Southern California Alateen Conference (SCAC)
POLICIES

INTRODUCTION

Background
The Southern California Alateen Conference (SCAC) had originally operated as a separate Not-for-Profit Organization. As of July 26, 2023, SCAC entered into an agreement with Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation (SCWS), to become the Fiscal Sponsor of SCAC as it was no longer operating as a separate Not-for-Profit Organization.

These policies are based upon the policies written into the SCAC Bylaws revised as of September 2, 2021, and updated to reflect the Fiscal Sponsor Agreement. Policies no longer relevant have been removed.

ORGANIZATION AND PURPOSE

Purpose
The purpose of the Southern California Alateen Conference (SCAC) is to provide a safe and supportive opportunity for Alateen members in the Southern California Area to share experience, strength and hope, with other Alateens. SCAC is based on the Twelve Steps, the Twelve Traditions and the Twelve Concepts of the Al-Anon/Alateen Family Groups. The conference is known to be very effective in increasing the growth and stability of Alateen members and Alateen groups throughout Southern California.

Authority
SCAC recognizes the authority of the Southern California World Service Assembly (SCWS), will be in compliance with the ***Southern California Area Alateen Safety and Behavior Requirements (ASBR)*** and automatically adopt any revisions to the ASBR approved by the SCWS Assembly.

The SCAC Committee is responsible for ensuring the safety of Alateen members and Al-Anon Members Involved in Alateen Service (AMIAS) at SCAC and SCAC events. It is important that each person involved with Alateen is aware of and follows local legal requirements.

The SCAC Committee agrees that the SCWS Area Treasurer will have oversight of the SCAC finances. SCAC agrees to maintain a working relationship with the SCWS Area Board of Directors and Area Service Panel.

ATTENDANCE CRITERIA

Attendance at SCAC is open to all members of Alateen who are between 12 and 18 up to the day before their 19th birthday.

Attendance at SCAC is open to Al-Anon Members Involved in Alateen Service (AMIAS) whose eligibility has been determined by the SCWS Area Alateen Process Person (AAPP) and have registered and/or been approved on the final event plan.

Program speakers and required safety staff can attend for their designated purposes.

ELECTIONS AND APPOINTMENTS

Voting Eligibility

The Alateen members in attendance at the conference are the only members eligible to cast a vote in the elections for the SCAC Alateen Chairperson Elect.

The certified AMIAS in attendance at the conference are the only members eligible to cast a vote in the elections for the SCAC AMIAS Chairperson Elect.

Leadership Rotation

Each year, the SCAC Alateen Chairperson Elect will rotate into the SCAC Alateen Chairperson position, and the SCAC AMIAS Chairperson Elect will rotate into the SCAC AMIAS Chairperson position. Annual elections will be held for new Chairpersons Elect.

Qualifications for SCAC Alateen Chairperson and Chairperson Elect

The following recommendations are suggested in order for an Alateen Member to stand for the position of SCAC Alateen Chairperson and Alateen Chairperson Elect:

- Age requirement 13 - 17 and able to meet the commitment before aging out.
- Consistent Alateen membership 2 years
- Recommendation from their Alateen Group AMIAS
- Previous SCAC committee experience
- No other significant commitments on other committees

Desired Experience and Leadership Qualities

- Familiarity with the current:
  - *Al-Anon/Alateen Service Manual*
  - ASBR
  - SCAC Policies and Procedures
- Alateen event experience
- Event planning and leadership experience
- Experience in District, Area or AIS service
- References within Al-Anon/Alateen

Election of SCAC Alateen Chairperson Elect

- Alateens interested in being SCAC Alateen Chairperson Elect will notify SCAC AMIAS chairperson by May 1.
- Interested Alateens should introduce Group AMIAS to SCAC AMIAS Chairperson, so the Screening Committee may verify membership.
- Voting will take place at the SCAC Business Meeting.

Screening Committee
A Screening committee will verify that all applicants meet the required qualifications.

