

# Corporation Overview

NFA AFG Inc.



# Summary



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Timelines: AFG, Inc. & NFA AFG, Inc.

**2**

NFA AFG Inc. Vs. North Florida Area 9


**3**

Benefits of a Non-profit

**4**

Secretary Duties Legal & Traditional






# Why? - WTD

What's the Difference?

NFA AFG, Inc and Florida North Area 9

# Legal & Traditional

Mary Walsh ~ Area 9 Secretary  
Secretary-61@afgarea9.org



*“Incorporation is not only for legal reasons; experience has shown it to be the best possible way of ensuring the efficiency and continuity needed to maintain Al-Anon functions throughout the country.*

*For one thing, a corporation does not die even though Al-Anon members do. Thus, incorporation provides vital continuity.”*

# Al-Anon Family Groups Timeline



1951

Al-Anon  
Founded

1954

The Clearing House  
first incorporated as  
AFG HQ, Inc.

1955

*The Al-Anon  
Family Groups,  
A Guide for  
Families of  
Problem Drinkers*  
published.

1956

AFG, Inc.  
receives  
status as a  
501(c)(3)

1961

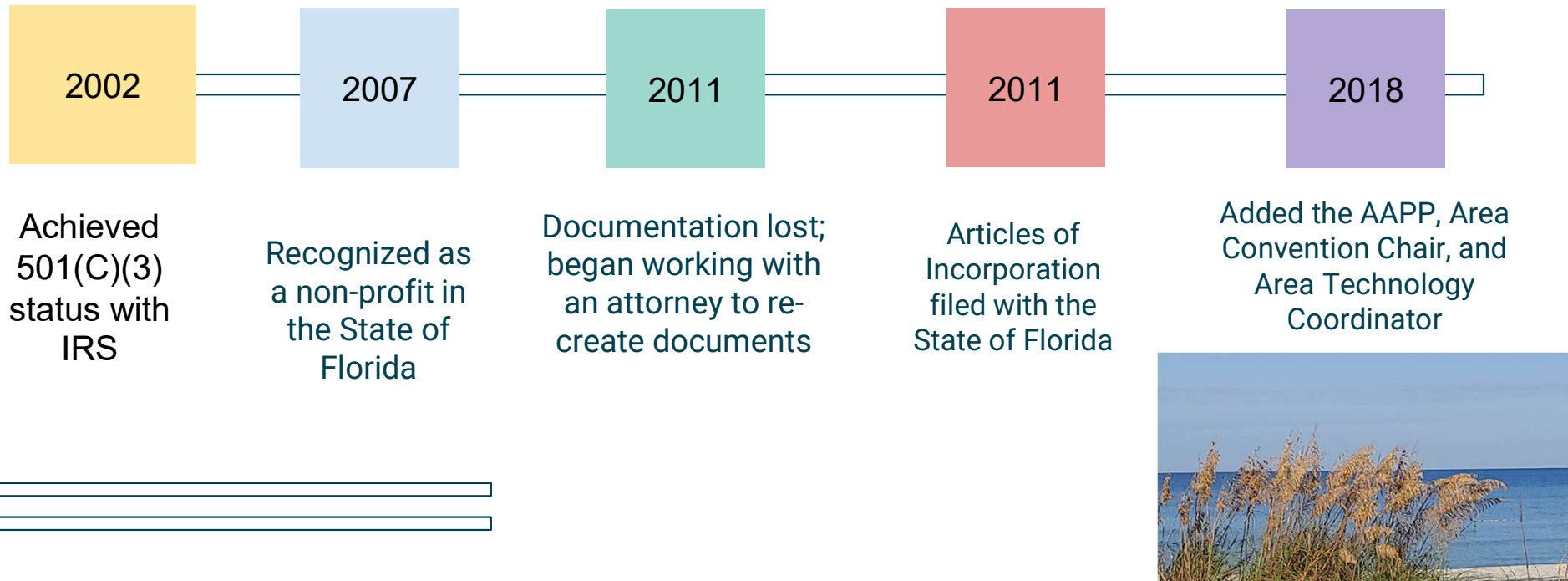
First World  
Service  
Conference  
of Delegates

