) I move that the registration for the assembly remain at \$10 which includes lunch buffet choices at restaurant. If people decline lunch the registration be \$5. The overture will go for assembly expenses and into the state treasury. Passed unanimously. See also #31.

#### AREA ASSEMBLY MEETING

DATE: 5/5/97 TIME:

9:00 a.m.

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C52) Have Spring Assembly after delegate has attended WSO Conference. Passed. 25 yes/ 6 no

(C53) To create a prudent reserve to be used in case of catastrophe, as determined by State Treasurer and two (2) voting AWSC members. The monies are to remain in the general checking account designed for this purpose. The total amount of the prudent reserve be

\$3,000. The \$3,000 amount to be accumulated as follows:

\$1,000 now

\$1,000 December 31, 1998 (total \$2,000)

\$1,000 December 31, 1999 (total \$3,000)

Motion failed. 30 no/ 2 abstain

(C54) We move that the Area set aside, within the General Account, a \$3,000 prudent reserve at the rate of \$1,000 a year for three years beginning in 1997 to the year 1999. When we dip into these funds, the Assembly should be notified, and it will be considered a red flag to reduce our spending and/or increase donations. Motion passed. 28 yes/ 2 no/ 2 abstain

(C55) Montana Area Guidelines - Formation of a committee made up of five members of the 95-97 Area World Service Committee for the purpose of creating Montana Area Guidelines. Motion passed. 31 yes/ 1 no

(C56) Donation to the International Hospitality Room - I move that the Area donate \$150 to the Hospitality Committee for the Utah International Hospitality suite with a letter of explanation about future plans. Motion passed. 30 yes/ 1 no/ 1 abstain

(C57) Qualifications for State Officers - Allow past group representatives the opportunity to service in the Secretary and Treasurer positions. Motion failed. 14 yes/ 18 no

#### AREA ASSEMBLY MEETING

DATE: 9/13/97

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C58) Rescinding motion 27 on 9-10-94. Combining Alt. Delegate and Forum Coordinator. Passed unanimously.

(C59) Move to separate Alt. Delegate and Forum Coordinator into 2 separate positions. Passed 37 yes/ 2 abstain

(C60) Rescind motion #28 on 9-10-94. Coordinators for CPC/Institutions/Public information to be combined. Passed unanimously.

(C61) To separate PI/Institutions and CPC in to 2 separate coordinator positions of PI and CPC and Institutions. Passed unanimously.

(C62) Move that we form a committee to set up and maintain a Montana home page. This committee would report directly to the Area World Service Committee. Motion passed. 34 yes/ 1 abstain

(C63) Move that our Area adopt a Russian Group. Motion passed. 32 yes/ 3 abstain

(C64) At the beginning of each assembly we ask for new assembly attendees and volunteers to act as their sponsors through their first assembly. Motion passed. 26 yes/ 4 no/ 5 abstain

(C65) Rescind motion - 7/27/85 (BN67) that states District to elect DR's from past GR's with 3 years experience to allow districts to use Service Manual as guideline. Passed unanimously

#### AREA ASSEMBLY MEETING

DATE: 5/2/98 TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C66) I move that we budget \$100.00 per year to support Adopt A Russian Group. Motion passed. 25 yes/ 1 abstain

(C67) Provide each groups contribution on Treasurer Report. Motion passed. 17 yes/ 6 no/ 3 abstain

(C68) I move that we send out the minutes in the News & Views, the issue prior to Assembly, to alleviate reading them at Assembly. Motion passed. 22 yes/ 3 no/ 1 abstain

(C69) Create Internet Coordinator position. Motion passed. 24 yes/ 2 abstain

(C70) Create an on-line committee chairperson to act as a liaison for on-line activities. No budget necessary at this time. Motion passed. 19 yes/ 7 abstain

AREA ASSEMBLY MEETING

DATE: 9/12/98

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

None

AREA ASSEMBLY MEETING

DATE: 5/15/99

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C71) Area 32 apply for nonprofit status through the IRS, to include:

a) apply for Application of Charter

b) develop Area 32 Bylaws

c) develop Area 32 Articles of Incorporation

d) obtain necessary financial reports Motion

passed. 35 yes/ 1 no/ 1 abstain

(C72) Form a committee to implement Area 32 nonprofit status. Jeanne H., Linda P., Jack W., and Mary P. Motion passed. 36 yes/ 1 abstain

(C73) Beginning February 2000 change the current distribution for the News & Views from quarterly to six times per year. Motion passed. 34 yes/ 2 no/ 1 abstain

(C74) Group Addresses Area 32 does not provide mailing labels and/or addresses for the groups to anyone within and/or outside of the fellowship. Any notification to groups should be made through the News & Views. Motion failed. 15 yes/ 18 no/ 4 abstain

(C75) Mailing labels and addresses Area 32 does not provide mailing labels or addresses of the groups or individuals. Motion tabled and voted on but did not pass per 8/28/99 minutes.

AREA ASSEMBLY MEETING

DATE: 8/28/99 TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C76) Area 32 will present the following dates to the World Service Office for the 50th Anniversary Calendar: 1st Choice date that the WSO recognizes Area 32 Sponsorship of our Russian Group. 2nd Choice date that the 1st Group was registered in Area 32.

Motion passed. 23 yes/ 3 no/ 1 abstain

(C77) I make a motion that Big Sandy be moved from District 12 (Great Falls) to District 3 (Havre). Motion passed. 26 yes/ 0 no/ 1 abstain

(C78) Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator. Motion passed. 23 yes/ 3 no/ 1 abstain

(C79) I make a motion that Area 32 continue with the Adopt A Russian Group program for another 2 years or until the program is discontinued, whichever comes first. Motion passed unanimously

(C80) Change District 8, 9, & 11 Boundaries

(A) Divide Jefferson County into north and south areas moving the north portion from District 9 to District 11. South portion remains District 9.

(B) Divide Madison County into east and west areas moving the east portion from District 9 to District 8. West portion remains in District 9. Motion passed unanimously

AREA ASSEMBLY MEETING

DATE: 4/22/00 TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C81) Move we elect an Area Group Records Coordinator at the Fall 2000 Assembly, to coincide with other Area Coordinator positions. Motion passed. 29 yes/ 1 abstain

(C82) Adopt A Russian Group to send literature to a new Russian Group. Motion passed. 17 yes/ 8 no/ 5 abstain

(C83) That we try the new service structure for 3 years starting spring, 2001.

Motion passed. 16 yes/ 8 no/ 6 abstain Note: not from the AWSC

(C84) To have a 2-Day Fall Assembly, including the Fall, 2000. Motion passed. 18 yes/ 5 no/ 6 abstain. Note: not from the AWSC

(C85) When we have an emergency travel only advisory we have no assembly.

Motion passed. 22 yes/ 2 no/ 5 abstain. Note: not from the AWSC

(C86) To have no Assemblies on Holiday weekends. Motion passed. 17 yes/ 5 no/ 7 abstain Note: not from the AWSC

(C87) When the Area minutes are not published in the News & Views prior to Assembly, that the minutes still not be read at Assembly except for the motions. Instead, have the minutes published in the next News & Views and approved at the next Assembly. Motion failed. 6 yes/ 21 no/ 2 abstain

AREA ASSEMBLY MEETING

DATE: 9/16/00

TIME:

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

- (C88) The Montana Al-Anon/Alateen members take an inventory of all AWSC positions, allowing for improved communication, an effective AWSC, and development of Area Guidelines. Motion passed. 29 yes/ 2 no/ 1 abstain
- (C89) The inventory for all AWSC positions be compiled utilizing Al- Anon/Alateen publications; subject to the approval by the AWSC before distribution. Motion passed. 29 yes/ 2 no/ 1 abstain
- (C90) The inventory for all AWSC positions be available by January 15, 2001 for publication in the February 2001 News & Views, with a return deadline set for March 15, 2001. Motion passed. 29 yes/ 2 no/ 1 abstain
- (C91) The results of the inventory for all AWSC positions be available for the spring 2001 AWSC. In turn, the AWSC will provide suggestions with the results from the inventory to the spring 2001 assembly. Motion passed. 29 yes/ 2 no/ 1 abstain
- (C92) Rescind motion #85 due to unclear language. Motion passed. 28 yes/ 0 no/ 3 abstain
- (C93) When an emergency travel only warning is issued for the location of the Area Assembly meeting, or statewide; the assembly shall be canceled. Motion passed. 28 yes/ 0 no/ 3 abstain
- (C94) I move that the Area purchase a tape recorder for use by the Area Secretary. Motion passed. 27 yes/ 0 no/ 1 abstain

#### AREA ASSEMBLY MEETING

DATE: 5/19/01 TIME:

9:00 a.m.

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

- (C95) That the Area Assembly accept the proposed 2001-2003 budget. Motion passed unanimously
- (C96) To send 4 individuals instead of 1 to the Northwest Regional Service Seminar using the \$500 in the Area budget B Casper, WY: Sept. 21-23, 2001. Motion was withdrawn.
- (C97) After the new delegate is elected, if it is determined that the delegate will be sent to the RSS, it will be the newly elected delegate sent to the RSS rather than the outgoing delegate. Motion passed unanimously
- (C98) Provide the yellow copy of motions to the Area Guidelines Chairperson for input to the motions section of the Area Guidelines. The white copy would remain with the Secretary. Motion passed unanimously
- (C99) Move that our area support the initiation and publication of a pamphlet of chapter 6 from A Guide To Alateen Sponsorship An Unforgettable Adventure. If passed, support meaning that our delegate present the request to the WSO/WSC. Motion passed unanimously
- (C100) To send the delegate and as many others as possible within the current RSS Budget. Motion passed unanimously

#### AREA ASSEMBLY MEETING

DATE: 9/8-9/01 TIME:

1:05 p.m.

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C101) Rescind Motion #9, which reads

“Vote again on the 3 candidates. If no majority, drop the least vote recover, and vote on the top 2.” This motion is covered in the Service Manual 2000-2002 on page 122, number 8-11.

Motion passed unanimously

(C102) Rescind motion #52 which reads “Have Spring Assembly after delegate has attended WSC Conference” leaving to the discretion of the current Area Delegate the spring assembly date. Motion passed unanimously

(C103) Rescind Motion #55, which reads “Formation of a committee made up of five members of the 95-97 Area World Service Committee for the purpose of Creating Montana Area Guidelines”. The current “Committee” is made up of two volunteering members, a Past Delegate and current Alternate Delegate, agreed upon by the assembly for an interim basis. Motion passed. 27 yes/ 0 no/ 1 abstain

(C104) Move that Area financial reporting is as follows: Jan. 1 to Spring Assembly. Spring Assembly to Fall Assembly  
Fall Assembly to Dec. 31.

Motion passed unanimously

(C105) Allow the News and Views editor (coordinator) to send subscriptions via e-mail to subscribers that request them. Motion passed. 16 yes/ 7 no/ 4 abstain

(C106) Move to accept Kay J. as a candidate for Regional Trustee from Area 32.

Motion passed unanimously

(C107) Support Adopt A Russian Group program until the assembly decides to stop.

Motion passed unanimously

(C108) Ask a volunteer to take over the Internet Coordinator position on a temporary basis pending the return of the current coordinator. Motion passed unanimously

(C109) Area 32 reimburse the Action Committee Ad-Hoc Committee Chairperson for expenses incurred. Motion passed unanimously

(C110) Send 1 more issue of the News & Views in 2001 with the front page being a letter explaining the situation, the motion that passed, and asking for an e-mail address from all subscribers to News & Views. Motion passed unanimously  
Note: This motion is attempting to alleviate financial issues concerning the News & Views.

#### AREA ASSEMBLY MEETING

DATE: 5/18/02 TIME:

9:00 a.m.

