

# DAKOTA ALANO SOCIETY

## GROUP LEADERS GUIDE

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1. Familiarity with this Group Leader Guide
2. Conduct the group meeting as Trusted Servant in accordance with the group conscience.  
(Sec. 2.4)
3. Collection, distribution and verification of group donations  
(Section 2.5)
4. Administration of group mail, check group mailbox weekly and share all relevant material with group
5. Post-meeting clean up and house lock-up:
  - a. Cleaning
    - Wash and put away coffee pots and cups
    - Wipe off table tops and counters in the kitchen and bathroom
    - Pick up trash – deposit in trash container
  - b. Lock-up
    - Turn off lights and fans
    - Check and lock ALL doors and windows
    - Take out trash
6. Attend the Monthly Board Meeting (3<sup>rd</sup> Sunday of each month, 6:00 p.m.)
7. Attend the Annual General Membership Meeting (3<sup>rd</sup> Sunday of September, 6:00 p.m.)
8. Monthly cleaning of entire house per schedule  
(Section 2.6)
9. Suggest Group Conscience meetings periodically, once a month or once a quarter.  
(Section 2.4)
10. Announce the DAS commitment to the monthly meeting at Hastings Detox  
(Section 2.8)
11. Transfer House key and have new Group Leader review and sign the Key Distribution Policy forms upon change of group leadership.  
(Sections 5.1; 5.2; 5.3)
12. Give this Group Leader Guide book to the new group leader

**NOTE: HOUSE KEY** One house key and one group lock box key is assigned to each group. The group leader should receive them from the out-going leader and/or pass it on to the next leader. Group Leader should not lend out their key to any member or ask another member to open or close the Alano House for them. If a key is lost, the group leader or group will be charged for the cost of a replacement key (currently \$30) no exceptions.  
(See Sections 5.1; 5.2; 5.3)

**LITERATURE AND MEDALLION CABINET KEY:** Board members have keys to this cabinet. Please make arrangements with a Board member if your group needs to purchase items in this cabinet. Payment for items must be made when item is removed from cabinet.  
(Section 2.7)

## 1. HOURS OF OPERATION

- A. The House and the parking lot will not be occupied by any group or any person between the hours of 11:30 p.m. and 6:00 a.m. Monday thru Saturday, as well as, the additional hours of 6:00 a.m. thru 12:30 p.m. on Sunday, as the church needs the parking space.

The premises shall not be occupied for meeting purposes of AA, ACOA and AL-ANON past 10:30 p.m.

From the Dakota Alano Society's lease agreement with Mt Calvary Church 2012

- B. Normal operating hours will be Monday thru Saturday 9:00 a.m. to 10:00 p.m and on Sunday after 1:00 p.m. to 10:00 p.m., and no more than 1 hour before and after scheduled meeting times.

## 2. USE OF THE HOUSE

- A. Clean your own personal use areas. Take coffee cups, coffee pots, and litter to the kitchen. Either wash or properly dispose of them. Each group is responsible for keeping the house clean.
- B. Make sure the kitchen area is left clean, counters are washed off and the coffee warmers and teapot are turned off.
- C. If trash bags are full, please secure them and take them outside to proper receptacles on or near the parking lot. Replacement bags are under the kitchen sink.
- D. Check all windows and **all 3 doors** - they must be closed and locked - and turn off lights.
- E. Posting of notices, signs, pictures are restricted to bulletin boards in the kitchen except by direction of Board of Directors.

## 3. USE OF PHONE

This is a business phone for persons seeking help and information. Personal calls must be limited to 5 minutes. Do not make out-going calls unless absolutely necessary.

## 4. USE OF GROUNDS

- A. All outdoor activities shall be restricted to the North, West or East side of the building. Organized special events are to be approved by the Board of Directors after approval from Mount Calvary Lutheran church. The Board of Directors will seek approval from the church.
- B. Fellowship is encouraged either inside or outside on the grounds, however loitering is not allowed and the 10:30 p.m. deadline is absolute, including the parking lot.

## 5. ACCESS AND PARKING

- A. Drive slowly and carefully
- B. Enter and exit as directed by driveway signs.
- C. We are encouraged to leave parking spaces nearest the walkway open to those who may be physically challenged/handicapped.

Any questions or complaints regarding maintenance should be directed to the Board's maintenance representative. Leave a message in the Maintenance mail slot. Success of this facility is everyone's responsibility.

## SAMPLE AGENDA AND SUGGESTED READINGS FOR GROUP MEETINGS

1. Serenity Prayer (Section 1.4)
2. "Welcome to the \_\_\_\_\_ Group. This is a \_\_\_\_\_ group."  
 Open Group: Anyone may attend  
 Closed Group: A.A. - Only open to A.A. members who have a drinking problem and who have a desire to stop drinking. Al-Anon - Only open to member's whose personal lives have been affected by alcoholism in a family member or friend.  
 Men/Women  
 Step/Open Topic/Big Book/etc.
3. Self introductions. "I'm \_\_\_\_\_, I'm an \_\_\_\_\_."
4. A.A. Preamble, Al-Anon Preamble or ACOA Welcome (Section 1.5; 1.6; 1.7)
5. Opening Statement (Section 1.8)
6. A.A. Twelve Traditions or Al-Anon Twelve Traditions (Section 2.1; 2.2)
7. "Is anyone attending their first meeting, or their first meeting at this group?"  
 (Extend a personal welcome to any who respond.)
8. Selected reading(s) or thought for the day.  
 A.A. How It Works (Section 1.9)

