

**COLORADO AREA GUIDELINES**  
Adopted June 1991, Estes Park  
Revised March 2002, July 2004, March 2010

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. 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.

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 Area Assembly, Inc.  
c/o Denver Area Service Center, Inc.  
2460 W 26TH AVE STE 138-C  
Denver, CO 80211-5390  
(A repository for Area Records)

3. Mailing Permits

The Area pays the annual fee for two mailing permits. One is located with the Butterfly editor and the other is located with the Secretary.

C. Newsletter

The Butterfly is the Area Newsletter for Al-Anon and Alateen. 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 in the Area Archives. Copies are available from the Secretary.
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. The Area Treasurer is bonded; therefore, any member elected to the position is subject to all requirements of bonding.
4. Area Coordinators and Chairpersons of Special Committees give progress reports at Assemblies and AWSC Meetings. The unexplained absence of the Delegate, any AWSC member, or special committee chairperson from two consecutive meetings is construed as resignation.
5. Action Committees are standing committees of the Assembly that work on specific projects and topics. Every member of the Assembly is a member of one of these committees, and serves for at least one year. Officers and coordinators serve for the length of their term. The four Action Committees are Public Outreach, Membership Outreach, Group Services, and Fellowship Communication.

#### E. Election Procedures

The following options have been selected from the Al-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 Al-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. Any Al-Anon member is eligible.
4. The Colorado Area Assembly elects Coordinators to the following positions:
  1. Alateen
  2. Archives
  3. Butterfly Newsletter

4. CPC/Institutions
5. Literature
6. Media Library
7. Public Information
8. Records
9. State Convention Chairperson
10. Website
11. Weekend In Al-Anon Chairperson

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. The Area Finance Committee 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.
3. 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 majority vote.
4. The Treasurer monitors expenditures of Area funds. If necessary, an over-budget line item expenditure up to 2% of the total annual Area budget amount may be approved by the Finance Committee. Budget adjustments during the year over 2% are approved by a majority vote of the Assembly. Over budget literature purchases in any amount require approval by the Finance Committee only, and will be reported to the Area Assembly.
5. Any Officer, Coordinator, or Special Committee Chairperson in the Colorado Area who establishes a bank account will have four (4) authorized signatories requiring two (2) signatures on each check. 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.

6. The budget provides for reimbursement of expenses to Area Servants for the following meetings.

- a. Delegate: Area Travel, Assemblies, SW Regional Delegates Meeting and the World Service Conference.
- b. Alternate Delegate: Area Assemblies.
- c. Immediate Past Delegate: SW Region Delegates Meeting.
- d. Officers (3), Coordinators (9), Special Committee Chairpersons (2), All Past Delegates: All Assemblies.

### III. OTHER CONCERNS

- A. To protect anonymity, video taping is not appropriate at Area functions.
- 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 at [http://www.al-anon-co.org/images/Alateen\\_Safety.pdf](http://www.al-anon-co.org/images/Alateen_Safety.pdf)