PLACE: Yogo Inn; Lewistown, MT

#### MOTIONS:

(C111) Application for Nonprofit status B Rescind motion #71 which states: Area 32 apply for nonprofit status through IRS,, to include: a) apply for Application of Charter b) develop Area 32 Bylaws c) develop Area 32 Articles of Incorporation d) obtain necessary financial reports; and motion #72 which state: Form a committee to implement Area 32 nonprofit status. Jeanne H., Linda P., Jack W., and Mary P. due to the overwhelming cost, time consumption and reorganization involved in obtaining nonprofit status. Motion passed. 39 yes/ 0 no/ 2 abstain

(C112) Have the area chair make up agenda with background material and send out to the DR of districts 1 month before assembly, to give to GR's of groups. This will allow the groups to let the GR's know what their groups' decision on the topics are to bring back to

area. Motion failed. 7 yes/ 34 no/ 0 abstain. Note: not submitted through AWSC  
(C113) Move that Ginger H. from Huntley, MT fill out the remainder of the Area Internet  
Coordinator term, which ends 12/31/03. Motion passed. 38 yes/ 2 no/ 1 abstain

#### AREA ASSEMBLY MEETING

DATE: 9/14-15/02

TIME: 1:00 p.m.

PLACE: Yogo Inn; Lewistown, MT

#### MOTIONS:

(C114) World Service Conference Equalized Expenses -- That Area 32 fund  
\$1612.00 in equalized expenses for the delegate to attend the annual World Service  
Conference. Motion passed unanimously

(C115) Change the annual cost of the News & Views from \$5/year to \$7/year and put out  
4 issues per year. Motion passed unanimously

(C116) Registration Fee for Area Assembly B Have both the Spring and Fall Assembly  
registration fee at \$10. Motion passed. 28 yes/ 1 no/ 0 abstain

(C117) Change expense line item name for "web site domain" to "web site maintenance"  
and increase the annual expense from \$35.00 to \$203.00 (increase of \$168.00) to cover  
a monthly Internet Service Provider (ISP) fee of  
\$14.00/month. Motion passed unanimously

#### AREA ASSEMBLY MEETING

DATE: 4/5/03 TIME:

9:05 a.m.

PLACE: Yogo Inn; Lewistown, MT

#### MOTIONS:

(C118) Move the boundary between District 6 & 7 so that Lame Deer and Ashland are in  
District 7. Motion passed unanimously

(C119) Fund raiser for Area: Motion that Area 32 sell 2004 Calendar of Area events and  
pictures. Dates of functions to be turned in at Fall 2003 Assembly. Distribution to be Dec.  
1, 2003. Motion passed. 34 yes/ 0 no/ 1 abstain

(C120) VOID

(C121) Closing: I make a motion that The Declaration & The Lord's Prayer both be said.  
Motion passed. 27 yes/ 6 no/ 2 abstain

(C122) New GR & DR orientation: To set up a committee for new GR & DR orientation at  
Area Assembly. Motion passed. 29 yes/ 4 no/ 2 abstain

(C123) Fall Assembly Workshops: Motion to create a 3 year cycle of activities for Fall Area  
Assemblies as follows: 1st fall of new term - past or current delegate workshop; 2nd fall  
of new term - trustee speaker/ workshop (as funds allow); 3rd fall of new term -  
elections. Motion passed. 32 yes/ 1 no/ 2 abstain

#### AREA ASSEMBLY MEETING

DATE: 9/13-14/03

TIME: 12:32 p.m.

PLACE: Yogo Inn; Lewistown, MT

#### MOTIONS:

(C124) Rescind Motion BN 19 Motion made, seconded and carried that the State Delegate should not have to present a bill hereafter, but will be paid automatically (10-76). Motion submitted by Jeanne H. and seconded by Brenda B. yes 31, no 0, abstain 0. Motion passed.

(C125) Delegate will be reimbursed for expenses, upon presentation of receipts to treasurer. Motion submitted by Jeanne H. and seconded by Brenda B. yes 31, no 0, abstain 0. Motion passed.

(C126) Continuation of Area Action Committees - Motion to continue Area Action Committee workshops as a permanent part of the Area Assembly. Motion submitted by Kay R. and seconded by Trisha R. yes 30, no 0, abstain 1. Motion passed.

(C127) New Structure - Area 32 adopt "New Structure" as established by the World Service Conference starting Spring Assembly 2004. Motion submitted by Paula B. and seconded by Elaine D. yes 30, no 1, abstain 0. Motion passed.

(C128) 2 Day Fall Assembly - To have a Two day Assembly each fall. Motion submitted by Beth W. and seconded by Lela D. yes 28, no 0, abstain 3. Motion passed.

(C129) World Service Conference Equalized Expenses. That Area 32 fund the full amount of equalized expenses for the delegate to attend the annual World Service Conference. Motion submitted by Marilyn S. and seconded by Jeanne H. Motion was withdrawn.

(C130) Motion that Area 32 pay delegates full expenses of the WSC Meeting in the spirit of being fully self-supporting. Motion submitted by Michele E. and seconded by Emily L. yes 31, no 0, abstain 0. Motion passed.

#### AREA ASSEMBLY MEETING

DATE: 4/03/04 TIME:

12:32 p.m.

PLACE: Yogo Inn; Lewistown, MT

#### MOTIONS:

(C131) Void - Not brought before assembly.

(C132) Informed group conscience -- In order to have an informed assembly, copies of any AWSC Motions to be voted on, will be handed out to all voting GRs at the beginning of the assembly. Motion submitted by Melinda N. and seconded by April C. yes 24, no 5, abstain 1. Motion passed.

(C133) Void - Not brought before assembly.

(C134) Motions - Motions made during the course of the assembly will be written on a visual aid for the attendees. Motion submitted by Melinda N. and seconded by April C. yes 27, no 0, abstain 3. Motion passed.

(C135) Void - Not brought before assembly.

(C136) Void - Not brought before assembly.

(C137) Accepting the 2004-2006 Budget - I move that we accept the 2004-2006 budget as presented by the treasurer at the AWSC Meeting. Motion submitted by Cindy C. and seconded by Elaine D. yes 28, no 2, abstain 0. Motion passed.

(C138) Minimum Safety and Behavioral Requirements - 1. Every Al-Anon member involved with Alateen service must: a. be an Al-Anon member regularly attending Al-Anon meetings. b. be at least 21 years old. c. have at least two years in Al-Anon in addition to any time spent in Alateen. d. not have been convicted of a felony, and not have been charged with

child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members. 2. There must be at least one Alateen sponsor at every Alateen meeting. 3. The area requirements must prohibit overt or covert sexual interaction between any adult and Alateen member. 4. The area requirements must prohibit conduct contrary to applicable laws. 5. The area requirements must contain procedures for parental permission and medical care when applicable. 6. The area requirements must be reviewed by local counsel. Yes 12, no 9, abstain 9.

Motion Passed.

(C139) Area Minutes – (C68) I move that we send out minutes in News & Views the issue prior to Assembly, to alleviate reading them at Assembly.) I move to rescind. Motion submitted by Brenda B. and seconded by Jeanne H. yes 25, no 2, abstain 3. Motion passed.

(C140) Area Minutes – I move that minutes be sent via e-mail to officers, coordinators and DRs by the Secretary. If no e-mail, send hard copy by mail. yes 29, no1, abstain 0. Motion passed.

(C141) RSS Fund – That the Area Regional Seminar Fund of \$500.00 be given to the Area Delegate to attend the RSS in Anchorage, AK Sept. 2004 with any amount above that \$500.00 to be taken out of the Delegate’s expense account.

Motion submitted by Elaine D. and seconded by Pennie K. yes 30, no 0, abstain 0. Motion passed.

(C142) Area Fundraiser – That we create a 2005 Area 32 Al-Anon/Alateen Calendar for fundraising purposes to go to the Area General Fund. Motion submitted by Elaine D. and seconded by Paula B. yes 29, no 1, abstain 0. Motion passed.

(C143) Resubmit motion 138 for further discussion at Fall Assembly – Minimum safety & behavioral requirements. Motion submitted by Burton J. and seconded by Paula B. Motion was withdrawn.

#### AREA ASSEMBLY MEETING

DATE: 9/25/04

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C144) Matter under consideration: Mt Area 32 Alateen Safety & Behavioral Requirements  
Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the Committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and recertification of the Alateen Groups for Montana Area 32. Submitted by Paula B. and Seconded by Elaine D. Yes 31, No 1, Abstain 2.

#### AREA ASSEMBLY MEETING

DATE: 4/8-9/05

TIME: 9:00 a.m.

PLACE: Yogo Inn; Lewistown, MT

MOTIONS:

(C145) Matter under consideration: Financial Review

Motion: Area 32 shall perform a yearly financial review of all banking accounts of the Area

(i.e. Treasury, Literature, New & Views). The committee shall consist of the Area Treasurer, and 3 others from the current AWSC. Submitted by Linda P. and seconded by Shaelyn T. Motion passed. yes 28, no 0, abstain 1.

(C146) Matter under consideration: Area Fundraiser

Motion: Move that we conduct a one-time raffle as an Area fundraiser during the Fall 2005 Assembly to take place within the Assembly only, with the initial cost to be \$45.00.

Submitted by Elaine D. and seconded by Paula B.

Motion passed. yes 29, no 0, abstain 0

(C147) Matter under consideration: Motion C-51

Motion: Move to rescind motion C-51 which states the following: The registration for the Assembly remain @ \$10.00 which includes lunch buffet choices at restaurant. If people decline lunch the registration be \$5.00. The overage will go for assembly expenses and into the State Treasury. Submitted by Pennie K. and seconded by Elaine D. Motion passed. yes 28, no 1, abstain 0

(C148) Matter under consideration: Rescind Motion C-105

Motion: The N & V editor can send subscriptions via email to subscribers that request them. Submitted by Betty D. and seconded by Shaelyn T. Motion passed. yes 29, no 0, abstain 0

(C149) Matter under consideration: Area 32 Literature/LDC

Motion: Area 32 shall apply for a LDC designation from WSO. Submitted by Linda P. and seconded by Marilyn S. Motion passed. yes 29, no 0, abstain 0

(C150) Matter under consideration: Area 32 Fundraiser

Motion: That Area 32 support a 2006 Calendar as a fundraiser. Submitted by Pennie K. and seconded by Paula B. Motion passed. yes 28, no 1, abstain 0

#### AREA ASSEMBLY MEETING

DATE: September, 2005

TIME: 9:00 a.m.

PLACE: Yogo Inn; Lewistown, MT

MOTIONS: none

#### AREA ASSEMBLY MEETING

DATE: 4/8/06 TIME:

9:00 A.M.

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C 151) Fundraising done at the Area level and/or Assembly, be for the sole purpose of Area funding. Motion submitted by Linda P. & seconded by Donna

E. Motion carried. Yes 23. No 0.

(C 152) Matter under consideration: That the Area accept the Area 32 AFG Guidelines with corrections made on 4-7-06. Motion submitted by Pennie K. and seconded by Linda P. Motion Carried. Yes 23. No 0.

#### AREA ASSEMBLY MEETING

DATE: 9/16-18/06 TIME:

9:00 A.M.

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C 153) To Drop the current 360 Network Web Domain & change to the WSO Web Domain. Motion submitted by Pennie K & seconded by Aggie C.

Motion Carried. Yes 24. No 0.

(C154) With the increased cost of printing, I would like to increase the sub-cription to News & Views to \$10.00 a year. Motion submitted by Betty D & seconded by Charlotte H. Motion carried. Yes 23. No 0. Abstain 1.