The Screening Committee will consist of:

- Area Alateen Sponsor Coordinator (AASC)
- Area Alateen Member Coordinator (AAMC)
- At-Large AMIAS with SCAC experience to be selected by the AASC
- Interested Alateen Group AMIAS

Qualifications for SCAC AMIAS Chairperson and Chairperson Elect
The following recommendations are suggested in order for a certified AMIAS to stand for the positions of SCAC AMIAS Chairperson and AMIAS Chairperson Elect:

- Alateen Group Sponsor with at least two years of consistent service
- Attended two previous SCACs
- 5 Years continuous membership in Al-Anon
- No other major service commitments during the term
- District Representative (DR)/District Alateen Liaison (DAL) recommendations

Desired Experience and Leadership Qualities

- Familiarity with the current:
  - *Al-Anon/Alateen Service Manual*
  - ASBR
  - SCAC Policies and Procedures
- Some understanding of Al-Anon/Alateen policies and procedures
- Service beyond the group level
- Additional skills or talents such as:
  - Tech skills
  - Communication skills
  - Organization skills

Election of SCAC AMIAS Chairperson Elect
Interested AMIAS should notify SCAC AMIAS Chairperson by May 1. Interested AMIAS will be screened for qualifications by the Screening Committee. Voting will take place at the SCAC Business Meeting.

SCAC COMMITTEE AND EXECUTIVE COMMITTEE

Recommendations to hold SCAC Committee Positions
To be on the SCAC Alateen Committee, a member should have attended at least one SCAC prior to the appointment.

Additional qualities will be required based on the duties of each position.

Appointment of SCAC Alateen Committee Members
Before the turnover meeting, the SCAC Alateen Chairperson, with input from the SCAC Alateen Chairperson Elect, appoints Alateen members to serve on the SCAC Committee which will

organize and facilitate the next SCAC. The SCAC Alateen Chairperson appoints Alateen members to hold the following positions:

- SCAC Alateen Co-Treasurer
- SCAC Alateen Secretary
- SCAC Alateen Co-Secretary
- SCAC Alateen Registration Female Chairperson
- SCAC Alateen Registration Male Chairperson
- SCAC Alateen Hospitality Chairperson
- SCAC Alateen Co-Hospitality Chairperson
- SCAC Alateen Publicity Coordinator
- SCAC Alateen Co-Publicity Coordinator
- SCAC Alateen Merchandise Coordinator
- SCAC Alateen Co-Merchandise Coordinator
- SCAC Alateen Literature/Archives Coordinator
- SCAC Alateen Program Coordinator
- SCAC Alateen Co-Program Coordinator
- SCWS Alateen Member Coordinator*

*The SCWS Alateen Member Coordinator is a member of the committee by virtue of their position on the SCWS Service Panel.

The elected SCAC AMIAS Chairperson and SCAC AMIAS Chairperson Elect may participate in the appointment of SCAC Committee members by offering suggestions and guidance to the SCAC Alateen Chairperson and SCAC Alateen Chairperson Elect.

Appointment of SCAC AMIAS Committee Members
The elected SCAC AMIAS Chairperson, with input from the SCAC AMIAS Chairperson Elect, will appoint the following AMIAS Positions:

- SCAC AMIAS Security Chairperson
- SCAC AMIAS Treasurer (for a suggested three-year term)
- SCAC AMIAS Female Registration Chairperson
- SCAC AMIAS Male Registration Chairperson

The following recommendations should be met in order for a certified AMIAS to be appointed to the SCAC AMIAS Committee:

- Currently certified AMIAS
- Alateen Group AMIAS with at least one year of consistent service
- Attended one previous SCAC
- 2 years continuous membership in Al-Anon
- No other major service commitments during the term.
- DR/DAL recommendations
- Service beyond the group level

These recommendations are necessary due to the possibility of succession into the position of AMIAS Chairperson Elect.

SCAC Nurse
The AMIAS Chairperson will appoint a Registered Nurse for SCAC. The Nurse may be an AMIAS. However, it is not required. (See SCAC Procedures and Al-Anon Guidelines/Alateen Conferences G-16.)

SCAC Executive Committee
The Executive Committee will act on behalf of the SCAC Committee in between regularly scheduled SCAC Committee Meetings in case of urgent situations that require immediate attention.

The SCAC Executive Committee will include the following positions:

- SCAC Alateen Chairperson
- SCAC Alateen Chairperson Elect
- SCAC AMIAS Chairperson*
- SCAC AMIAS Chairperson Elect
- SCAC AMIAS Security
- SCAC AMIAS Treasurer
- SCAC Alateen Secretary
- SCWS Alateen Member Coordinator

*The SCAC AMIAS Chairperson will serve as chairperson of the Executive Committee.

The following members of the SCAC Executive Committee will serve as the Sub-Committee for onsite emergencies:

- SCAC Alateen Chairperson
- SCAC AMIAS Chairperson
- SCAC AMIAS Chairperson Elect
- SCAC AMIAS Security

AMIAS members of the Executive Committee will have voice and vote on all safety and security issues, keeping in mind the principle of substantial unanimity as stated in Concept 12, Warranty 3. The Alateen members of the Executive Committee will have voice only on all safety and security issues.

