

APPROVED

September 25, 2021

## UTAH AREA GUIDELINES FOR HOSTING AL- ANON/ALATEEN AREA ASSEMBLIES AND CONVENTIONS

**PURPOSE:** The purpose of this document is to provide guidance in the planning and holding of Area Assemblies, Conventions and other gatherings.

### ASSEMBLIES

*Background:* Prior to 2009, the Utah Area held four gatherings a year: two Assemblies (in April and September,) and two Rallies (in June and October.) During the April 2009 Spring Assembly, Group Representatives (GRs) voted to change this structure. It was decided that, during a two-year trial period, the Rallies would be eliminated while a Spring and Fall Assembly along with an annual Delegate's Day would be held. In the Fall 2011 Assembly the GRs voted to extend the trial period by another two years. At the Fall 2013 Assembly the revised meeting structure was made permanent. This Guideline is consistent with the decisions implemented at the 2013 Fall Assembly.

*Purpose:* The purpose of assemblies is to aid in developing greater unity among the Groups by providing better understanding of the different service levels, discussing topics of importance to the Utah Area, considering information from the most recent World Service Conference, and exchanging ideas and solving problems common to all the Districts in the Area. Another important purpose is to provide greater unity for Utah Alateens. Every third year, the Fall Assembly will be the Area's Election Assembly following the procedures outlined in the *Service Manual* and the Utah Area Election Guideline and Procedures.

*Dates:* The Spring Assembly is held the third weekend in March.

The Fall Assembly, whenever possible, is held in conjunction with the AA Area Service Assembly, which is normally held the last weekend in September. In meeting jointly with AA, we apply our Sixth Tradition: "Although a separate entity, we should always cooperate with Alcoholics Anonymous." It is through the application of Tradition Six that we create and nourish a spirit of cooperation.

When meeting with AA is not possible, effort should be made to hold our own Fall Assembly in the same location as the AA Area Service Assembly, otherwise, the Fall Assembly will be held at a location determined by the Area Chair in consultation with the Alternate Delegate and the District Representatives. When not meeting with AA, the Fall Assembly may be held on the third weekend of September at the Area Chair's discretion.

*Location Selection:* Hosting the Assemblies is the responsibility of the District in which the

Assembly will be held. The Area Chair in consultation with the Alternate Delegate and the District Representatives identifies the District in which the Assembly will be held at least one year prior to the Assembly. All Districts, whether active or not, are eligible to host an Assembly. It is recommended that the Area Chair rotate responsibility for hosting the Assembly through all the Districts. When a District is inactive, the Alternate Delegate, supported by the Area World Service Committee (AWSC), acts as the District Representative in forming a Host Committee.

*The Host Committee Chair:* The District Representative identifies an experienced Al-Anon member to act as Host Committee Chairperson. The Chairperson is responsible for planning, coordinating, and implementing the non-business aspects of the Area Assembly. It is expected that the Chairperson will have a sound understanding of the traditions, strong leadership and problem-solving ability.

The Host Committee Chairperson, in coordination with the District Representative, identifies and contracts a venue for the Assembly. The venue should be sufficient to host Friday evening activities, the Saturday business meeting, Saturday evening activities, and a Sunday morning Spiritual meeting. The venue should provide sufficient meeting space for the Assembly and Alateen meetings. The venue should provide lodging or be close to hotel options for out-of-town attendees.

The Alternate Delegate assist the Host Committee Chair in identifying the AA Convention Planning Chair. The Chairperson for the Fall Assembly then attends all AA Convention Planning Committee meetings, maintaining communication between the Host Committee/Area and the AA Planning Committee. The Host Chairperson keeps the Area Chair/AWSC informed of AA's planning through regular reports to the Alternate Delegate and the AWSC when invited to their meeting.

*The Host Committee:* The Chairperson is strongly encouraged to ask other Al-Anon/Alateen members to assist in planning and implementing the Assembly. These members may be delegated responsibility for the following areas and may form subcommittees if desired:

- 1) Treasurer/Secretary. To help with initial expenses, the Host Committee may request up to \$500 from the Area Treasurer. It is expected that this advance along with any profit from the Assembly will be returned to the Area at the conclusion of the conference. The Host Committee Treasurer will also provide the Area Treasurer with a financial accounting of Assembly expenses by category, i.e., registration fees, venue costs, banquet tickets, opportunity drawings, 7<sup>th</sup> Tradition donations, etc. The Area Treasurer will provide the Host Committee Treasurer a formatted "Area Conference Financial Report" to be used for final reconciliation. Based on expected expenses, the Host Chairperson and Host Treasurer determine registration cost for the Assembly, including food and other costs if applicable. A fundraising project, consistent with the 7<sup>th</sup> Tradition, may be implemented to defray expenses if needed.
- 2) Registration. Those responsible for registration keep an accurate accounting of all registered Al-Anon and Alateen members and work with the Treasurer to account for fees collected. A Registration table should be maintained at the door during the Assembly to register attendees and to provide name tags, schedules, and other pertinent information and materials.