(C155) Propose Area LDC be phased out as a clearinghouse. Motion submitted by Pennie K. & seconded by Aggie C. Motion carried. Yes 23. No 0. Abstain 1.

(C156) Matter under consideration: Accept proposed Budget for 2007 – 2009. Motion submitted by Judy K & seconded by Beth W. Motion carried. Yes 24. No 0.

(C157) Matter under consideration: Send Alt. Del. To NW Region Del Mtg.

Pay expenses for Alt. Delegate to attend one Northwest Regional Delegates Meeting during their term. Motion submitted by Jeanne H & seconded by Donna E. Motion carried. Yes 24. No 0.

AREA ASSEMBLY MEETING

DATE: 4/14/07 TIME:

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C 158) Matter under consideration: Rescind motion (C43)

I make a motion that we rescind motion C-43. Motion submitted by Jeanne H. & seconded by Aggie C. Motion carried. 22-yes, 1-abstain.

(C 159) Matter under consideration: Bottom Line Budget. Motion submitted by Aggie C seconded by Betty. Motion carried. 23-yes, 0-no.

(C 160) Matter under consideration: District Fund Raiser. I move that we move forward with printing the calendars for 2008. Motion submitted by Mary M & seconded by \_\_\_\_\_. Motion carried. 23-yes, 0-no.

(C 161) Matter under consideration: Area Mission Statement. I move that we form a committee to formulate a mission statement for Area 32 by fall assembly. Motion submitted by Vonda D & seconded by Karen L. Motion carried. 21-yes, 1-no, 1-abstain.

(C 162) Matter under consideration: Donation to a RSS in our Region.

The Finance Committee will determine dollar amount to be sent to Host Area when RSS in our region. Motion submitted by Jeanne H. & seconded by Pennie K. Motion carried. 22-yes. 1-abstain.

(C 163) Matter under consideration: E-mail the News & Views. I propose we send the News & Views to all members via e-mail to eliminate excess expenses but allow members that do not have computer access to choose to still receive a hard copy in the mail, which would cost them \$10.00. (e-mail subscriptions would be free.) Motion submitted by Katie L. & seconded by Kari C. Motion failed. 11-yes, 12-no

(C 164) Matter under consideration: Jewelry Fund Raiser. Move that we sell necklaces as a fundraiser for the area. Motion submitted by Dianne T. & seconded by Elaine D. Motion carried. 20-yes, 1-no, 2-abstain

AREA ASSEMBLY MEETING

DATE:9/22 & 23/2007 TIME:

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C 165) Matter under consideration: Area Literature. That Area 32 continue the position of Area Literature Coordinator; thus continuing the sale of Conference Approved Literature (CAL) at the Area Assembly. Motion made by Elaine D. & seconded by Margaret G. Motion carried. 22 – yes 0 – no 0 – abstain

(C166) Matter under consideration: # of signatures on checks. That the checks used to conduct the financial business of al-anon area 32 require only a single signature of the treasurer or other account signatory on file at the financial institution. Motion submitted by Lorelle D. & seconded by Margaret Godolphin. Motion carried. 20 – yes 1 – no 1 – abstain

(C167) Matter under consideration: Fundraiser for Area. I make a motion that all area fundraisers be brought before the area assembly for approval before going forward. Motion submitted by Maribeth M. & seconded by Donna E. Motion carried. 11-yes, 9-no, 2-abstain.

(C168) Matter under consideration: News & Views. Rescind BN32. Newsletter Editor is to set the News & Views up as a bulk rate mailing. Motion submitted by Lorelle D. & seconded by Elaine D. Motion carried. 21 – yes 1 – no 0 – abstain

(C169) Matter under consideration: News & Views. The Newsletter Editor will use the most cost effective means available for mailing the newsletter. Motion carried. 22 – yes 0 – no

(C170) Matter under consideration: 2008 Budget. To approve the 2008, 0 line, budget of \$10,136.00, increase of \$300 over the 2007 budget. The increase will be for delegate travel to world service conference as expense & add \$300 under group contributions. Motion submitted by Pennie K. & seconded by Aggie C. Motion passed. 22 – yes 0 – no.

(C171) Matter under consideration: Amending C-78. To include the treasurer in Motion C78 to be able to get labels for appeal letter to groups only. Motion submitted by Aggie C. & seconded by Betty D. Motion passed. 22 – yes 0 – no 0 - abstain

AREA ASSEMBLY MEETING

DATE: 4/6/08 DATE:

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C172) VOIDED

(C173) Matter under consideration: To further Define MT Area 32 Archives Collection. A. Archives will preserve one original document of a kind pertaining to Montana Area 32 history. Duplicates will not be retained in Montana Area 32 Archives. Example: This would apply to items listed in motion (C-24) & books from World Service & Forum Magazines. B. Items such as World Service order forms, posters & media distribution lists will not be retained in Montana Area 32 Archives. C. Until such time as we have foreign language groups, no foreign language materials will be retained in Montana Area 32 Archives.

Motion passed. 26 Yes 0 no 0 abstain

(C174) The Area 32 News & Views will be posted to the Area 32 website after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue. Motion passed. 26 Yes 0 no. 0 abstain

(C175) I would like to make a motion to save data unique to Montana area as the archive coordinator decides pertinent on electronic back up of some sort. (Scan pertinent information to CD Rom - Jeanne says that it will be a huge undertaking - Someone suggested putting them in fireproof boxes - Scan only things unique to Montana but will still take several positions-Keep it Simple - Stories from tapes to flash drives should have priority ) MOTION WAS TABLED

AREA ASSEMBLY MEETING DATE:

9/19, 20 & 21/08 TIME:

PLACE: Yogo Inn, Lewistown, MT

MOTIONS:

(C176) was voided

(C177) Matter under consideration: Electronic Version of News & Views. The next edition of News & Views will introduce the idea that News & Views is moving to an electronic format. Each group will be asked to have a group conscience & decide if they will receive hard copy or electronic copy.

Motion Carried. 21 - yes 1- no 2- abstain. total 24

AREA ASSEMBLY MEETING

DATE: April 5, 2009 TIME:

PLACE: Yogo Inn, Lewistown, MT

MOTION:

(C178) Montana Area Assembly Vision Statement & Montana Area Assembly Mission Statement: To accept the Montana Area Vision statement to ensure that all Al-Anon/Alateen groups, in Montana, have an opportunity to affect the direction of Al-Anon as a whole through shared information between the groups & the WSC, & the Montana Area Mission Statement to collect & distribute information & reports; initiate projects & make recommendations that support Al-Anon/Alateen at all levels (groups, districts, & WSC). Motion carried. Vote count: 24 22 yes 1 no 1 abstain

AREA ASSEMBLY MEETING

DATE: September 19, 2009 TIME:

PLACE: Yogo Inn, Lewistown, MT

MOTION: (vote count 26):

(C179) Archives Split. That the Archives be split into 2 separate positions (1) Non-rotating & paid to assembly only by invitation until resignation (2) Rotation every 3 years & paid to Assembly. Submitted by Jeanne H. Seconded by Maribeth M. Motion carried. 26 yes 0 no 0 abstain

(C180) News & Views - electronic. The News & Views Thought/Task Force moves that Area 32 adopts an electronic format for the News & Views with subscription costs paid by the Area Treasury, effective immediately.

Submitted by Mardi M Seconded by Monique D Motion  
carried 25 yes 0 no 1 abstain

(C181) Change of Venue for Assemblies. To locate a new venue for Spring Assembly 2010 in either Great Falls or Helena. In addition, the Task Force will continue researching other viable venues in the state.

Submitted by Dorothy K. Seconded by Mary M Motion  
carried. 20 yes 3 no 3 abstain

(C182) Accept Revised Guidelines. The Assembly accepts the proposed changes to the Area Guidelines. Submitted by Donna E Seconded by Kathy J Motion carried. 26 yes  
0 no 0 abstain

(C183) Poster for Area Vision & Mission Statements. We move that the Mission & Vision statements be made into a poster for use at Assembly.

Submitted by Donna E Seconded by Mary M Motion  
carried. 26 yes. 0 no. 0 abstain

(C184) Rescind Motion 116. Have both the Spring & Fall Assembly registration fee at \$10.  
Submitted by Donna E Seconded by Kathy J

Motion carried. 26 yes 0 no 0 abstain

(C185) Registration Fee. Registration fee for Spring & Fall Assembly will be \$15. Submitted by Donna E Seconded by Kathy J Motion  
carried. 15 yes 11 no 0 abstain

(C186) Rescind Motions. I move to rescind all motions pertaining to RSS - C 42, C 45, C 97, C 43, C 100 & C 162. Submitted by Donna E. Seconded by Kathy J Motion carried.  
26 yes 0 no 0 abstain

(C187) Rescind Motion 61. To separate PI/Institutions into 2 separate coordinators positions of PI/CPC & Institutions. Submitted by Donna E Seconded by Pennie K Motion  
carried. 26 yes 0 no 0 abstain

#### AREA ASSEMBLY MEETING

DATE: April 24, 2010

PLACE: Jorgensen's Inn - Helena, MT

MOTIONS: vote count 38

(C188) That we accept the 2010-2012 budget as amended by Pennie. Submitted by Maribeth M. Seconded by Carole D.

Motion carried. 38 yes 0 no 0 abstain

(C189) I move that Area 32 purchase a set of posters with the legacies to display at assemblies, and that a poster with the mission statement and vision statement be purchased.

Submitted by Bev O. Seconded by Kathy J.

Motion carried. 38 yes 0 no 0 abstain

(C190) Spring Assembly 2011 will be held in Helena. The venue for Spring Assembly 2012 will be determined by vote in 2011.

Submitted by Frances M. Seconded by Lindsey D.

Motion carried 38 yes 0 no 0 abstain

(C191) Starting Spring Assembly 2012 Spring Assemblies will rotate venues every three years - location to be determined by vote at prior assembly.

Submitted by Jill M. Seconded by Lindsey D.

Motion carried 34 yes 2 no 1 abstain

AREA ASSEMBLY MEETING

DATE: Sept. 18-19, 2010

PLACE: Yogo Inn - Lewistown, MT

MOTIONS: vote count 24

(C192) Financial Review – A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR's. Submitted by Pennie K. Seconded by Jeanne H.

Motion carried 24 yes 0 no 0 abstain

(C193) State is paying for the cost of the "News & Views", but the groups may want to be self-supporting, by contributing a non-earmarked donation to Area. Submitted by Mardi M. Seconded by Jeanne H. MOTION WAS WITHDRAWN

(C194) Motions to Rescind—Rescind the following motions BN-42, C-115, C- 145, C-154 and C-177 to update News & Views to current.

Submitted by Jeanne H. Seconded by Cindy C.

Motion carried 24 yes 0 no 0 abstain

(C195) Changing Name of Area 32 Guidelines -- To change the name of Area Guidelines from "Area 32 Guidelines" to "Montana Allied AFG Guidelines" Submitted by Pennie K. Seconded by Jeanne H.

Motion carried 24 yes 0 no 0 abstain

(C196) Area Guidelines – To approve corrections to the Area Guidelines. Submitted by Sharon M. Seconded by Jeanne H.

Motion carried 24 yes 0 no 0 abstain

(C197) Alateen Chat Room – The Area register for an Alateen Chat Room. Submitted by Pennie K. Seconded by Cindy C.

Motion carried 24 yes 0 no 0 abstain

(C198) Montana Alateen Safety & Behavioral Requirements – update and revise Montana Area 32 Al-Anon/Alateen Family Group Safety & Behavioral Requirements. Submitted by Cindy C. Seconded by Mardi M.

Motion carried 24 yes 0 no 0 abstain

AREA ASSEMBLY MEETING

DATE: March 12, 2011

PLACE: Jorgensen's Inn - Helena, MT

MOTION: vote count 26

(C199) Updating our web page software – That the web coordinator be entrusted to purchase a web page design software package.