*NOTE: Volunteer may speak briefly on a step, a tradition, a topic; or the group can follow a weekly progression of readings from any resource, preferably Conference approved, but not mandatory.*

- |         |              |               |
|---------|--------------|---------------|
| Al-Anon | Twelve Steps | (Section 1.6) |
| ACOA    | Welcome      | (Section 1.7) |
9. Pass the basket. "According to the 7<sup>th</sup> Tradition, every group ought to be self-supporting through their own contributions."
  10. Old or New Business, AA related announcements, Announce the DAS commitment to Hastings Detox (Section 2.8)
  11. Request Volunteers for: Clean-up; Next week's speaker; greeters; coffee makers, etc.
  12. Medallion presentation(s). (Section 2.7)
  13. Announce this week's discussion topic, step, and/or speaker.  
 (Schedule sheets are available in Section 1.10)
  14. Group division, if needed. (A first step or orientation squad group can may be arranged for newcomers or anyone interested.)
  15. Close (Lord's Prayer)  
 "You may close your small group with the Lord's Prayer if you choose to do so."

God, grant me the serenity to accept the things I cannot change;

The courage to change the things I can;

And the wisdom to know the difference.

\*\*\*\*\*

★ ★ The Serenity Prayer was written by Dr. Reinhold Niebuhr. In 1939, the prayer was shown to Bill W., and after showing it to his staff, they adopted it in a slightly shortened version as Bill felt it fit the need of AA perfectly. Cards were printed and passed around and thus this prayer became an integral part of this AA philosophy.

Extended Version of the Serenity Prayer:

God, grant me the serenity to accept the things I cannot change;

The courage to change the things I can;

And the wisdom to know the difference.

Living one day at a time;

Enjoying one moment at a time;

Accepting hardship as the pathway to peace;

Taking as He did, this sinful world as it is, not as I would have it;

Trusting that He will make all things right if I surrender to His Will;

That I may be reasonably happy in this life, and supremely happy with Him forever in the next.

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership. We are self-supporting through our own contributions.

AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

## AL-ANON SUGGESTED PREAMBLE - TWELVE STEPS

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organization or institution; does not engage in any controversy, neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the twelve steps, by welcoming and giving comfort to families of alcoholics and by giving understanding and encouragement to the alcoholic.

### The Twelve Steps

Study of these steps is essential to progress in the Al-Anon program. The principles they embody are universal, applicable to everyone, whatever his personal creed. In Al-Anon, we strive for an ever-deeper understanding of these Steps, and pray for the wisdom to apply them to our lives.

1. We admitted we were powerless over alcohol - - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

We welcome you to this meeting of Adult Children of Alcoholics. Many of us coming to these meetings were distressed and in some stage of unresolved grief. We felt that we had lost or given up so much in our lives that we had nothing more to give. We needed to understand what happened to us as children. We needed to validate the reality that there was a problem; that it just wasn't our imaginations.

We give up nothing except our denial. We need no longer continue doing what we did as children to survive. We need to free ourselves from the pain of our past. We need to come out of our dreamlike state, dropping layers of denial. We need to lose our extreme need for control. We need to put some order to the many years of seeking answers in books, psychotherapy, self-reliance and conversations with friends and professionals who don't understand and can't help.

Today, realizing that it was all valuable and part of a growth experience that brought us to this new beginning, we now enter into a process of self-discovery. The twelve steps of ACOA contain a solution for dealing with the alcoholism in our family of origin and its effect on our character. In ACOA we work through our states of grief and express the feelings and emotions that we never allowed ourselves to feel and express in our own families. We do this by sharing "what happened" and "what's happening now" in a safe and loving environment; and by working a program based on the Twelve Suggested Steps of Alcoholics Anonymous. By recreating in the present what happened to us as children, we can break the bondage of survival patterns which are holdovers from our traumatic childhoods, deal with unresolved problems in our past, and learn to live full lives.

At this meeting you can expect to get in touch with emotions you have denied until now. It may be fear; it may be anger; it may be unexpressed love; it may be all of these emotions and more. If you have a simple heartfelt desire for happy and effective living, then we hope you will join us as we give freely of what we have found.



In opening, I would like to say that the opinions expressed here are strictly those of the person who gives them. Take what you like and leave the rest.

The things you hear are spoken in confidence and should be treated as confidential. Keep them within the walls of this room and the confines of your mind.

A few special words to those of you who haven't been with us long; whatever your problems, there are those among us who have had them too. If you try to keep an open mind, you will find help. You will come to realize that there is no situation too difficult to be bettered and no unhappiness too great to be lessened.

We aren't perfect. The welcome we give you may not show the warmth we have in our hearts for you, but we do care. After a while, you'll discover that, though you may not like all of us, you'll love us in a very special way - the same way we already love you.

Talk to each other, reason things out with someone else, but let there be no gossip or criticism of one another. Instead, let the understanding, love and peace of the program grow in you, one day at a time.

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you have decided you want what we have and are willing to go to any length to get it - - then you are ready to take certain steps.

At some of these we balked. We thought we could find an easier, softer way. But we could not. With all the earnestness at our command, we beg you to be fearless and through from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with alcohol - - cunning, baffling, powerful! Without help it is too much for us. But there is One who has all power--that One is God. May you find Him now!

Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon.

Here are the steps we took, which are suggested as a program of recovery:

1. We admitted we were powerless over alcohol - - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.

(PG 58 in the Big Book of Alcoholics Anonymous)

6. Were entirely ready to have God remove all of these defects of character
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Many of us exclaimed, "What an order! I can't go through with it." Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is, that we are willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the alcoholic, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas:

- (a) That we were alcoholic and could not manage our own lives.
- (b) That probably no human power could have relieved our alcoholism.
- (c) That God could and would if He were sought.

**SCHEDULE SHEET TEMPLATE FOR SERVICE OPPORTUNITIES**

(Make copies - do not write on original)

Date	Speaker	Greeter(s)	Make Coffee	Cleanup

## GUIDELINES FOR STARTING A NEW MEETING AT DAKOTA ALANO

1. Preparation by the group wishing to start a new meeting.
  - a. It is suggested you get a group of 3-6 individuals for the new group willing to attend regularly for the first 4-6 months. If you can get a few regular Dakota Alano members to commit to attend the meeting as it is getting started, it will improve your chances of acceptance by the Board.
  - b. Investigate available times and have one or two acceptable times that do not conflict with other meetings in the house or rules of operation listed in the lease. (The lease is posted on the Dakota Alano website at the bottom of the Alano Board page.)
  - c. Have a group conscience meeting with your starting group members to determine what your meeting type will be: Step, Topic, Big Book, or something else. The more prepared you sound, the better the chance your meeting will be approved by the Board quickly.
  - d. Attend the next Dakota Alano Board meeting and present your request in a detailed and professional manner. If you can bring all of your initial members with, you it will help your cause. You can put a note in the Board mail box or talk to a Board member to get on the agenda, or bring it up during questions by squad leaders and guests.
2. The Board of Directors will listen to the request and consider whether it is viable.
  - a. If they need more information, they will ask the group to come with more information at the next meeting.
  - b. If the new group is approved, the Board will determine if a probationary period will be necessary prior to publishing the group's information on the DAS website, and with the St. Paul/Minneapolis Intergroups.
  - c. No new meetings may be held at the Dakota Alano House until final Board approval is obtained.

### **Dakota Alano Society Hours of Operation**

The House as well as the parking lot will not be occupied by any group or any person between the hours of 10:30 p.m. and 6:00 a.m. Monday thru Saturday, as well as, the additional hours of 6:00 a.m. thru 12:30 p.m. on Sunday as the church needs the parking space.

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each Group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An A.A. ought never endorse, finance or lend the A.A. name to any related facility outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

These guidelines are the means of promoting harmony and growth in Al-Anon groups and in the worldwide fellowship of Al-Anon as a whole. Our group experience suggests that our unity depends upon our adherence to these principles:

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority-a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants-they do not govern.
3. The relatives of alcoholics, when gathered together for mutual aid, may call themselves to Al-Anon Family Group, provided that, as a group, they have no other affiliation. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.
4. Each group should be autonomous, except in matters affecting another group or Al-Anon or A.A. as a whole.
5. Each Al-Anon Family Group has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps of A.A. *ourselves*, by welcoming and giving comfort to families of alcoholics.
6. Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always co-operate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Al-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Al-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films and TV. We need guard with special care the anonymity of all A.A. members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

**TRADITION 4. “Each group should be autonomous except in matters affecting other groups [ or Al-Anon] as a whole.”**

Each group may decide the format and procedures for their meeting. No authority has jurisdiction over the customs, rituals, practices and/or agenda of the group, but healthy groups usually are the ones which adhere to the principles of all the Traditions. All groups must abide by the House Rules of the Dakota Alano Society as stated in Section 1.2 of this guide.

The meeting agenda (Section 1.3) is only a sample agenda. You can add to it, delete parts of it, or create a different one; it is determined by the group conscience. Your group decides whether to have step, topic, speaker meetings, or various combinations.

Some groups use a roster as a source of information for that group only. Rosters are used as a resource to keep current membership updated and as calling lists. They can list full names, first names and last initials or first names only. Sometimes an asterisk (\*) is placed near the names of those members who are available to sponsor others or to be temporary sponsors/contacts.

Groups usually appoint/elect a service group consisting of a group leader, secretary, treasurer and/or others. Sometimes one person acts in all positions. Terms might be 3 or 6 months. Usually the treasurer has at least one year of sobriety/recovery.

It is suggested that the group leader have 3 months of continuous sobriety.



**TRADITION 2. “For our group purpose, there is but one ultimate authority -- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”**

EXPERPT FROM APPENDIX II, THE BIG BOOK OF ALCOHOLICS ANONYMOUS:  
**“...our members find that they have tapped an unsuspected inner resource which they presently identify with their own conception of a Power greater than themselves.”**

Just as individuals continue to take a personal inventory in Step 10, a healthy group occasionally conducts a group conscience meeting. The following is a list of questions the group members may want to discuss to examine the state of their group/meetings.