- 3) Hospitality. A Hospitality Room provides refreshments for members during the Assembly. When meeting with AA, the two programs support each other to provide one Hospitality Room. It is recommended that the manager of the hotel or other facility be contacted regarding their policy on providing food and beverages not purchased from the facility. The Hospitality Rooms also functions as a location to greet newcomers and for fellowship. It is suggested that a host/hostess be in the room whenever it is open.
- 4) Publicity. At least two months before the Assembly, a flyer is posted to the Al-Anon Area website (utah-alanon.org), provided to the Area World Service Committee (AWSC,) including all District Representatives, and to the Area Information Service Center and to the Alanews. Notice of the conference is sent to the *Forum* at least three months prior to the conference. The flyer includes the date, place, hotel and registration costs, special fundraisers, contact phone numbers and addresses, etc.
- 5) Fundraising. Fundraising projects might include opportunity drawings, auctions, breakfasts, luncheons, etc. If the project is an opportunity drawing, the host committee is responsible for obtaining all items and selling tickets. Tickets may not be sold outside of the fellowship. Donated auction items may not come from outside the Fellowship.
- 6) Program. The Host Committee is responsible for planning and implementing a Friday evening activity. The Friday evening activity may include a sharing meeting, games, skits, speakers, or other appropriate Al-Anon activities. The Saturday business meeting agenda (morning and afternoon) is the responsibility of the Area Chair. Typically, the Host Committee will provide a luncheon on Saturday with speakers. The Saturday evening program is the responsibility of the Host Committee (in conjunction with AA on those occasions we are meeting with them.) Saturday evening activities may include a dinner, BBQ, dance, musical entertainment, speakers, skits, etc. A spiritual sharing meeting will be held Sunday morning. Speakers are generally selected from among those registered for the Assembly and given ample time to plan their talks. If speakers who would not ordinarily attend a Utah Area Assembly are invited, their expenses are reimbursed. (Caution is requested in inviting outside speakers due to the cost.)
- 7) Alateen. Alateen meetings/activities are organized by a host committee member (who is an active AMIAS) with assistance from the District and Area Alateen Coordinators. In accordance with the Utah Area Guideline for Alateen Safety (Section 4.0, Alateen Safety Requirements Relating to Conferences, Conventions & Events,) all Al-Anon activities using the Alateen name are required to submit an Alateen Safety Plan to the Area Alateen Coordinator. At the Assembly, Alateens may hold new-comers meeting, sharing meetings, introduction to service workshops and other Al-Anon related meeting and activities. Alateens will always be encouraged to participate in and attend the Area business meetings and workshops. Alateen GRs are expected to participate in all Assembly voting.

*Post Assembly.* After all Assembly related bills are paid, the Host Committee Treasure sends any excess funds, including the return of any advance, along with the “Area Conference Financial Report” to the Area Treasurer. The Host Committee Chairperson reports on the Assembly at the next AWSC meeting. The Assembly report is finalized within 60 days after the conclusion of the Assembly. Any unused registration/hospitality materials (badge holders, tickets, napkins, utensils, etc.) are forwarded to the next Assembly Chairperson.

*Business Meeting.* The Saturday morning and afternoon portions of the Assembly are reserved for the Area business meeting. The agenda for the business meeting is developed and published by the Area Chair who also chairs the meeting. Refer to pages 156-157 of the *Al-Anon/Alateen Service Manual 2018-2021* for suggested agenda topics. All members of the Area World Service Committee (AWSC) are required to provide a written report of activity in their service position to the Area Secretary (with a copy to the Website Coordinator and Area Chair) at least three weeks prior to the Assembly. Any documents which will be the focus of attention at the Assembly will also be submitted at this time. AWSC members may also be asked to present an oral report at the Assembly.

## DELEGATE'S DAY

*Background:* During the April 2009 Spring Assembly, group representatives voted to hold an annual Delegate's Day as part of a two-year trial. In the Fall 2011 Assembly the GRs voted to extend the trial period by another two years. At the Fall 2013 Assembly Delegate's Day was made permanent.

*Purpose:* The purpose of Delegate's Day is to provide the Area's Delegate to the World Service Conference (WSC) the opportunity to report on the most recent Conference and to encourage fellowship and unity among the GRs of the Area. Activities beyond the Delegate's report may be planned if desired.