Submitted by Candy D. Seconded by Maribeth M.

Motion carried 26 yes 0 no 0 abstain

AREA ASSEMBLY MEETING

DATE: September 17-18, 2011

PLACE: Yogo Inn – Lewistown, MT

MOTIONS: vote count 23

(C200) reimbursement for archivist – I make a motion that Area reimburses any expenses

incurred by our Area Archivist for her Al-Anon Archivist Workshop at the A.A. National Archives Workshop in Helena, MT. September 22-25, 2011.

Submitted by Mardi M. Seconded by Maribeth M.

Motion carried 23 yes 0 no 0 abstain

(C201) Duties of Area Archivist & Area Archives Coordinator – motion to add proposed “duties and area of responsibility for Area Archivist and Area Archives Coordinator” to our Montana Guidelines. Submitted by Jeanne H. Seconded by Pennie K.

Motion carried 23 yes 0 no 0 abstain

(C202) –VOID

(C203) closing at the Area Assembly. I move that we close the Area Assembly meetings with the Al-Anon Declaration only. Submitted by Elaine D. Seconded by Kathy J.

Motion carried 16 yes 7 no 0 abstain

(C204) Rescind Motions C-126 & C-127 – Rescind C-126 Area 32 will continue Area Action Committee Workshops as a permanent part of Area Assembly and C-127 we have adopted the new structure as established by WSC (P. 44-45) WSC Summary starting spring assembly 2004. Submitted by Jeanne H. Seconded by Connie W.

Motion carried 23 yes 0 no 0 abstain

(C205) to rescind motion C121 – I move to rescind motion C121 which reads as follows: “that the Declaration & the Lord’s Prayer both be said.” This is in reference to the Area Assembly closing. Submitted by Elaine D. Seconded by Bev O.

Motion carried 19 yes 4 no 0 abstain

#### AREA ASSEMBLY MEETING

DATE: May 12, 2012

PLACE: Jorgensen’s Inn - Helena, MT

MOTIONS: None

#### AREA ASSEMBLY MEETING

DATE: September 22-23, 2012 PLACE:

Yogo Inn – Lewistown, MT

MOTIONS: vote count 30

(C206) Renaming Montana Allied AFG. That the title of Montana Allied AFG be renamed to Montana AFG. Submitted by Elaine D. Seconded by Bev O. Motion carried Yes 30 no 0 abstain 0

(C207) Approval of the By-Laws. That we approve the By-Laws as corrected. Submitted by Donna E. Seconded by Elaine D.

Motion carried Yes 28 no 0 abstain 2

(C208) Permanent PO Box address. I move that we authorize our current treasure to secure a permanent address for Montana AFG.

Submitted by Bev O. Seconded by Donna E.

Motion carried Yes 29 no 1 abstain 0

(C209) Webmaster position. A trial three year non-rotating webmaster position, to be reimbursed once in three years to attend Assembly. Submitted by Kay S. Seconded by Chris K. Motion carried Yes 30 no 0 abstain 0

#### AREA ASSEMBLY MEETING

DATE: May 11, 2013

PLACE: Jorgensen's Inn - Helena, MT

MOTIONS: Vote count: 30

(C210) Budget Adjustment. Add administrative fees and annual renewal fees to the budget for the 501 (c) (3). Submitted by Pennie K. Seconded by Donna E. Motion carried

Yes 30          No 0          abstain 0

AREA ASSEMBLY MEETING

DATE: September 21-22, 2013 PLACE:

Yogo Inn - Lewistown, MT

MOTIONS: Vote count: 24

(C211) Matter under consideration: Increase of Full Expense. To increase Area's Full Expense contribution to \$2000.00 for the 2014 Conference. Motion submitted by Pennie K. Seconded by Kelly P.

Motion carried          Yes 23          No 0          abstain 0

(1 GR away during voting procedures)

AREA ASSEMBLY MEETING

DATE: April 11, 2014

PLACE: Jorgensen's Inn - Helena, MT

MOTIONS: Vote count: 36

(C212) In consideration of Area expenses, I move that going forward, The Montana AFG Guidelines be distributed electronically, unless specifically requested with the requester to pay all printing and mailing costs. Motion submitted by Elaine D. Seconded by Pennie K.

Motion carried          Yes 36          No 0          abstain 0

(C213) I move that we close the Webmaster Trial position which was created by Motion C209. Motion submitted by Bev O. Seconded by Carol S.

Motion carried          Yes 36          No 0          abstain 0

AREA ASSEMBLY MEETING

Fall 2014 Lewistown, MT

Motions: NONE

AREA ASSEMBLY MEETING

DATE: April 9-10, 2015

PLACE: Sleep Inn, Miles City, MT

(First Spring Speaker Meeting Saturday night- Riders Museum)

MOTIONS: Vote count: 33

(C214) - Matter under consideration: Continue the process of applying for non-profit status to completion.

Yea: 32 Nay: 0 Abstain: 0

AREA ASSEMBLY MEETING

DATE: September 19-20, 2015

PLACE: Yogo Inn, Lewistown, MT

Motions: Vote count: 31

(C215) –Matter under consideration: Area will take responsibility for MT AFG Archives storage and cost of storage if necessary. Submitted by Kelly P. Seconded by Lori K.

Yea: 31 Nay: 0 Abstain: 0

(C216) VOIDED

AREA ASSEMBLY MEETING

DATE: April 29-30, 2016

PLACE: Sleep Inn, Miles City

Motions: Vote count: 33

(C217)- Matter under consideration: Alternate Delegate. Montana AFG INC will pay for the Alternate Delegate to attend the Northwest Montana Regional Delegates meeting all three years of their term. Submitted by Pam Cunningham. Seconded by Kay Silk.

Yea: 24 Nay: 7 Abstain: 2

(C218) - Matter under consideration: Regional trustee. That we nominate Donna Eubanks as Northwest Regional Trustee. Submitted by Chris Ketchum. Seconded by Cindy Caldwell

Yea: 33 Nay: 0 Abstain: 0

AREA ASSEMBLY MEETING

DATE: Sept 14-15, 2016

Place: Lewistown, MT

MOTIONS: None

AREA ASSEMBLY MEETING

DATE: March 30-31, 2017

Place: Sleep Inn, Miles City

MOTIONS: Vote count: 30

(C219) – Area will reimburse the hotel and gas expense as well as meals for the registrar person. Submitted by Peggy Ward. Seconded by Katy Osterloth

Yes: 28 Nay: 0 Abstain: 2

(C220) – Matter under consideration: Changing the location of Fall Assembly

We move that the Fall Assembly be rotating, and start Fall of 2018. The first 3 years would be on a trial basis, with a final vote in the Spring of 2020. All districts interested in hosting the Assembly would submit bids at the Fall 2017 Assembly using the recommendations outlined by this thought force. Submitted by Cindy Caldwell, Pam Cunningham and Mike Bolenbaugh.

MOTIONS: Vote Count: 29

Yes: 28 Nay: 0 Abstain: 1

AREA ASSEMBLY MEETING

DATE: Sept 16-17, 2017

Place: Lewistown, MT

Motions: Vote count: 24

(C221) – Matter under consideration: I move to approve purchase or gift of a dedicated computer for the treasure of the area. Also to purchase the software and equipment to prevent internet fraud, theft, and worms, bugs...etc

Submitted by Mike Bolenbaugh. Seconded by C Ketchum

Yes: 24, Nay: 0, Abstain: 0

(C222) – Matter under consideration: Motion C159. Rescind Motion (C159) per guidance review. Submitted by Pennie K. Seconded by Carol S

Yes: 24, Nay: 0 Abstain: 0

(C223) Void

## **Past Delegates, Past Officers and Coordinators**

1965 – 1967: Panel 5

Delegate – Laura O’Neil

Alt Delegate – Virginia Thomas

Chair – Mary Elkins

Secretary – Joy Poirier

Treasurer – Ella Morris

News & Views – Mariam M.

1968 – 1970: Panel 8

Delegate – Ella Morris

Alt Delegate – Mary McPerson

Chair – Laura O’Neil

Secretary – Miriam Cockers

Treasurer – Boots Anderson

News & Views – Joy Poirier

1971 – 1973: Panel 11

Delegate – Mary Bolta

Alt Delegate – Mable J.

Chair – Ella Morris

Secretary – Joy Poirier

Treasurer – Beverly B.

News & Views – Darlene / 73 Haver Group

1974 – 1976 Panel 14

Delegate – Jean Steilen

Alt Delegate – Beatrice Hesper

Chair – Mabel Jerrell

Secretary – Bonnie Pinkerson

Treasurer – Imo Maag

News & Views – 74 Haver Group / 75 Deer Lodge Group

Literature – Laura L.

1977-1979 Panel 17

Delegate – Beatrice Hesper

Alt Delegate Brona Anderson

Chair – Jean Steilon /Brona Anderson  
Secretary - Dorothy Roderick  
Treasurer - Florence Parmelee  
News & Views Missoula Group  
Alateen – JoAnn Evered  
PI/CPC – Judy Robertson  
Literature – Judy Walker  
News & Views – 77 Missoula

1980 -1982 Panel 20

Delegate - Dorothy Roderick  
Alt Delegate - Marilyn Ochler  
Chair – Beatrice Hesper  
Secretary – Helen Engle  
Treasurer – Sandy Wilson  
News & Views – Donna Hoven  
Alateen – Bea Dupre /Cora Clifton  
Archives – Beatrice Hesper  
PI/CPC – Mable Lohman/ Debbie Sleeper/ 81 Marilyn Schwarzwalter / Pam Rice  
/82 Brenda Reichenbach  
Institutions – Florence McDonald / Joyce Ovend /81 Karen Olsen/ Linda Padilla  
Literature – Mable Lohman

1983 – 1985 Panel 23

Delegate – Helen Engle / 84 Ruby Woodall  
Alt Delegate – Luann McLain / 83 Ruby Woodall / 85 Helen Engle  
Chair Dorothy Roderick  
Secretary – Marilyn Ockler  
Treasurer Sandy Wilson  
News & Views – Donna Hoven /83 LuAnn McLain / 83 Diana McTee/ 84 Pat  
Wilson/85 Audrey Rhines / 85 Great Falls Group  
Alateen – Cora Clifton  
Archives – Bea Hesper / 85 Penny Halverson  
PI/CPC – Brenda Reichenbach/ 83 Sandy Lippy  
Institutions – Karen Olson / 84 Linda Padilla  
Literature - Joan Standefer / 83 Brenda Dowland

1986 – 1988 Panel 26

Delegate – Ruby Woodall  
Alt Delegate – Leroy Anderson / Evelyn Batey  
Chair – Sue Betz  
Secretary – Marilyn Schell  
Treasurer – Cora Clifton  
News & Views – Laurie Campbell  
Alateen – Diana Swecker

Archives – Bea Hesper  
Forum – Allie Smallwood  
PI/CPC – Penny Halverson  
Institutions - Linda Padilla  
Literature – Connie Fales

1989- -1991: Panel 29

Delegate – Sue Betz  
Alt Delegate – Evelyn Batey  
Chair Sonja Bosworth  
Secretary – Kay Jones  
Treasurer – Cora Marks  
Alateen – Lyda Adair/ 89 Roger Ereaiz/ 90 Tracy P, Ginny H  
Archives – Donalee Rogers  
Institutions – Noranne Yeager  
Literature - Dianna Glenn / 90 Diane C.  
News & Views – Penny Halverson  
PI – Ave Sneva  
CPC – Roger Ereaiz/ 89 Linda Padilla /90 Connie Wine

