

## **COLORADO AREA GUIDELINES**

Adopted June 1991, Estes Park  
Revised March 2002, July 2004, March 2010, March 2012  
November 2016 Clean-up  
January 2021 (Approved Assembly July 2021)  
May 2021 (Approved Assembly November 2021)

### **I. PURPOSE**

The purpose of the Colorado Area Guidelines is to document procedures used by the Colorado Area not clearly defined in the Al-Anon/Alateen Service Manual (the Manual). These guidelines supplement but do not replace the Manual, or the Bylaws of Al-Anon Family Groups of Colorado Area Assembly, Inc. (“AFG of Colorado”) which apply to its legally required and defined procedures and policies.

Area Guidelines may be amended by a 2/3 vote of the Group Representatives at an Area Assembly, provided that any proposed amendment has been presented for discussion at the previous Area Assembly.

The following matters are exempt from the previous Assembly discussion rule defined above and shall be approved at any time by a simple majority of the Assembly without required discussion at two Assemblies:

- New Position Descriptions or amendments to existing Position Descriptions; and
- Safety and Behavioral Requirements and Procedures for Alateen Members and Al-Anon Members Involved in Alateen Service, adopted by AFG of Colorado.

### **II. PROCEDURES**

A. Suggested Group Contributions: See the Al-Anon/Alateen Service Manual Part 2, Al-Anon and Alateen Groups at Work.

B. Area Addresses:

The IRS and Area office addresses are not used for correspondences.  
Correspondence is addressed directly to the intended officer or coordinator.

1. IRS Address: (not for correspondence)

AFG of Colorado  
P.O. Box 31808  
Aurora, CO 80041-0808

2. Area Office: (not for correspondence)

AFG of Colorado  
717 17<sup>th</sup> Street, Suite 2800  
Denver, CO 80202

### 3. Mailing Permits

The Area may pay the annual fee for up to two mailing permits. One located with the Butterfly editor and the other located with the Secretary.

### C. Newsletter

The Butterfly is the Area Newsletter for AFG of Colorado. Its purpose is to further communication within the Area and provide articles and information about the fellowship. Submission and publication dates are in The Butterfly.

### D. Special Duties

1. A Position Description for Area Officers and Coordinators is kept by the Delegate, Secretary, and the Area Website. Copies are available from the Secretary or on the Area Website.

The Position Description for each elected Area position is a function of the Policy, Procedure & Guidelines Committee and is included by reference in these Colorado Area Guidelines.

2. If the Chairperson is absent, the Alternate Delegate assumes the duties of the Chairperson. If the Chairperson resigns, the Alternate Delegate serves as Chairperson pro tem until a Chairperson is elected by the Assembly.
3. Area Coordinators and Chairpersons of Special Committees give progress reports at Assemblies and AWSC Meetings.
4. The unexplained absence of any Assembly-elected AWSC member, or special committee chairperson from two consecutive meetings is construed as resignation. Absences should be reported to the AFG of Colorado Chairperson.

### E. Election Procedures

The following options have been selected from the AI-Anon/Alateen Service Manual.

1. Each group decides whether the incoming or outgoing GR votes at the Assembly. (One vote per group.)
2. Traditionally, at the Assembly, the Area Delegate is elected as in Election Assembly Procedure in the AI-Anon/ Alateen Service Manual. All other officers are elected from past and present DRs, officers, coordinators, and GRs, in that order.

3. Coordinators are elected by the Assembly.
4. The Colorado Area Assembly elects Coordinators to the following positions:
  - a. Coordinators:
    - i. Area Alateen Process Person
    - ii. Alateen
    - iii. Archives
    - iv. Butterfly Newsletter
    - v. IT Media
    - vi. Literature / Forum Coordinator
    - vii. Public Outreach
    - viii. Records
    - ix. Website
  - b. Special Committee Chairs
    - i. State Convention Chairperson
    - ii. Weekend In Al-Anon Chairperson
  - c. Other Positions (elected, unfunded):
    - i. GR Connection Chairperson
    - ii. GR Connection Co-Chairperson
    - iii. State Convention Co-Chairperson
    - iv. Weekend In Al-Anon Co-Chairperson

At the first Assembly of a new Panel, and periodically as needed, the Past Delegates will hold a workshop covering the Area Bylaws and Guidelines including but not limited to, flow of money, accessing budgeted funds, funds requests & personal expenses, and review of Duties Shared from the Position Descriptions.

5. In the event of a resignation of any Coordinator, the Area Chairperson, has the authority to appoint a temporary Coordinator until a formal election can take place at a regularly scheduled Assembly.
6. Day In Al-Anon is held annually. Districts interested in hosting the function bid at the Summer Assembly for the following year.

#### F. Finance and Area Expenses

1. AFG of Colorado uses tax IDs. They are not to be used by individuals or groups. The IRS ID number: 23-7200026 is used in filing annual tax reports and AFG of Colorado bank accounts.