1. Do we concentrate sufficiently on the program's ideas, purposes, and results?  
Do we know what they are?
2. Do we encourage everyone to take part in the discussion?
3. Do we want to use Conference-approved literature?
4. Do we make good use of our literature, books and the Grapevine for themes and subjects of meetings?
5. Do we stick to the subject of the meeting without wandering off on personal tangents?
6. Do we discuss other people and their shortcomings?
7. Are we forming into cliques and being indifferent to other group members?
8. Do we give newcomers sufficient individual briefing? Do we offer a First Step meeting?
9. Does every newcomer to our group have a sponsor? How effective is our sponsorship?
10. Do we try to make the fellowship known to people outside who need its help?  
Do we participate in 12<sup>th</sup> step calls?
11. Do we make it a point to welcome members and talk with them?
12. Do we listen (without interrupting) speakers, group leaders and members?
13. Do we encourage regular rotation of our service leaders?
14. Does responsibility for clean-up fall on all members or just a few?
15. Do we know the need and value of kitchen and housekeeping work and other services to the group?
16. Do new members stick with us, or does turnover seem excessive?
17. Are we guided by the Steps, Traditions and Concepts of the A.A. fellowship?

TRADITION 7: "Every A.A. group ought to be fully self-supporting, declining outside contributions."

In order for Dakota Alano Society, Inc. to meet expenses (i.e. rent, electricity, heat, and provide coffee supplies, etc.), the Board of Directors requires that a minimum of 75% of the meeting collections be donated to its treasury. The remaining 25% of the contributions are for the group to use at their discretion. There are some suggestions below.

The group's treasurer is responsible for dividing money collected in the basket, with 75% going to the Dakota Alano and 25% going to the group. Any money collected for purchased literature and medallions from the DAS supply cabinet should then be added to the collection for the House.

Payment is best made by check payable to **The Dakota Alano Society, Inc.**

1. Write a check to "Dakota Alano Society, Inc." for the entire amount going to the House.
2. Put the check in the pre-printed envelope found in the group's mail slot in the kitchen.
3. Indicate on the envelope the dollar values of:
  - Donations (Rent)
  - Literature and Medallions

Also indicate on the envelope the group making the donation by checking the appropriate meeting day and time. Indicate the meeting date(s) to which the amount applies.

An example follows:

Total contributions from the group meeting	\$50.00
Total donation to Dakota Alano Society, Inc @ 75%	\$37.50
Total literature and medallions purchased from cabinet	<u>\$10.50</u>
Total enclosed in envelope	\$48.00

Group retains 25% of total contributions ( $50.00 \times .25 = \$12.50$ )

With the monies kept aside, each group may support the various A.A. service organizations; and/or buy books, newcomer packets and medallions for the group's use.

One recommended distribution for A.A. services is:

- 50% - Intergroup (Minneapolis and/or St. Paul)
- 30% - General Service Office (GSO)
- 10% - District 19 Committee
- 10% - Southern Minnesota Area Assembly
- (See Section 4.1 for addresses)

Each group is responsible for major cleaning periodically during the year. The suggested time for monthly cleanup is one half hour before or after your group meets.

Cleaning supplies are kept under the sinks in the kitchen and downstairs bathroom, and in the upstairs bathroom vanity. Additional cleaning equipment is in the front entry closet. There are 2 vacuum cleaners. If you know your group is going to clean and supplies are needed, notify the Board Supplies person in advance to let them what is needed.

#### **Responsibilities**

Vacuum all carpets upstairs and down, as well as stairway  
 Clean both bathrooms  
 Clean kitchen sink and countertops, wash coffee pots  
 Wash tabletops in all meeting rooms upstairs and downstairs

#### **Cleaning Schedule**

2013

January	February	March
Thursday 11:45 am AA Saturday 6:00 pm AA	Thursday 8:00 pm Al-Anon Saturday 4:00 pm DRA	Friday 6:00 pm AA Friday 8:00 pm AA

April	May	June
Wednesday 7:00 am AA Saturday 11:00 am AA	Board of Directors	Sunday 8:00 pm AA

July	August	September
Monday 6:00 pm AA Monday 8:00 pm AA	Tuesday 7:30 pm AA Wednesday 6:00 pm AA	Tuesday 5:30 pm ACOA Sunday 4:00 pm AA

October	November	December
Thursday 7:30 pm AA	Saturday 9:00 am AA	Wednesday 8:00 pm AA

An inventory of literature and medallions is available in the cabinet in the main meeting room, for purchase by groups or individuals. An up-to-date price list is posted on the side of the cabinet.

To purchase literature or medallions, contact any Board member, as only Board members have a key to the cabinet. There may be a Board member in your group. If not, you may arrange a special time that you can meet to make purchases. (Perhaps before or after a regular meeting.)

Literature and medallions must be paid for at the time of purchase. Payment is best made by check to **Dakota Alano Society, Inc.** Put the check in a pre-printed envelope found in the kitchen area, write the dollar amount on the "Literature..." line, and place it in the Treasurer's mail slot. If you pay in cash, you may give it to your group's treasurer or a Board member for disposition. (Please note that groups are encouraged to maintain their own supply of medallions.)

Should you wish to order literature that is not found in the cabinet, contact the Board member in charge of Literature and Medallions who will place a special order for it. Only conference approved literature is available through Dakota Alano Society, Inc.

Every 2nd Sunday of each month, Dakota Alano Society, Inc. sponsors a meeting at Hastings Detox at 7:00 p.m. Volunteers from all groups meet at the house and leave for Hastings no later than 6:15 p.m. It takes about 45 minutes to travel the distance.

This is an opportunity to carry the message and to introduce detox residents to the A.A. program. The meeting consists of a brief description of each volunteer's experience in recovery. Meetings should last no more than one hour.