1992- 1994 Panel 32

Delegate – Donna Minarik  
Alt Delegate – Sonja Bosworth  
Chair – Kay Jones  
Secretary - Cora Marks  
Treasurer - Sue Betz  
Alateen – Bruce Hill  
Archives – Cheryl Tang  
Forum – Ludell Heaton  
Institutions – Wanda Whitefield  
Literature – Diane Conrey  
News & Views - Allie Smallwood  
PI – Cindy Scott  
CPC – Connie Wine

1995 – 1997 Panel 35

Delegate – Kay Jones  
Alt Delegate – Wanda Whitfield  
Chair – Penny Halverson  
Secretary – Sonja Bosworth  
Treasurer – John Sandbrogh  
Alateen – Cindy Caldwell  
Archives -  
Cheryl Tang  
Forum – Wanda Whitefield  
PI/CPC – Jan Gonzales

Literature – Lori Cummings

1998 -2000 Panel 35

Delegate – Penny Halverson

Alt Delegate – John Sanborgh

Chair – Cora Marks

Secretary – Cheryl Tang

Treasurer – Mary Pfennig

Alateen – Polly Dickerson

Archives – Kari Cargill

Forum – Lee Schwema

PI/CPC – Katy Brozovich

Institution – Norma Sletten

Literature – Cindy Caldwell

News & Views – Jeanne Hefner

Internet/Web – Bruce Hill

2001-2003 Panel 41

Delegate – Donna Eubank

Alt Delegate – Gary Rowe

Chair – Linda Padilla

Secretary – Jeanne Hefner

Treasurer – Marilyn Schell

Alateen – Emily Louchnar

Archives – Shailyn Largrimson

Forum – Paula Bloom

PI/CPC – Kay Richford

Literature – Brett Hodson

Group Records – Elaine Dodson

Internet/Web – Mike Moller

News & Views – Kari Cargill

2004-2006 Panel 44

Delegate – Kay Richford /04 Jeanne Hefner

Alt Delegate – Jeanne Hefner / Linda W.

Chair – Marilyn Schell

Secretary - Donna Eubank

Treasurer – Linda Padilla

Alateen – Paula Bloom

Archives - Elaine Dodson

Forum – Brett Hodson

PI/CPC – Katie Lineberger

Institutions – Shailyn Torgrimson

Literature – Teresa Laubach

Group Records – Margaret Godolphin

Internet/Web – Maggie Gudatis

News & Views – Betty Dewey

2007- 2009 Panel 47

Delegate - Pennie Kittilson

Alt Delegate – Aggie Cooney

Chair -Jenny Eck

Secretary – Sherry D

Treasurer – Betty Dewey

Alateen Vonda D.

Archives – Jeanne Hepfner

Forum – Elaine Dodson

PI/CPC – Kathy Jones

Institutions – Sharon McEneny

Literature – Jill M.

Group Records – Donna Eubank

Internet/Web – Margaret G.

News & Views – Lorelle D.

2010 – 2012 Panel 50

Delegate – Cindy Caldwell

Alt Delegate – Sharon McEneny

Chair – Kari Cargill

Secretary – Connie Wine

Treasurer – Pennie Kittilson

Alateen – Candy Day

Archives – Beth Welker

Archivist – Jeanne Hepfner

Forum – Nancy McCabe

PI/CPC – Kathy Jones

Institutions – Sharon McEneny

Literature – Donna Minarik

Group Records - Cheryl Tang

Internet/Web – Lorelle Demont

News & Views – Mardi Milligan

2013 – 2015 Panel 53

Delegate – Connie Wine

Alt Delegate – Elaine Dodson

Chair – Cindy Caldwell

Secretary – Pam Cunningham

Treasurer – Sharon McEneny / 15 Pennie Kittilson

Alateen – Norma A. /13 Pennie Kittilson

Archives – Frances Matlock

Archivist Jeanne Hepfner /15 Sue Pohly

Forum – Kathy Jones

PI/CPC – Audrey Wagner

Literature – Carol Sullivan  
Group Records – Bev Ostroot  
Internet – Irene Stone  
Web Master- Lorelle Demont  
News & Views – Sue Tucker

2016 – 2018 Panel 56  
Delegate – Elaine Dodson  
Alt Delegate – Carol Sullivan  
Secretary – Connie Wine  
Treasurer – Pam Cunningham  
Alateen – Patty Kelly  
Archives – Sue Tucker  
Archivist – Pennie Kittilson  
Forum – Kay Silk  
PI/CPC – Carol Dighans  
Literature – Jill Myhre  
Group Records – Libby Goldes  
Web/Internet – Brett Hodson  
News & Views – Shannon Sitser

## **References & Resources**

Service Manuals Current  
Area Delegate  
Past Montana Area Delegates District  
Representatives Coordinators and  
Officers World Service Office  
WSO Guidelines Pamphlets  
All Conference Approved Literature

## **Maps and District Division Descriptions Montana** District

Division Descriptions Montana Area 32 District Division/Major Cities US and  
Canada Regional Divisions

District Maps:

District 1-4

District 5-8

District 9-10

District 11-14

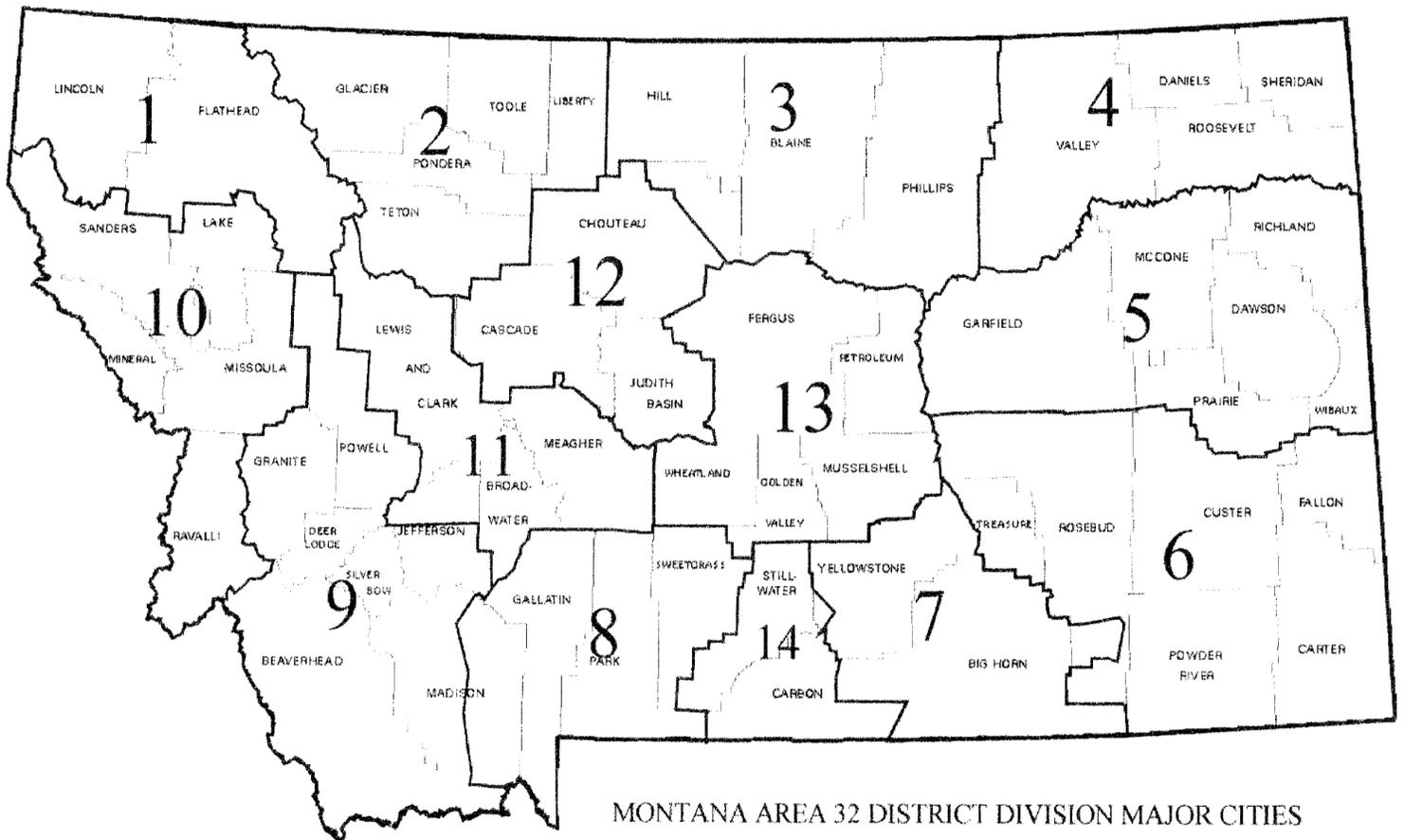
District Maps

District 1-14 Individual

District Maps



## Montana Area 32 District Division Major Cities



MONTANA AREA 32 DISTRICT DIVISION MAJOR CITIES

District 1 - Whitefish, Columbia Falls, Kalispell, Libby

District 2 - Browning, Shelby, Conrad, Chester

District 3 - Havre, Malta, Chinook, Harlem

District 4 - Glasgow, Wolf Point, Scooby

District 5 - Glendive

District 6 - Miles City, Baker, Colstrip, Fkalaka, Rosebud

District 7 - Billings, Lodge Grass, Huntley, Lame Deer, Ashland

District 8 - Bozeman, Livingston, Belgrade, Clyde Park

District 9 - Deer Lodge, Anaconda, Butte, Dillon, Whitehall

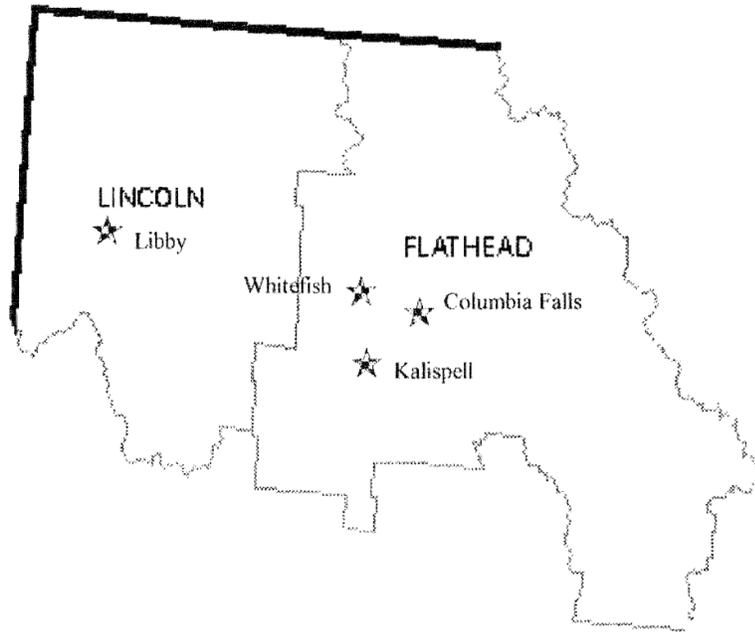
District 10 - Missoula, Hamilton, Polson, Stevensville

