SCWS POLICIES & PROCEDURES HANDBOOK

AWSC PRESENTATION

FEBRUARY 21, 2026

Task Force members:

- Mary M., Miriam M., Sandy W., and Truck S. We have varied service experience that we bring to the project.

A little bit about our Task Force:

- We started as a Task Force in March 2025. This is our charge per the SCWS Chairperson, “The Policies and Procedures Handbook Task Force is charged with completing the research and compilation for an SCWS Area Handbook containing Area Guidelines reflecting current, voted upon and approved Area Policies as well as related Procedures toward implementation of those Policies.”

- We are researchers and data collectors. We don’t make policies or procedures. We assemble the approved policies and procedures into easy-to-read chapters that link to multiple sources on both the WSO and SCWS websites.

- **Where are we in the process?**
  We have 7 chapters ready for the officers to review
  We have 14 chapters that the officers have approved
  Our goal is to have all the chapters listed on the Table of Contents to the officers before the end of the year.

- Our goal is to make it easy for members to find information about our Area Policies and Procedures.

Demonstration of the SCWS Handbook:

- Here's a quick demonstration to show how the on-line SCWS Policies and Procedures Handbook will work.

Handbook Table of Contents

Southern California World Service (SCWS)
POLICIES AND PROCEDURES HANDBOOK
TABLE OF CONTENTS

This is an in-process document. It represents our current understanding of the policies and procedures to be included. We expect to change it as we move through the process. Topics may be rearranged, changed or removed to make the document more understandable and usable.

A service structure is necessary if there is to be any order or efficiency in 'carrying the message.' It does not complicate but simplifies the whole fabric of the fellowship, doing so particularly in relation to one of Al-Anon's most important responsibilities, the practice of the Twelfth Step all over the world."

Lois W.

DRAFT

Introduction

Area Policy and Procedures Handbook

Structure (Membership and Group Meetings)

General

Area

District Information

Southern CA Area Map

Acronyms Used In Al-Anon

Membership

Group Records

Group Representative (GR) and Alternate (AGR)

District Representative (DR) and Alternate (ADR)

Election of Officers

- **Election Procedures**
- **Officer Positions**
- **Chairperson**
- **Delegate**
- **Alternate Delegate**
- **Treasurer**
- **Secretary**
- **Appointment of Coordinators**
- **Coordinator Positions**
- **AIS Liaisons**
- **Convention Chairs**
- **Policy for Resolving Group and Member Concerns**

Alateen

- **SCAC - Fiduciary Responsibility**
- **Alateen - (Includes Background Checks and Fees)**

Other

- **Insurance policies, signatures, coverage,**
- **Spanish Interpretation/Translation**
- **Trustee At Large Application Process**

Area Meetings

General

- **KBDM**
- **Notification/Announcements**
- **WSO Links of Service S-28**
- **Substantial Unanimity**
- **The Minority Voice**

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Assembly

- **Purpose**
- **Voice/Vote**
- **Who Can Attend**
- **Costs**
- **Planning**
- **Notice of Agenda & Possible Votes**
- **Roll Call**
- **Minutes**

Electronic Meetings

AWSC (Committee)

- **Purpose**
- **Voice/Vote**
- **Who Can Attend**
- **Costs**
- **Planning**
- **Notice of Agenda & Possible Votes**
- **Roll Call**
- **Minutes**

Service Panel Meeting (Coordinators + Officers)

- **Purpose**
- **Voice/Vote**
- **Who Can Attend**
- **Costs**
- **Planning**
- **Notice of Agenda & Possible Votes**

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- Roll Call
- Minutes

Officers Meeting

- Purpose
- Voice/Vote
- Who Can Attend
- Costs
- Planning
- Notice of Agenda & Possible Votes
- Roll Call
- Minutes

Ongoing and Special Purpose Committees

- General
- Area Alateen Resolution Committee
- Bylaws Committee
- Finance Committee (SCWS and SCAC)
- Assembly Location (registration, fees)
- SOS Committee
- Longtimers Event Committee

Finances

- Finance Committee (not voted by GRs)
- Audit Committee Officer/Annual Financial Review
- Who prepares tax return?(SCWS tax return to include SCAC)
- Reimbursement Policy
  - DRs/GRs Assembly/Special Assembly
  - Hotel/Mileage/Meal

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Officers & Coordinators

Advances for out of pocket expenses

Hotel/Mileage/Meals for Meetings (Assembly/AWSC/Service Panel)

Service Events for Officers or Coordinators

Advance for out of pocket expenses

Special projects by Coordinators & meeting's hospitality

Immediate Past Delegate (IPD) and other Past Delegates

SWRDM

Delegate

Delegate's Equalized Expense

Financial Reports

Budget Recommendations

Investment Recommendations

WSO Contribution

SCAC Financial Oversight Committee

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SPANISH PARTICIPATION

DESCRIPTION (history from Area motions)

Southern California World Service (SCWS) was one of the first Areas to become bilingual. Motion in 1985 set out to contact Spanish groups, with intent to make our Area bilingual. Motion for first purchase of Translator equipment at Nov 1987 Assembly. In those early days, the World Service Office (WSO) even used our SCWS equipment for some of their events.

In 1991 SCWS created a Spanish language overlay district (District 64) per an approved group conscience for any Spanish speaking Group Representatives (GR) who prefer attending there instead of the District in which they attend meetings. District 64 presentation to become permanent 11/20/2021 See District for more information. [Insert Link here when completed]

A May 1991 motion added Spanish Coordinator on three-year trial basis and made that position permanent (after inadvertent delay) in May 2021. In the distant past, procedures were made for Districts and others to borrow SCWS interpretation equipment. Equipment and methods were updated many times. SCWS provides Spanish language interpretation in voice and later for many documents also. Our website is bilingual, in English and Spanish. The latest translation equipment purchase was in 2022 and used when WSO Trustees visited SCWS as part of their “Road Trip.”

There is a form to be completed by a District or others to borrow translation equipment.

POLICY

To include our Spanish-speaking members in our Assemblies and other activities.

PROCEDURE

In addition to the initial verbal interpretation, the bilingual policy has expanded to include many of our written documents, and correspondence. Online programs make translation simpler now than it used to be. But it is still important to have members review written documents to help include the spiritual context that computer programs might miss. This bilingual review is under the job description of the Spanish Coordinator. The Area Chairperson job description includes arranging for verbal translators for the Area World Service Committee (AWSC) and the Assembly.

Guidelines and Form for Borrowing Translation Equipment

REFERENCES

BYLAWS

SCWS Bylaws Approved November 2024,

- Article IX, Section 2., B., 14., page 12

MOTIONS

- Nov Assembly 11/20/2021 D64 as permanent part of SCWS
- May Assembly 5/15/2021 Spanish Coordinator permanent

ARCHIVED MOTIONS

- Nov Assembly 11/15/2008 $4,000 for Translation equipment
- Nov Assembly 11/20/1999 Translation guidelines and deposits
- Feb Committee 2/21/1998 Translation equipment deposit $500
- Nov Assembly 11/15/1997 WSO Spanish translations of Forum
- Nov Assembly 11/16/1996 $2000 for Translation equipment
- Nov Assembly 11/15/1991 District 64 for Spanish speakers
- May Assembly 5/21/1988 Translation Equipment lending Contract
- Nov Assembly 11/21/1987 Purchase Translation Equipment
- Aug Committee 8/17/1985 Contact & Invite Spanish groups

Handbook Presentation