2. Any Officer, Coordinator, or Special Committee Chairperson in the Colorado Area who establishes a bank account will have four (4) authorized signatories. Records of all transactions and receipts are given to the Area Treasurer quarterly. Other expenses will be reimbursed by the Treasurer on submission of receipts.
3. The budget provides for reimbursement of expenses to Area Servants for the following meetings, at a minimum:
  - a. Delegate: Area Travel, Assemblies, SW Regional Delegates Meeting and the World Service Conference.
  - b. Alternate Delegate: Area Assemblies.
  - c. Immediate Past Delegate: SW Regional Delegates Meeting.
  - d. Officers (5), Coordinators (9), Special Committee Chairpersons (2), All Past Delegates: All Assemblies.
4. Area Ample Reserve & Sufficient Operating Funds
  - a. The Area Ample Reserve fund is set at 50% of the Area's Annual General Expense Budget including separately maintained Special Event budgets.
  - b. In addition to an Ample Reserve, the Area will maintain Sufficient Operating Funds to conduct day-to-day operations. Though the Funds will fluctuate throughout the budget year, Sufficient Operating Funds should target 25% of the Annual General Expense Budget excluding separately maintained Special Event budgets.

### III. STANDING COMMITTEES

#### A. Area World Service Committee (AWSC)

AFG of Colorado AWSC is constructed in accordance with and follows the guidance in the current Service Manual.

Additional Responsibilities:

1. The Area World Service Committee reviews and may amend the budget before recommending it to the Fall Area Assembly. The Area Assembly reviews and may amend the budget before giving final approval by a simple majority vote.

#### B. Finance Committee

The Area Finance Committee considers funding requests as submitted and prepares the annual preliminary budget. This Committee is chaired by the Alternate Delegate, and consists of the Area Chairperson, Treasurer, and other Al-Anons appointed by the Alternate Delegate. The Delegate is an ex-officio

member.

In the first Assembly of a new budget year, the Finance Committee Chair will present a financial summary of the prior year.

In the spirit of Abundance that is enjoyed by the Colorado Area and in accordance with our Sixth Tradition to avoid problems of money, property and prestige diverting us from our primary spiritual aim, after prior year expenses are paid:

- The new year Ample Reserve is fully funded; and
- Sufficient Operating Funds as defined in Section F, Item 7.b, are fully replenished; then
- Excess Area ample reserve funds from the prior budget year shall be donated to World Service Office (WSO) upon completion of the prior-year tax filing.

Specific Duties:

1. The Treasurer monitors expenditures of Area funds. If necessary, an over-budget line item expenditure up to 2% or \$1,000 whichever is greater of the total Annual General Expense Budget may be approved by the Finance Committee.
2. In the spirit of Area Unity and to ensure that the voice of the Area is maintained by taking the most conservative position, the 2% is calculated as 2% of the Annual General Expense Budget excluding any separately maintained budget or Special Events such as Weekend in Al-Anon (WIA) or State Convention. The 2% budget exception should only be used in cases where a timely over-budget decision is required.
3. Over budget line item expenditures in excess of the amount contemplated in 4.a are approved by a simple majority vote of the Assembly.
4. As trusted servants of the Colorado Area and in accordance with Concepts 3 and 9, the Finance Committee can approve an unbudgeted item of up to \$5,000 if the expense can be deemed urgent to the continued operation of the Colorado Area and the Area cannot reasonably calendar an Assembly in sufficient time to approve the expense.
5. In the spirit of Area Unity as contemplated in the First Tradition and our Seventh Tradition, the Area endeavors to be fully self-supporting. To determine the true cost of Area operations, funds for Area projects should be provided via the Area budgeting process contemplated

above. Use of personal funds, unbudgeted funds or funds solicited outside the Area budgeting process is strongly discouraged.

- C. The Policy, Procedure & Guidelines Committee is a Standing Committee of the Area chaired by the Alternate Delegate consisting of Active Past Delegates who have participated at the Area level in the current and immediate past panel. The Committee acts in an advisory capacity to review and discuss questions concerning interpretation of the Area Guidelines, Area Bylaws or any Area Policy or Procedures and make appropriate recommendations to the Colorado Area Assembly. The Committee meets semi-annually at a minimum.

Requests may be submitted to the committee via the committee chair.

#### IV. OTHER CONCERNS

- A. To protect anonymity, only audio recording for minute taking purposes is appropriate at Area functions. Video and audio recordings and photo taking at Area functions should be in compliance with published policies in our Service Manual.
- B. Careful consideration and discretion should be used prior to selling any articles at AFG of Colorado functions. Articles should conform to the "Fund Raising" section in the Al-Anon/Alateen Service Manual.
- C. [Safety and Behavioral Requirements and Procedures for Alateen Members and Al-Anon Members Involved in Alateen Service](#), adopted by AFG of Colorado, can be found on the website.