District 11 - Helena, East Helena, Clancy, Townsend

District 12 - Great Falls, Belt

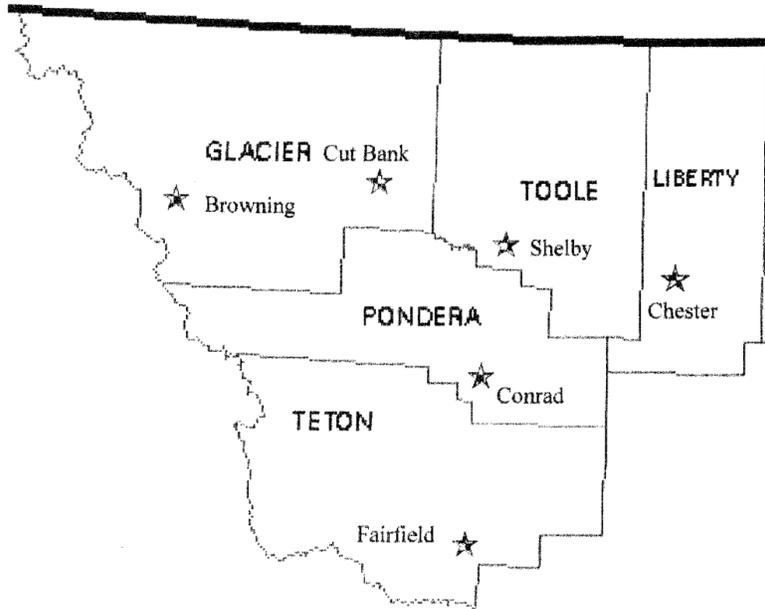
District 13 - Lewistown, Roundup

District 14 - Red Lodge, Laurel, Absarokee



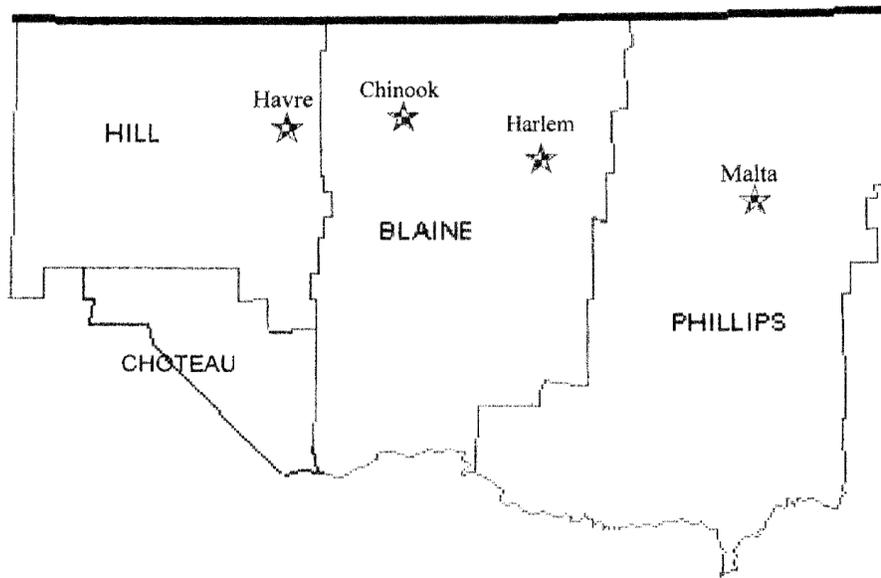
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(January 26, 2004)



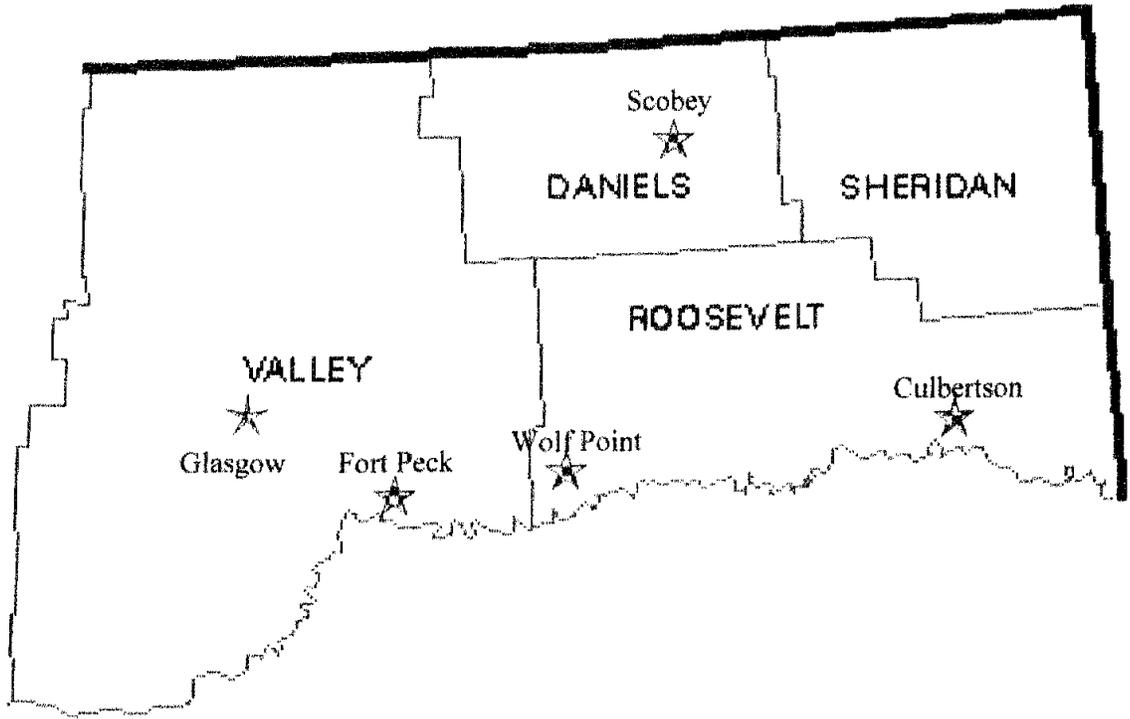
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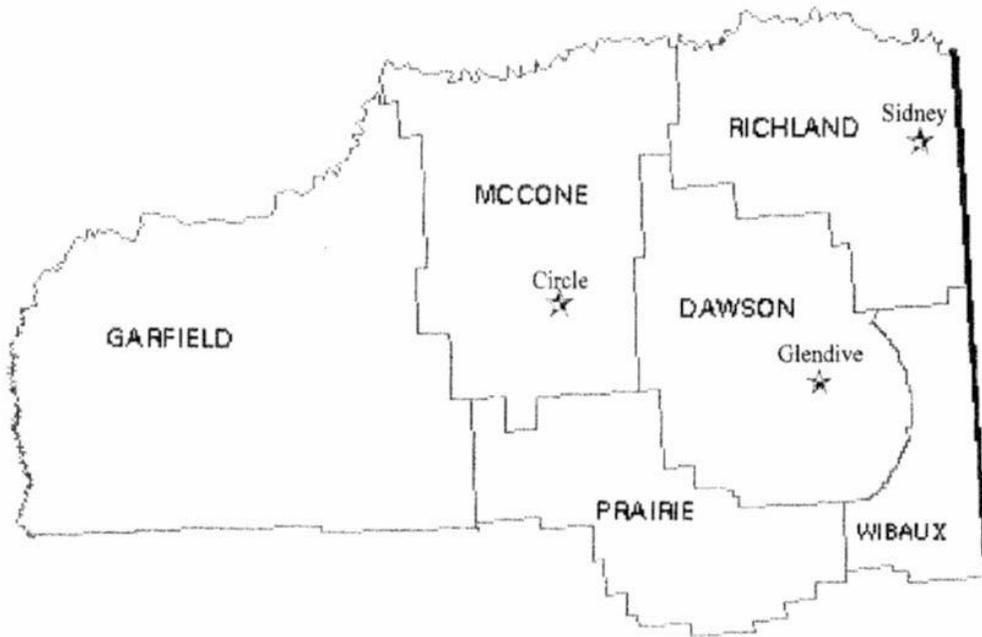
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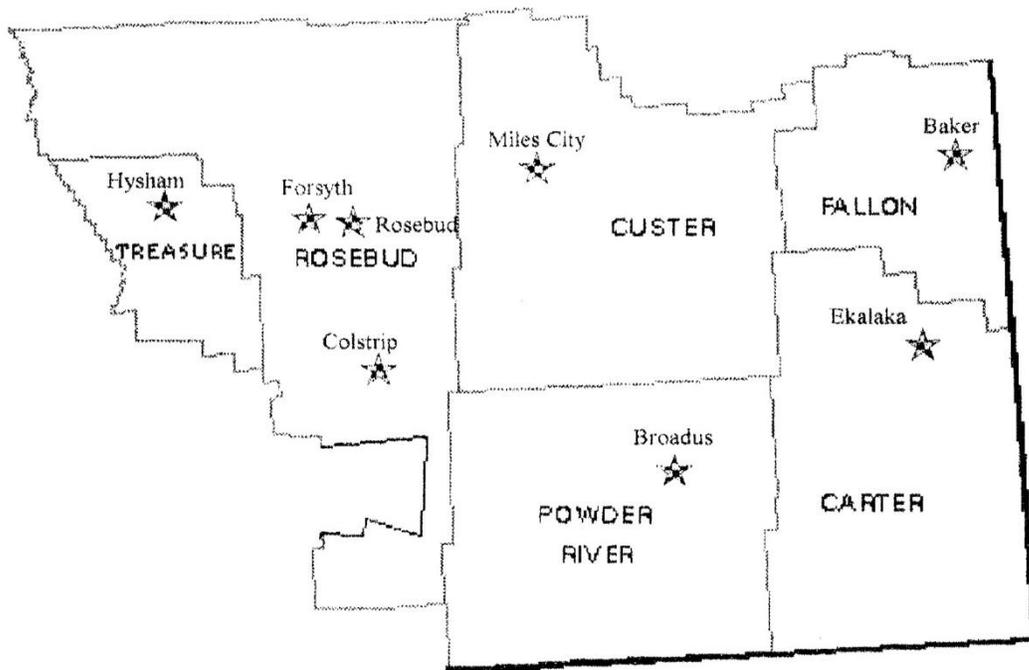
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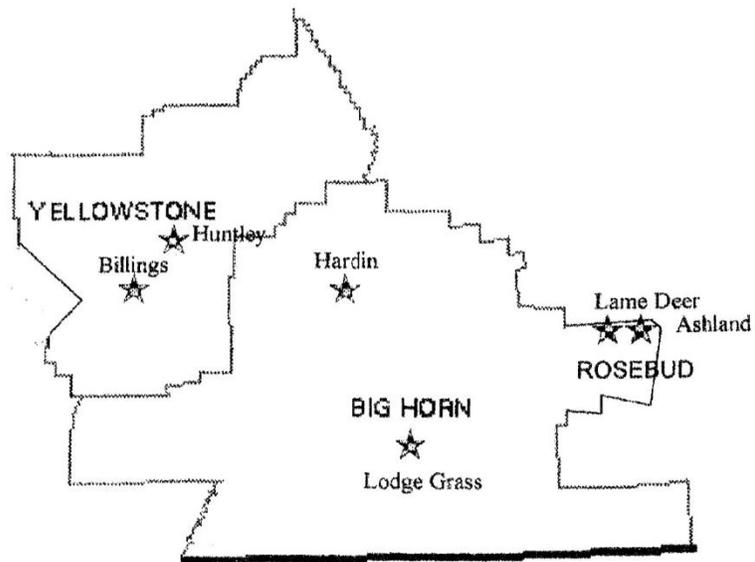
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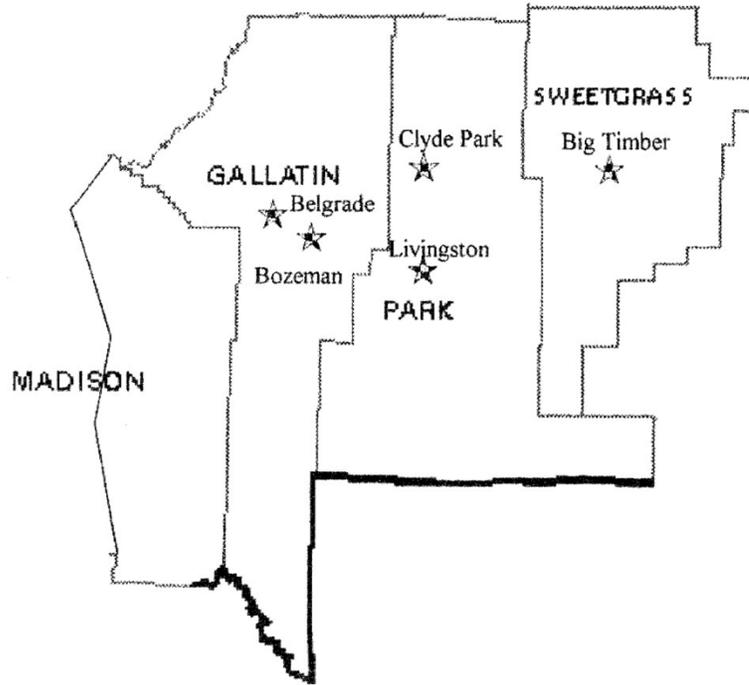
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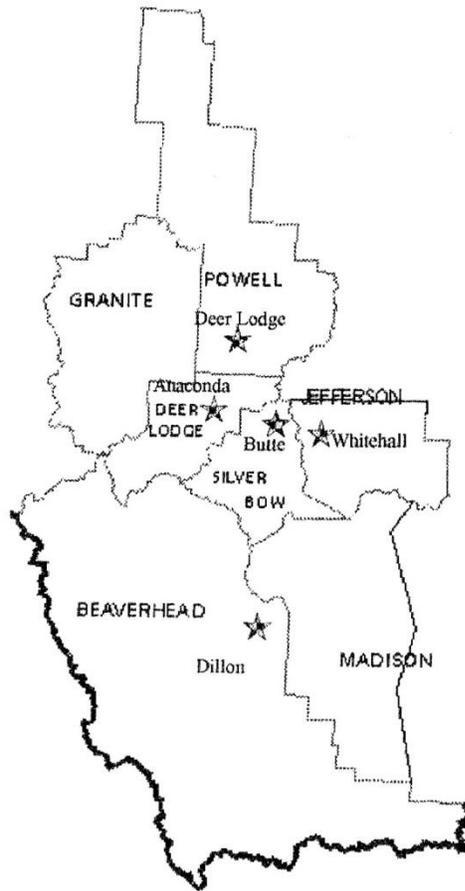
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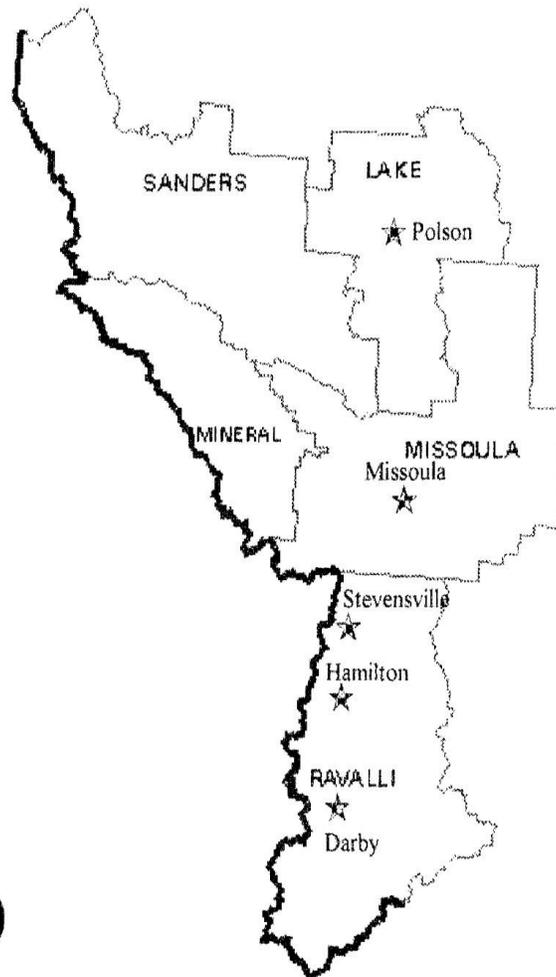
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(January 26, 2004)