There are no requirements or credentials expected from the volunteers. The focus of the meeting is consistent with the Fifth Tradition: "The unique ability of each A.A. to identify himself with, and bring recovery to, the newcomer in no way depends upon his learning, eloquence, or on any special individual skills. The only thing that matters is that he is an alcoholic who has found a key to sobriety." - From Twelve Steps and Twelve Traditions.

### Hasting Detox phone # 651-437-4209



1. Start out going south on Rahn Rd toward Valley View Dr S. 0.6 mi.
2. Enter next roundabout and take the 3rd exit onto Diffley Rd. 5.0 mi.
3. Turn right onto S Robert Trl/MN-3. 1.0 mi
4. Turn left onto CR-32/Cliff Rd W/110th St W. 1.9 mi
- Continue to follow Cliff Rd W/110th St W.
- If you reach Sweet St you've gone about 0.4 miles too far
5. Turn right onto Rich Valley Blvd. 0.9 mi
6. Take the 1st left onto 117th St E. 1.3 mi
- If you reach 120th St E you've gone about 0.2 miles too far
7. Merge onto Courthouse Blvd/US-52 S/MN-55 E. 0.8 mi
- If you reach the end of Courthouse Blvd you've gone about 0.9 miles too far
8. Take Courthouse Blvd/MN-55 E toward Hastings. 0.01 mi
9. Stay straight to go onto Courthouse Blvd/MN-55 E. 8.1 mi
- Continue to follow MN-55 E.
10. Turn right onto Pleasant Dr. 0.7 mi
- Pleasant Dr is 0.3 miles past General Sieben Dr
- If you reach Westview Dr you've gone about 0.3 miles too far
11. Turn left onto W 18th St. 0.1 mi
- W 18th St is just past W 17th St
- If you reach W 19th St you've gone a little too far
12. [1300-1399] 18TH ST W.
- If you reach Westview Dr you've gone about 0.1 miles too far

Pledges are a personal commitment to help maintain the facility for the Dakota Alano Society, Inc. Pledging is giving something “extra” to keep the doors of the House open.

The benefits of being a pledging member are being able to express your gratitude in recovery and helping others to do the same.

The amount of your pledge is not important. An amount of \$0.50 per month is just as important as \$10.00 per month. We do ask one thing: when you make a pledge, try to meet it. Pledges are a private matter. No names of individuals or amounts are published.

Should you wish to become a pledging member, complete the Pledge Form, which may be found in the kitchen mail area, and place it in the Board’s Treasurer’s mail slot

### **Frequently Asked Questions**

#### ***Are my donations tax-deductible?***

Donations to The Dakota Alano Society, Inc may be tax deductible. Dakota Alano is a 501(c) (3) non-profit organization. Consult your tax advisor for your eligibility.

#### ***Should I discontinue making contributions at group meetings?***

Pledges are intended to be above and beyond what you give at your individual meetings. According to AA’s 7<sup>th</sup> Tradition, each group must be self-supporting. Your pledge is to assist the house in supporting all meetings held there.

#### ***What’s the purpose of the pledges?***

Pledges from AA members provide benefits to the house and to the member:

Benefits to the House:

- Reliable source of defined contributions and cash flow
- Ability to plan for needed growth in the reserve funds
- Increase the funds in prudent reserve

Benefits to the AA Member:

- Planned giving based on helping the house to meet A.A.’s primary purpose: to help alcoholic who still suffers
- Contributions may be tax deductible
- IRS Reporting requirements will be met by Dakota Alano Society, Inc
- Anonymity of contributions will be maintained

#### ***What if I need to discontinue my pledge?***

Simply contact the Treasurer of Dakota Alano who will be happy to immediately discontinue your pledge commitment.

#### ***If I put a check in the basket, will that be tracked for a tax-deductible statement?***

No, it is not practical to track contributions made by check outside the pledge drive. We have to assume this was a check written on behalf of a group.

#### ***Will I get an end of year statement?***

Yes, by Jan. 31, you will get a summary of all your giving. If you need one at any other time, simply contact the Treasurer of Dakota Alano, who will supply you with a summary.

#### ***Who can I contact if I have additional questions?***

You may talk to any Board Member, or feel free to contact the Treasurer of Dakota Alano Society.

SECTION 3.2  
HOUSE

MEETINGS AT DAKOTA ALANO SOCIETY INC. WHITE

<u>DAY</u>	<u>TIME</u>	<u>TYPE</u>	<u>MEETING INFORMATION</u>		
	2013				
Sunday	4:00 pm	AA	Mixed	Open	Relapse Prevention Discussion
Sunday	8:00 pm	AA	Mixed	Open	
Monday	6:00 pm	AA	Mixed	<b>Closed</b>	Big Book
Monday	8:00 pm	AA	Mixed	Open	
Tuesday	7:30 pm	AA	Mixed	Open	
Wednesday	7:00 am	AA	Mixed	<b>Closed</b>	Big Book
Wednesday	6:00 pm	AA	<b>Women's</b>	Open	Step Topic Big Book Story
Wednesday	8:00 pm	AA	Mixed	Open	
Thursday	11:45 am	AA	Mixed	<b>Closed</b>	
Thursday	5:30 pm	AA	Mixed	<b>Closed</b>	Step
Thursday	7:30 pm	AA	<b>Men's</b>	<b>Closed</b>	Step
Thursday	8:00 pm	<b>Al-Anon</b>	Mixed	Open	
Friday	6:00 pm	AA	Mixed	Open	Step Topic
Friday	8:00 pm	AA	Mixed	Open	
Saturday	9:00 am	AA	Mixed	Open	As Bill Sees It
Saturday	11:00 am	AA	Mixed	Open	Step
Saturday	4:00 pm	<b>DRA</b>	Mixed	Open	
Saturday	6:00 pm	AA	Mixed	Open	Beginner's My Story Discussion