1972

WSC suggest  
Areas explore  
securing tax  
exemption with  
IRS

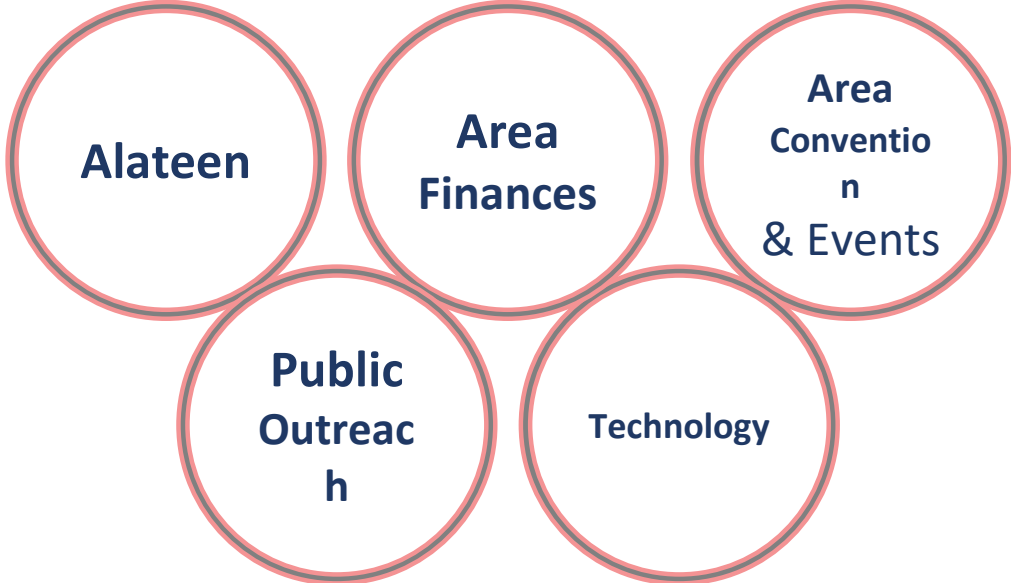


# Area 9 ~ Establishing the Corporation



# Addressing our needs

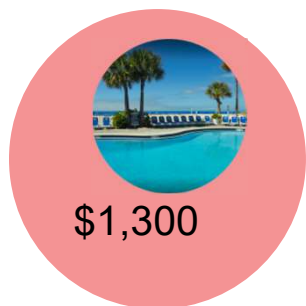
**Legal matters**  
**Taxes**  
**Financial Stewardship**  
**Event liabilities**  
**Privacy Policies**  
**Terms of Service**



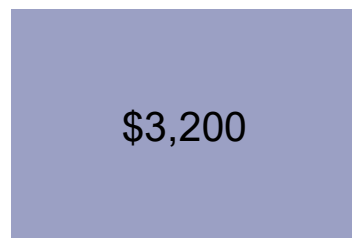
Corporation NFA AFG Inc. \*\* LEGAL Area 9 (Florida North) 3 Legacies \*\*\*TRADITIONAL



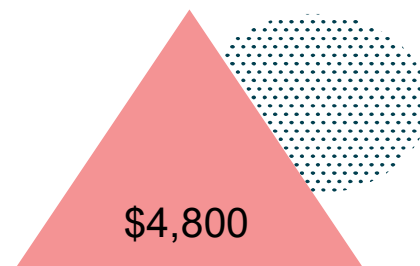
# Experience, Strength, and Savings



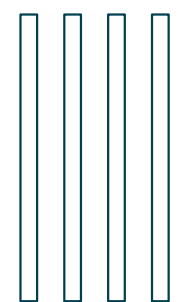
Estimated Savings on sales taxes for food & Beverage costs at the 2019 Convention



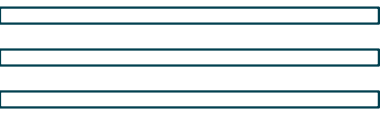
Annual savings on Google Workspace application vs. regular price



Estimated amount saved on room, food & beverages during years Area held 4 business meetings at the Hilton.







# Foundational Documents of Corporations

## Articles Of Incorporation

- Principal Address
- Why the corporation was first created
- Lists the board members
- Any changes must be submitted to the State of Florida