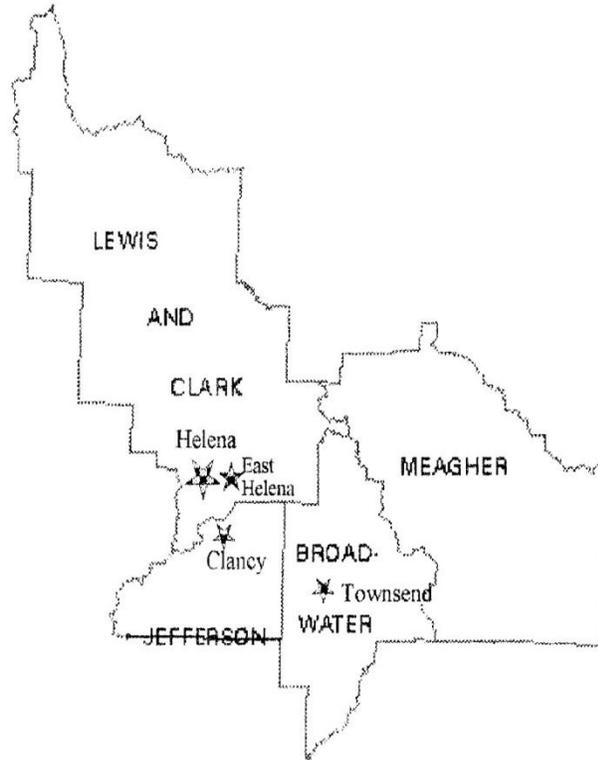
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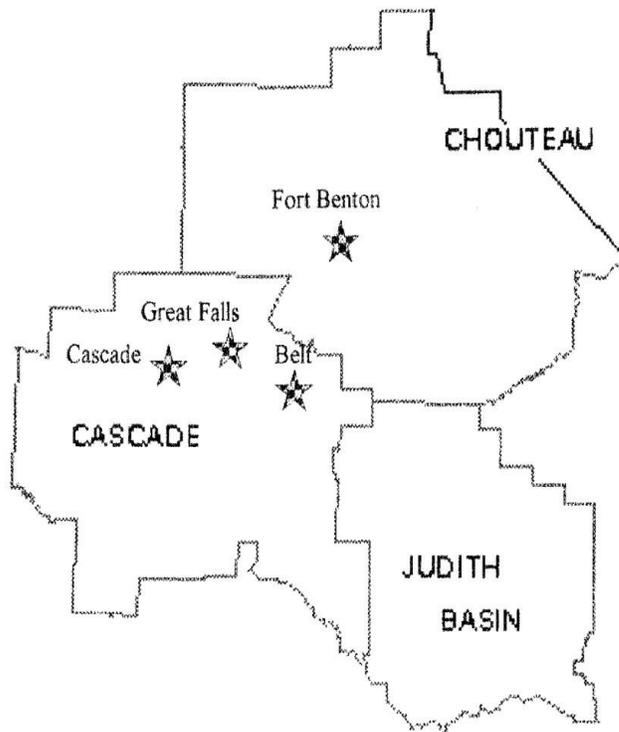
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(January 26, 2004)



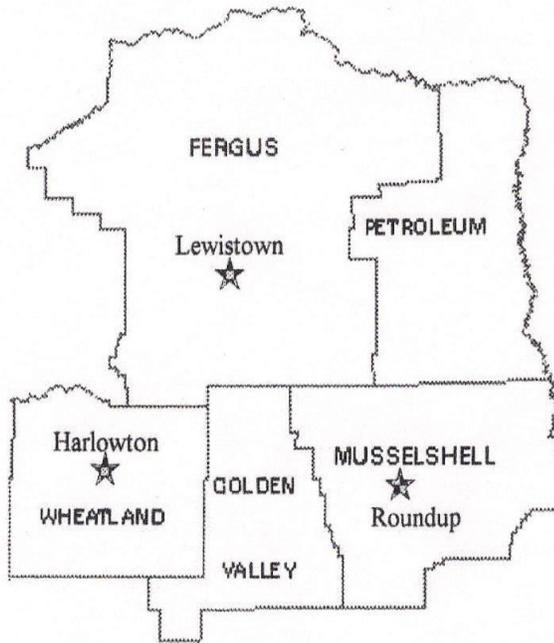
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(January 26, 2004)



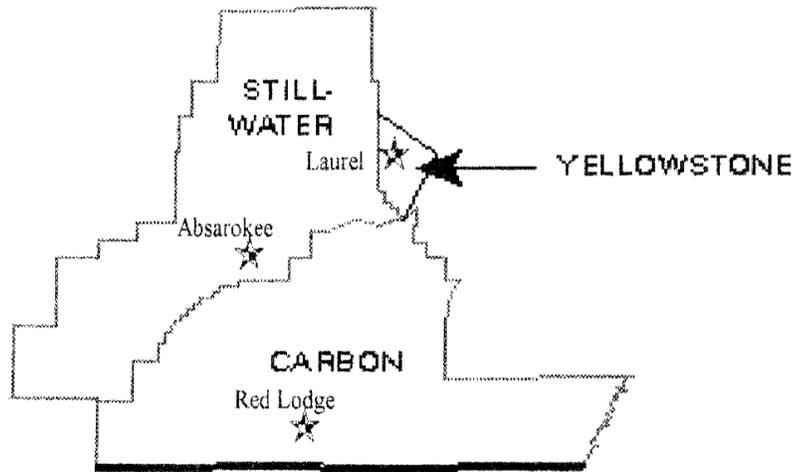
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(January 26, 2004)



# District 13

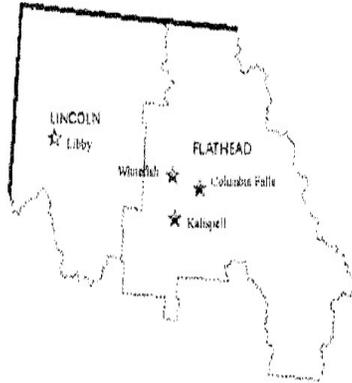
(January 26, 2004)



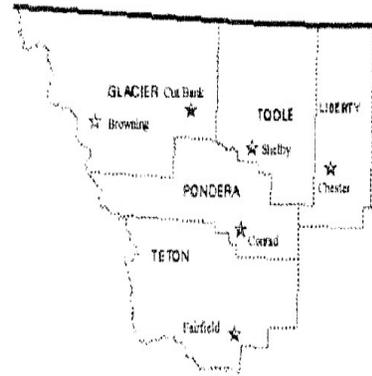
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(January 26, 2004)