## BY-LAWS OF DAKOTA ALANO SOCIETY, INC.

As amended September 1989  
Revised September 1992  
Proof-read, retyped August 1995  
Amended October 1996  
Amended September 2000  
Amended September 2004  
**Amended September 2009**

### ARTICLE I: MEMBERSHIP

Section 1. Membership shall be open to persons who support **Alcoholics Anonymous (AA), Al-Anon, Alateen or Adult Children of Alcoholics (ACOA)** and attend meetings at the Dakota Alano facility.

Section 2. Members of the Dakota Alano Society, Inc. shall have the right of vote on any issue presented at the general membership meeting as stated in Article II.

### ARTICLE II: MEMBERSHIP MEETINGS

Section 1. There shall be an annual membership meeting held on the Third Sunday of the month of September during each year that the Dakota Alano Society, Inc. does exist. Notice of such meeting shall be posted on the bulletin board of the Dakota Alano Society, Inc. at least two (2) weeks prior to the date of the meeting. Such notice shall include the time of the meeting, the place where the meeting shall be held, and the agenda of the meeting.

Section 2. The Board of Directors of this corporation may call a special meeting of the membership at its discretion. Notice of such meeting shall be posted on the bulletin board of the Dakota Alano Society, Inc. at least two (2) weeks prior to the date of the meeting. Such notice shall include the time of the meeting, the place where the meeting shall be held, and the agenda of the meeting.

Section 3. Any 25 members of the Dakota Alano Society, Inc. may petition the Board of Directors to call a special general meeting. Upon receiving the petition by any Director, a quorum of the Board of Directors shall respond to said petition within two (2) weeks by establishing a date for a special membership meeting to be held within 30 days of the receipt of the petition. Notice of this meeting shall be posted on the bulletin board of the Dakota Alano Society, Inc. at least two (2) weeks prior to the date of the meeting. Such notice shall include the time of the meeting, the place where the meeting shall be held, and the agenda of the meeting.

Section 4. The rules governing elections shall be established at the annual general membership meeting for the following year.

### ARTICLE III: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of **nine (9)** elected members. Rotation of the terms of Directors shall be that one-third (1/3) of the terms **(3)** shall expire each year.



## BY-LAWS OF DAKOTA ALANO SOCIETY, INC.

Section 2. In order that the membership may consider a member for election to the Board of Directors, this person must have achieved at least one year of **continuous** sobriety and participation in an Alcohol Anonymous twelve-step recovery program and/or one year of participation in Al-Anon, Alateen or Adult Children of Alcoholics programs.

Section 3. New members shall be elected to the Board of Directors at the Annual meeting of the general membership only. Should a vacancy on the Board occur between annual meetings, the Board shall appoint a qualified member of the Dakota Alano Society, Inc.; this person shall serve as a member of the Board until the next annual meeting at which time his/her position will be considered vacated. If a vacancy exists at the next annual meeting, the general membership shall first elect a member to serve out each vacated term. The general membership shall then proceed to elect members to any full-term open positions.

Section 4. Terms in office for members elected to the Board of Directors shall be three (3) years or term remaining where vacancies exist. Directors may not serve more than two (2) consecutive full terms.

Section 5a. The Directors may at their discretion remove and replace any Board member who has failed to attend two (2) consecutive monthly Board meetings.

Section 5b. The Board of Directors may at their discretion remove and replace any Board member whom does not fulfill his/her duties as defined in the Operations Journal. (amendment added September, 2004)

Section 6. There may be positions known as Advisors to the Board of Directors which shall be filled for one (1) year terms by election from a slate of former Directors at the first regular Board meeting following the annual general membership meeting. Advisors to the Board of Directors have no attendance requirements and are not voting members of the Board of Directors. Up to six (6) Advisors may serve at any one time. The number of terms for any one (1) Advisor is not limited.

### ARTICLE IV: MEETINGS OF BOARD OF DIRECTORS

Section 1. The Board of Directors shall meet within one (1) week after each Annual meeting to elect the following officers: President, Vice President, Treasurer and Secretary, of the Dakota Alano Society, Inc.; appoint or re-appoint committees and persons in charge of various activities, and otherwise complete their organization.

Section 2. Thereafter, it shall be the responsibility of the Directors to meet at least once per calendar month. Notice of time and place of each Board of Directors meeting shall be posted at least seven (7) days prior to the holding of a meeting, with the exception of an emergency meeting, called at the President's discretion which needs no notice.

Section 3a. The presence of 2/3 **(6)** of the elected or appointed Board of Directors members shall constitute a quorum.

Section 3b. The president of the Board of Directors, in emergency situations only, may call a special meeting and take a vote with 1/3 **(3)** of the Board members.

Section 4. The Board of Directors may at no time exclude members of the Dakota Alano

## BY-LAWS OF DAKOTA ALANO SOCIETY, INC.

Society, Inc. from its meetings.