*Dates:* Delegate's Day will occur annually at a time and place to be determined by the Delegate and the Alternate Delegate. The date chosen should be soon after the World Service Conference, typically on a Saturday in June. The day should be planned to provide the Delegate with at least four hours to deliver their report.

*Location selection:* Effort should be made to hold Delegate's Day somewhere near the center of the State.

*Host Committee:* The Alternate Delegate is responsible for planning and implementing Delegate's Day but may select a Host Committee Chairperson and other helpers as needed. Financial accountability, registration, hospitality, and publicity should generally follow the guidelines for Assemblies. Accountability for registration fees and expenses will be maintained using the "Area Conference Financial Report."

## UTAH ALATEEN CONVENTION

*Background:* The Utah Alateen Convention (UTAC) began as District 1 event in May of 2008. Open to all Alateen members, UTAC is recognized as an Area supported self-sufficient convention. UTAC is fully compliant with the Area's current Alateen Safety and Behavioral Requirements.

*Purpose:* UTAC is a 2-night, 3-day summer recovery camp for adolescents who have been affected by a family member or friend's alcoholism.

During the UTAC weekend, Alateen members and interested newcomers from across the Area engage in recovery meetings and fun activities designed to promote fellowship and enhance their understanding of the Alateen program.

*Dates:* UTAC is typically held the second weekend of June but may be held at a time specified by the UTAC committee.

*Location selection:* The camp is located near Liberty Utah in the beautiful mountains.

*Host Committee:* UTAC selects its own Chairperson and committees consistent with its own guidelines and procedures, which must comply with all Utah Alateen Procedures to assure the safety of all Alateen participants. All adult members planning and implementing UTAC must be Utah certified Al-Anon Members Involved in Alateen Service (AMIAS.) Non-AMIAS Al-Anon and AA members may attend UTAC as invited guests but will have no contact with Alateen attendees unless directly supervised by AMIAS members. The Area Alateen Coordinator acts as liaison between the UTAC committee and the Area World Service Committee (AWSC,) which offers support and encouragement if needed. The Area Alateen Coordinator attends all UTAC meetings and keeps the Area Chair and the AWSC up to date on UTAC planning. In as much as UTAC is self-supporting, the UTAC committee sets registration fees, arranges and pays for the venue, retains and accounts for funds internally. The Area may assist the UTAC committee by publicizing the event, offering scholarships, and in other ways as needed.

## UTAH SOCIAL AREA WEEKEND

*Background:* The idea of holding an Area social weekend patterned after the Utah Alateen Convention (UTAC) began as a series of discussions among the Area membership following a presentation of the World Service Conference Finance Committee in April 2014. This presentation encouraged members to “dream big” and find ways to turn our dreams into reality. The Utah members voted overwhelmingly for a UTAC-like weekend for adults in 2018. The first Utah Social Area Weekend (USAW) was held in October 2019 as the first step in a three-year trial. The convention did not occur in 2020 due to the Covid-19 pandemic, but the trial will continue in 2021 and 2022.

*Purpose:* The purpose of USAW is to bring Al-Anon members and interested newcomers from across the Area together to celebrate recovery for one weekend of the year. Potential activities may include sharing meetings, power sessions, creativity activities, talent shows, hiking, resting, massages, fellowship.

*Dates:* During the trial period the dates for USAW will be decided and published by the USAW committee.

*Location:* The location will be decided by the USAW committee.

*Host Committee:* USAW selects its own Chairperson and committees consistent with its own guidelines and procedures always compliant with AI-Anon principles. The USAW Chairperson acts as liaison between the USAW committee and the Area World Service Committee (AWSC), which offers support and encouragement if needed. The Area Chair or a designated representative attends USAW meetings and reports progress to the Area as needed. In as much as USAW is expected to be self-supporting, the USAW committee identifies and pays for the venue, sets registration fees, and accounts for funds internally. Excess funds remain with the USAW committee to help finance the following year's event. The Area may assist the USAW committee by publicizing the event, offering scholarships, and in other ways as needed.

## REVISION HISTORY

DATE	CONTACT	REVISION
9/25/2021	Patrick M.	1. Added Approval Date
		2. Expanded title to include Conventions and Gatherings
		3. Revised the Purpose for clarity
		4. Added Background and expanded the introductory paragraph for clarity
		5. Clarified and expanded purpose, dates, location, relationship to AA, and Host Committee duties.
		6. Added post Assembly expectations.
		7. Defined the Business Meeting portion of the Assembly weekend.
		8. Added Background, Purpose, Dates, Location Selection to

		Delegates Day section.
		9. Defined the Delegates Day Host Committee.
		10. Added UTAC section.
		11. Added USAW section.