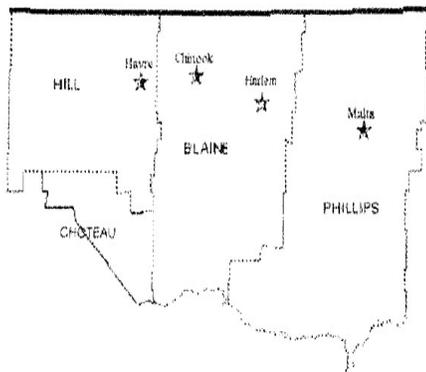
## DISTRICT 1



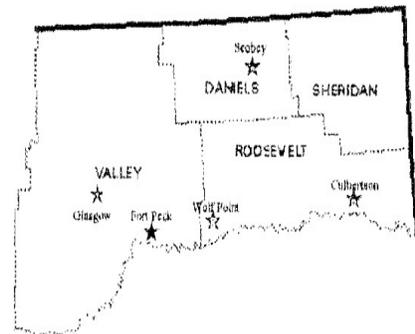
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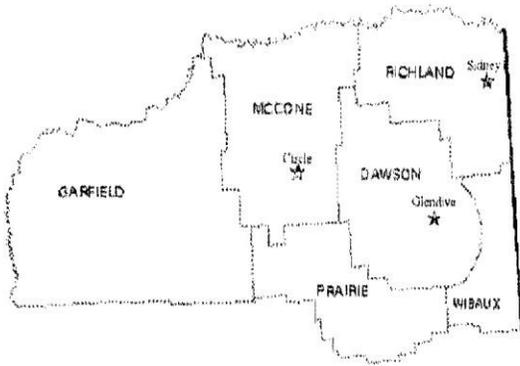
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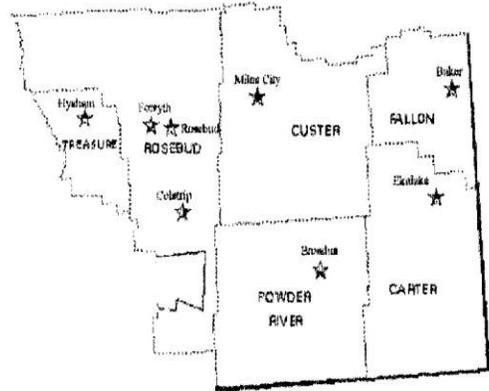
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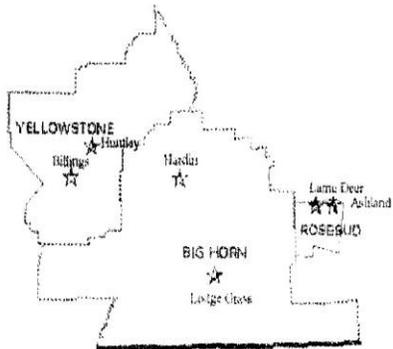
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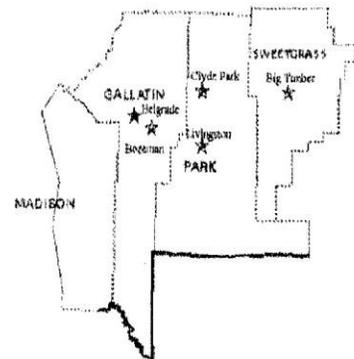
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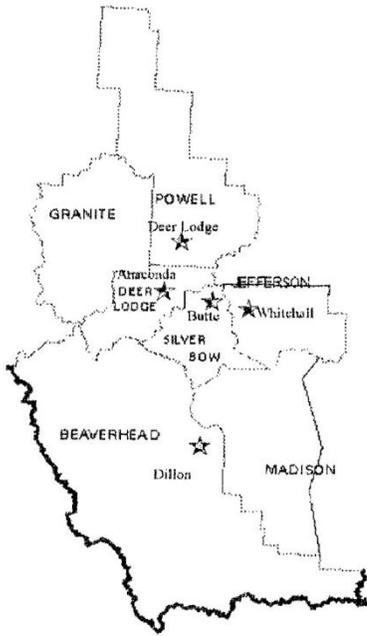
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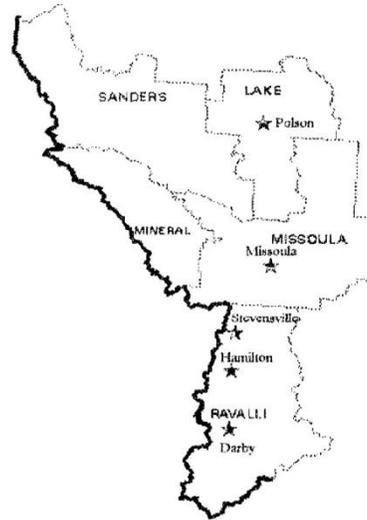
## DISTRICT 8



## DISTRICT 9

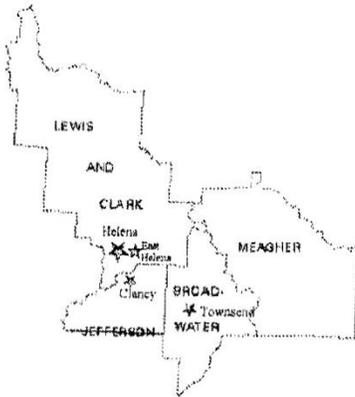


## DISTRICT 10

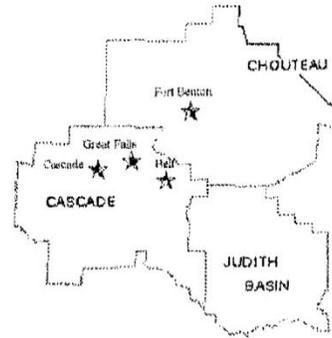


March 27, 2004

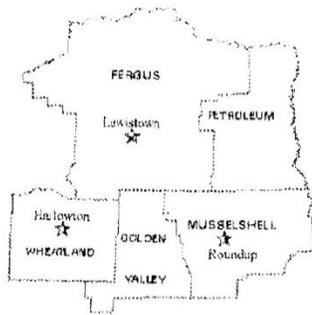
## DISTRICT 11



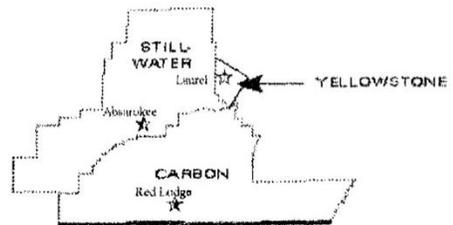
## DISTRICT 12



## DISTRICT 13



## DISTRICT 14



March 27, 2004

## MONTANA DISTRICT DIVISION DESCRIPTIONS

<b>1</b>	INCLUDED COUNTIES:	Flathead and Lincoln
	BOUNDARY	DESCRIPTION
	NORTH	State line to include Flathead County
	EAST	Includes Flathead County
	SOUTH	Includes Flathead and Lincoln County
	WEST	State line
<b>2</b>	INCLUDED COUNTIES:	Glacier, Liberty, Pondera, Teton and Toole
	BOUNDARY	DESCRIPTION
	NORTH	State line to include Liberty County
	EAST	Includes Liberty County
	SOUTH	Includes Liberty, Pondera and Teton Counties
	WEST	Includes Glacier and Teton Counties
<b>3</b>	INCLUDED COUNTIES:	Blaine, NE corner Chouteau, Hill and Phillips
	BOUNDARY	DESCRIPTION
	NORTH	State line to include Phillips County
	EAST	Includes Phillips County
	SOUTH	Includes Phillips, Blaine, Chouteau (see Fig. 1 on pg. 3 for included section), and Hill Counties
	WEST	Includes Hill County
<b>4</b>	INCLUDED COUNTIES:	Daniels, Roosevelt, Sheridan and Valley
	BOUNDARY	DESCRIPTION
	NORTH	State line to include Valley, Daniels, Sheridan Counties
	EAST	State line to include Sheridan and Roosevelt Counties
	SOUTH	Includes Roosevelt and Valley Counties
	WEST	Includes Valley County
<b>5</b>	INCLUDED COUNTIES:	Dawson, Garfield, McCone, Prairie, Richland and Wibaux
	BOUNDARY	DESCRIPTION
	NORTH	Includes Richland, McCone and Garfield Counties
	EAST	State line to include Wibaux County
	SOUTH	Includes Wibaux, Prairie and Garfield Counties
	WEST	Includes Garfield County
<b>6</b>	INCLUDED COUNTIES:	Carter, Custer, Fallon, Powder River, Rosebud (excluding Northern Cheyenne Reservation) and Treasure
	BOUNDARY	DESCRIPTION
	NORTH	Includes Rosebud, Custer and Fallon Counties
	EAST	State line to include Fallon County
	SOUTH	State line to include Powder River County
	WEST	Includes Rosebud (see Fig. 5 on pg. 4 for excluded section) and Treasure Counties
<b>7</b>	INCLUDED COUNTIES:	Big Horn, Northern Cheyenne Reservation in Rosebud and most of Yellowstone Counties
	BOUNDARY	DESCRIPTION
	NORTH	Includes Yellowstone County
	EAST	Includes Yellowstone, Rosebud (see Fig. 5 on pg. 4 for included section) and Big Horn Counties
	SOUTH	State line to include Big Horn County
	WEST	Includes Big Horn County entirely and Yellowstone County (see Fig. 2 on pg. 3 for excluded section)

8	INCLUDED COUNTIES:	Gallatin, Madison (East ½), Park and Sweetgrass
	BOUNDARY	DESCRIPTION
	NORTH	Includes Madison (East ½, see Fig. 3 on pg. 3), Gallatin, Park and Sweetgrass Counties
	EAST	Includes Sweetgrass and Park Counties
	SOUTH	State line to include Park, Gallatin and Madison (East ½, see Fig. 3 on pg. 3) Counties
	WEST	Madison (East ½, see Fig. 3 on pg. 3)
9	INCLUDED COUNTIES:	Beaverhead, Deer Lodge, Granite, Jefferson (South ½), Madison (West ½), Powell and Silver Bow
	BOUNDARY	DESCRIPTION
	NORTH	Includes Powell and Jefferson Counties (South ½, see Fig. 4 on pg. 4)
	EAST	Includes Jefferson (South ½, see Fig. 4 on pg. 4), Madison (West ½, see Fig. 3 on pg. 3) and Beaverhead Counties
	SOUTH	State line to include Beaverhead County
	WEST	Includes Beaverhead, Granite and Powell Counties
10	INCLUDED COUNTIES:	Lake, Mineral, Missoula, Ravalli and Sanders
	BOUNDARY	DESCRIPTION
	NORTH	Includes Sanders and Lake Counties
	EAST	Includes Lake, Missoula and Ravalli Counties
	SOUTH	State line to include Ravalli County
	WEST	State line to include Ravalli and Sanders Counties
11	INCLUDED COUNTIES:	Broadwater, Jefferson (North ½), Lewis and Clark and Meagher
	BOUNDARY	DESCRIPTION
	NORTH	Includes Lewis and Clark and Meagher Counties
	EAST	Includes Meagher County
	SOUTH	Includes Meagher, Broadwater and Jefferson (North ½, see Fig. 4 on pg. 4) Counties
	WEST	Includes Jefferson (North ½, see Fig. 4 on pg. 4), Lewis and Clark Counties
12	INCLUDED COUNTIES:	Chouteau (NE corner excluded), Cascade and Judith Basin
	BOUNDARY	DESCRIPTION
	NORTH	Includes Chouteau County to secondary Hwy. 432, then following it south and east to Hwy. 87 south of Big Sandy
	EAST	Includes Chouteau (see Fig. 1 on pg. 3 for excluded section), Cascade and Judith Basin Counties
	SOUTH	Includes Judith Basin and Cascade County
	WEST	Includes Cascade and Chouteau Counties
13	INCLUDED COUNTIES:	Fergus, Golden Valley, Musselshell, Petroleum and Wheatland
	BOUNDARY	DESCRIPTION
	NORTH	Includes Fergus and Petroleum Counties
	EAST	Includes Petroleum and Musselshell Counties
	SOUTH	Includes Musselshell, Golden Valley and Wheatland Counties
	WEST	Includes Wheatland and Fergus Counties
14	INCLUDED COUNTIES:	Carbon, Stillwater and a small portion of Yellowstone to incorporate Laurel
	BOUNDARY	DESCRIPTION
	NORTH	Includes Stillwater
	EAST	Includes Stillwater to just north of Laurel, Yellowstone (see Fig. 2 on pg. 3 for included section and Carbon Counties
	SOUTH	State line to include Carbon County
	WEST	Includes Carbon and Stillwater Counties