Section 5. In all other matters the Board of Directors itself shall determine its procedures.

### **ARTICLE V: DUTIES AND POWERS OF BOARD OF DIRECTORS**

Section 1. It shall be the duty of the Board of Directors to provide and maintain a facility for the purpose of the Dakota Alano Society, Inc. In order that this may be done, the Directors shall have the power to buy, rent or lease an appropriate facility; and the Directors shall have the discretion to use any corporate funds for the maintenance of such facility.

Section 2. It shall be the duty of the Board of Directors to coordinate all activities to take place on the property of Dakota Alano Society, Inc. In order that this may be done, the Directors shall have the power to schedule the activities to take place in the facility operated by this Society.

Section 3. It shall be the duty of the Board of Directors to supervise and account for all financial transactions of the Dakota Society, Inc. In order that this may be done, the Directors shall have the power to receive any contributions and to disperse all funds to and of this Corporation.

Section 4. The Directors shall have the duty and power to appoint an election committee prior to each annual meeting. This committee shall be governed by the election rules established at the preceding annual general membership meeting. This committee is also responsible for establishing and publishing the agenda for any general membership meeting.

Section 5. In keeping with the mission of the Dakota Alano Board of Directors to provide a meeting house for AA and Al-Anon family groups, we endorse the rental of a room for hospitality at the annual Gopher State Round Up. The Dakota Alano Society shall be responsible for room rent and coffee. Members or groups shall be responsible for food and hosting the room.

### **ARTICLE VI: AMENDMENTS TO THESE BY-LAWS**

Section 1. These By-Laws shall not be amended except by 60% of the members of the Dakota Alano Society, Inc. who are present at a meeting of the general membership.

Section 2. Any intended change to these By-Laws shall be at least generally stated in a general membership meeting agenda.

## ARTICLES OF INCORPORATION OF DAKOTA ALANO SOCIETY, INC.

### ARTICLE I.

NAME: The name of this corporation shall be: Dakota Alano Society, Inc.

### ARTICLE II.

PURPOSE: The purpose of this corporation shall be: to provide and maintain a facility for fellowship, meetings and the programs of Alcoholics Anonymous, Al-Anon and Alateen.

### ARTICLE III.

CORPORATE NATURE: This Corporation shall not afford pecuniary gain, incidentally or otherwise, to its members.

### ARTICLE IV.

DURATION: The period of duration of corporate existence of this corporation shall be: perpetual.

### ARTICLE V.

LOCATION: The location of the registered office of this corporation in this state is: 3920 Rahn Road, Eagan, MN 55122.

### ARTICLE VI.

INCORPORATORS: The name and address of each incorporator of this corporations is:

Ted Hasse, 1730 Bluebill Drive, Eagan, Minnesota

Alice Maxson, 16506 Forbes Ave, Rosemount, Minnesota

Chris Reynolds, P.O. Box 332, Farmington, Minnesota

Raymond Welch, 3950 West 126th Street, Savage, Minnesota

L. John Wilhelm, 230 Camelot Acres, Burnsville, Minnesota

### ARTICLE VII.

DIRECTORS: The number of directors constituting the first board of directors of this corporation shall be twelve, and the tenure in office of such first board of directors shall be four years, or until successors are elected and qualified. The name and address of each such first director is:

ARLYNE OLSON, ALICE MAXSON, FRANCES STRID, CHRIS REYNOLDS,  
DUANE (Dewey)

JOHNSON, MARY CULVER, JOHN (Whitey) WESTLUND, L. JOHN WILHELM,  
GREG ROE,

BEV PATRIE, BETTE NEWBERG, SCOTT LATTA

### ARTICLE VIII.

LIABILITY: The extent of personal liability, if any, of members for corporate obligations and the methods of enforcement and collection, are as follows:  
none.

### ARTICLE IX.

STOCK: This Corporation shall have no capital stock.

### ARTICLE X.

ORGANIZED: Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the

## ARTICLES OF INCORPORATION OF DAKOTA ALANO SOCIETY, INC.

making of distributions to organizations that qualify as exempt organizations under Sections 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third thereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law).

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United State Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

Article of Incorporation December 11, 1978  
Certificate of Amendment March 29, 1984

A.A.	AL-ANON ALATEEN
<p>Minneapolis Intergroup 7204 West 27<sup>th</sup> St. Room #113 St. Louis Park, MN 55426 952-922-0880 www.aaminneapolis.org</p>	<p>Al-Anon Information Services of Minneapolis 7204 West 27<sup>th</sup> St. Room #101 St. Louis Park, MN 55426 952-920-3961 www.al-aanon-alateen-msp.org</p>
<p>St. Paul Intergroup</p> <p>St. Paul, MN 651-227-5502 www.aastpaul.org</p>	<p>St. Paul Area Al-Anon/Alateen Intergroup Griggs Midway Building 1821 University Ave. Suite S-203 St. Paul, Mn 55104</p>
<p>District 19 Committee P.O. Box 1466 Burnsville, MN 55337-04766</p>	<p>District 32 B (contact Information Services of Minneapolis Weekdays 9:00 a.m. - 4:00 p.m.)</p>
<p>Southern MN Area Assembly P.O. Box 2812 Minneapolis, MN 55402-0812 www.area36.org</p>	<p>MN South Area Assembly P.O. Box 6136 Minneapolis, MN 54406</p>
<p>General Service Office (GSO) P.O. Box 459 Grand Central Station New York, NY 10163 212-686-1100</p>	<p>Al-Anon Family Groups (AFG) 1600 Corporate Landing Parkway Virginia Beach, VA 23454-5617 757-563-1600</p>