ANNUAL TIMELINE

Committee Meetings
The Committee will meet at least once monthly to plan SCAC. Meetings are chaired by the SCAC Alateen Chairperson. They have the autonomy to decide to have meetings in person, electronically, or any combination of the two.

Committee Events and Fundraisers
The SCAC committee will plan periodic events and fundraisers during the year leading up to SCAC. Subcommittees will be responsible for planning each event.

Events Plans will be prepared for Committee Events and Fundraisers in accordance with the SCWS Area Safety and Behavioral Requirements.

- The SCAC AMIAS Chairperson is responsible to submit plans to the Area Alateen Events Coordinator (AAEC) for approval.
- A Provisional Approval Form must be submitted and approved by the AAEC for each periodic event. All flyers and forms must include the phrase "Pending Final Approval".
- The Final Event Plan must be submitted to the SCWS AAEC a minimum of 30 days in advance of each event for final approval.

SCAC Event Plans

The SCAC Committee is responsible for planning the conference. The Event Plan will be prepared in accordance with the SCWS Area Safety and Behavioral Requirements.

- The SCAC AMIAS Chairperson is responsible for submitting the plan to the Area Alateen Events Coordinator for approval.
- A Provisional Approval Form must be submitted and approved by the AAEC for the event. All flyers and forms must include the phrase "Pending Final Approval".
- The Final Event Plan must be submitted to the SCWS AAEC a minimum of 30 days in advance of each event for final approval.

FINANCIAL PROCEDURES

SCAC Bank Account

The SCAC bank account must be maintained by the SCAC AMIAS Treasurer together with the SCAC Alateen Co-Treasurer. All deposits and withdrawals must be logged to keep a detailed report of all SCAC income and expenses. The SCAC bank accounts will always be kept separate from the SCWS bank accounts.

Account Accessibility

The SCAC bank account accessibility will be limited to the SCAC AMIAS Treasurer, SCWS Treasurer, and SCWS Chairperson. The SCWS Area Treasurer will have oversight of the SCAC bank accounts and finances. The SCAC bank accounts must be turned over to the next SCAC AMIAS Treasurer at a turnover meeting which should be held prior to September for which their term expires.

Cash On Hand

The SCAC AMIAS Treasurer should keep a sufficient amount of cash on hand in a cashbox for minor purchases or to use as a change fund at events.

Reimbursements

All expenditures and reimbursements must comply with the approval process outlined in the SCAC Timeline and Procedures document. Back-up documentation including rental agreements, invoices, receipts, and/or mileage printouts are required for all expenditures.

SPECIAL CIRCUMSTANCES

SCAC AMIAS Chairperson/Chairperson Elect Resignation

In the case of the resignation or incapacitation of the SCAC AMIAS Chairperson, the SCAC AMIAS Chairperson Elect will assume the responsibilities of the SCAC AMIAS Chairperson. In the case of the resignation or incapacitation of the SCAC AMIAS Chairperson Elect, the SCAC AMIAS Chairperson will appoint a new SCAC AMIAS Committee member to serve as the SCAC AMIAS Chairperson Elect. The newly appointed Chairperson Elect must meet all the qualifications listed in the Elections and Appointments Section above.

SCAC Alateen Chairperson/Chairperson Elect Resignation
In the case of the resignation or incapacitation of the SCAC Alateen Chairperson, the SCAC Alateen Chairperson Elect will assume the responsibilities of the SCAC Alateen Chairperson. In the case of the resignation or incapacitation of the SCAC Alateen Chairperson Elect, the SCAC Alateen Chairperson will appoint a new Alateen SCAC Committee member to serve as the SCAC Alateen Chairperson Elect. The newly appointed Chairperson Elect must meet all the qualifications listed in Elections and Appointments Section above.

SCAC Committee Resignation
In the case of the resignation or incapacitation of a SCAC Alateen committee member, it is up to the SCAC Alateen Chairperson and SCAC Alateen Chairperson Elect to appoint a replacement who meets all of the qualifications listed in SCAC Committee Section above.

In the case of the resignation or incapacitation of a SCAC AMIAS committee member, it is up to the SCAC AMIAS Chairperson and SCAC AMIAS Chairperson Elect to appoint a replacement who must meet all of the qualifications listed in SCAC Committee Section above.