## **SECTION 4.2      THE TWELVE CONCEPTS OF SERVICE**

### **Adapted for the Dakota Alano Society Inc.**

1. The ultimate responsibility and authority for Dakota Alano Society Inc. belongs to the membership at large.
2. The membership has delegated complete administrative and operational authority to their volunteer Board of Directors and committees.
3. The Board of Directors has the Right of Decision.
4. Participation of the membership is the key to harmony.
5. Individual members of the Society and group's Representatives have the right to be heard.
6. The Board of Directors acknowledges the primary administrative responsibility of its officers.
7. The individual Directors and committee persons are bound to act with the by-laws of the Society while the individual members have traditional rights.
8. The Officers delegate full authority for routine management of the Society's facilities to its committees.
9. Good personal leadership is a necessity. In the area of service on the Board of Directors, the Officers assume the primary leadership.
10. The service responsibility of the Board's Committee persons is defined by the Principles of
11. The Dakota Alano Board of Directors is composed of standing committee persons and officers.
12. The spiritual foundation for the Dakota Alano Board of Directors' services is contained in the Twelve Steps and Traditions of AA/Al-Anon and the General Warranties:

#### **GENERAL WARRANTIES**

1. That only sufficient operating funds, including an ample reserve, be its prudent financial principle.
2. That no Board of Directors officer or committee person be placed in unqualified authority over other members
3. That all decisions be reached by discussion, vote and whenever possible, by unanimity.
4. That no action ever be personally punitive or an incitement to controversy among the members of the Society.
5. That though the Board of Directors serves the membership at large, it shall never perform any act of government and that it shall always remain democratic in thought and action.

#### **DEFINITIONS:**

**\*\*Dakota Alano Board of Directors** refers to the individuals that are elected at the annual General Membership meeting, or their appointed replacements to complete any three-year term.

**\*\*Officers** refers to the four (4) persons elected by the Board of Directors to serve as President, Vice President, Secretary and Treasurer for the ensuing fiscal year.

**\*\*Committee persons** refers to the remaining eight (8) persons of the Board of Directors that have specific responsibilities for the management of the Society and its facilities.

**\*\*Membership at large** refers to all individual that use and financially support the Dakota Alano Society Inc., through regular attendance in either an AA or Al-Anon group/s.

## SECTION 5.1 KEY DISTRIBUTION POLICY

Keys to the Alano House are the responsibility of the Squad Leader, who is responsible for unlocking the door before the meeting and locking the door after the meeting. Each group is entitled to only one key. If the key is lost or unaccounted for, either the Squad Leader or the group will be responsible for the cost of the key. The current charge for a new key is \$30.00

The board is concerned about the house being accessed during non-meeting hours; therefore, Squad Leaders may open the Alano House no more than one hour prior to the start of their meeting.

The Alano House should be locked no later than one hour after the close of each meeting.

Squad Leaders should not lend out their key to any member or ask another member to open or close the Alano House for them. If the squad leader will be unable to open the Alano House, please contact a board member in advance of your meeting and make arrangements for one of them to be there to open the door for your group. There may be a board member who attends your meeting regularly. Ask them to open the house for you.

When a new Squad Leader is elected, the new Squad Leader form must be filled out and placed in the Board mail slot.

Each squad leader is asked to sign a statement of responsibility when they receive a key to the house. The statement reads:

I have read the Dakota Alano Society's Key Distribution Policy and understand my responsibilities as a Squad Leader, regarding the key to the Alano House, I have received one key to the front door of the house.

Each group should be mindful of these responsibilities when choosing a Squad Leader.

***The Dakota Alano Board of Directors reserves the right to manage the distribution of keys to the Alano House should any of the above responsibilities fail to be met, or in any situation where house security is at risk.***

SECTION 5.2      KEY DISTRIBUTION POLICY/SQUAD LEADER  
CONTACT INFO

**DAS Key Distribution Policy:**

*Keys to the Alano House are the responsibility of the Group Leader, who is responsible for unlocking the door before the meeting and locking the door after the meeting. Each group is entitled to only one key. If the key is lost or unaccounted for; either the Group Leader or the group will be responsible for the cost of the key. The charge for a new key is \$30.00.*

*The Board is concerned about the house being accessed during non-meeting hours. Therefore, Group Leaders may open the Alano House one hour prior to the start of their meeting. The Alano House should be locked one hour after the close of each meeting. Group Leaders should not lend their key out to any member or ask another member to open or close the Alano House for them.*

*When a new Group Leader is elected, a new Group Leader form must be filled out and placed in the Board mailbox.*

I have read and understand the Dakota Alano Society's Key Distribution Policy and understand my responsibilities as Group Leader regarding the key to the Alano House. I have received 1 key to the front door of the house.

Group Leader: \_\_\_\_\_  
(first name and last initial)

Meeting: \_\_\_\_\_  
(day and time)

Date: \_\_\_\_\_



I have read the Dakota Alano Society's Key Distribution Policy and understand my responsibilities as a Squad Leader regarding the key to the Alano House. I have received one key to the front door of the house.

**MEETING:**

[illegible]