## Bylaws

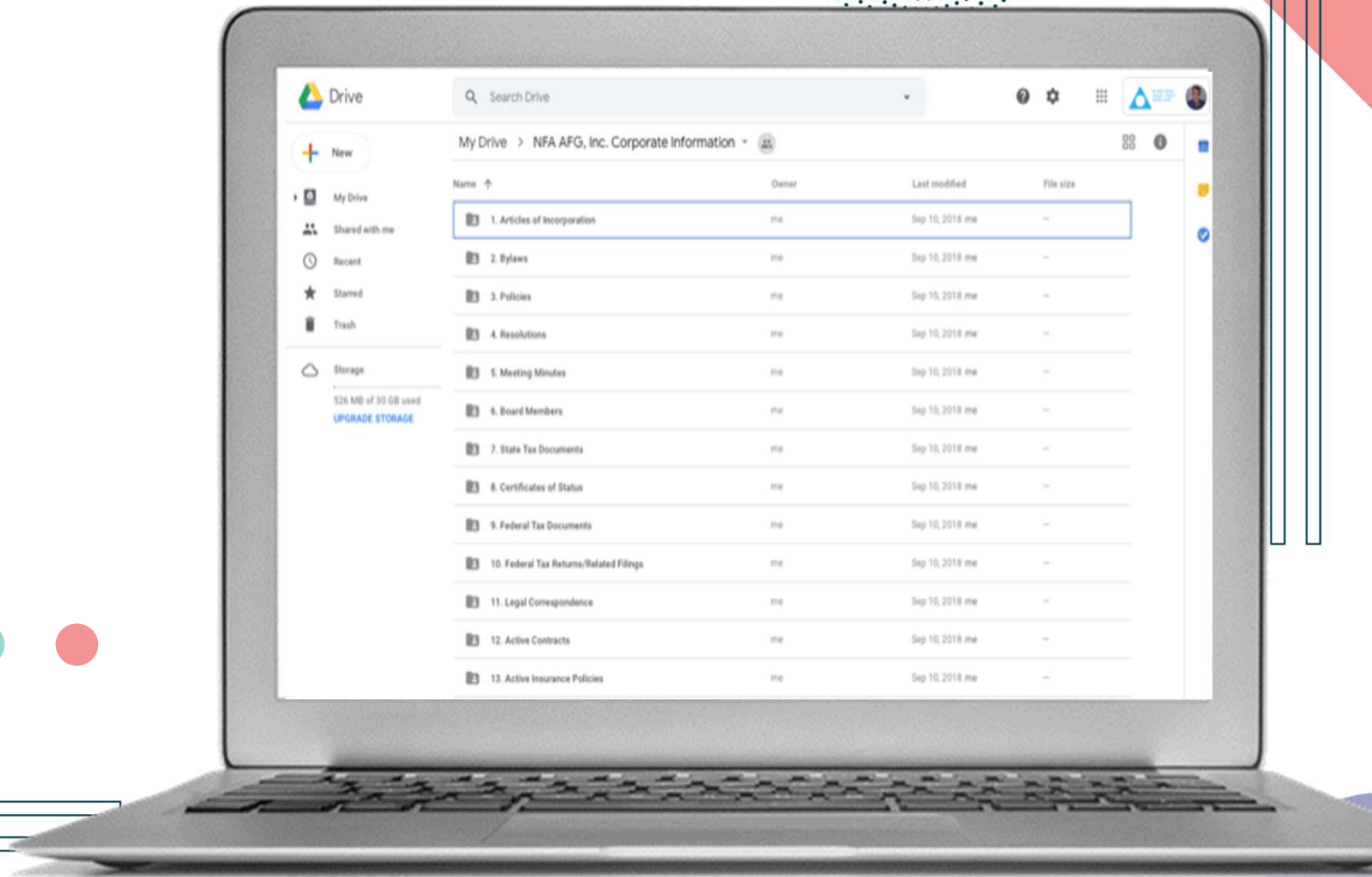
- Reiterates Purpose
- States terms of service & qualifications
- Requires at least 1 Annual meeting
- Duties as listed in the Job Descriptions
- Fiscal Year
- Requirements to keep records, including minutes of all meetings

## Policies

- Agreed-on procedures among the board on how they will address certain matters
- Conflict of Interest Policy
- Documentation Retention Policy



# How We Keep This Going



# We are Anonymous, Not Secret

- NFA AFG, Inc Info page on Area website launched in 2019
- Letters from Chairman of the Board
- Background ~ Area
- Board members
- Redacted versions of Articles of Incorporation and Bylaws

## NFA AFG, INC. INFORMATION



### Introduction

NFA AFG, Inc. is a not-for-profit corporation organized under Al-Anon's Tradition 9: "Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." As such a committee, NFA AFG, Inc. serves Area 9 - Florida North, both the Area World Service Committee (AWSC) and Assembly. It does not make policy; rather it implements actions based on policy decisions made by the AWSC and Assembly.

### Background

- **Area Charter:** Based on the Al-Anon World Service Conference Charter in the Al-Anon/Alateen Service Manual (P-24/27), Panel 55 created a similar Charter for our Area. [Chapter 11](#) of the Area Charter addresses policy relative to the Corporation. The complete Charter is available on the [Chairperson's Nook](#).
- **Service Structure Document:** This document provides more information on the differences between traditional service work and legal service work.

### Governing Documents\* and Corporate Policies

The Articles of Incorporation is the document that establishes the existence of a corporation in the United

### Chairman of the Board Letters

- [Chairman of the Board Letter #1 - March 2019](#)

For additional information, please contact the Chairman of the Board of Directors for NFA AFG, Inc. by clicking on the button below.

[CONTACT CHAIRMAN](#)

### Members of the NFA AFG, Inc. Board of Directors

The Board of Directors is comprised of members of the current Area 9 Panel:

- The Area 9 Chairman serves as the Chairman of the Board.
- The Area 9 Secretary serves as the Corporate Secretary.
- The Area 9 Treasurer serves as the Corporate Treasurer.
- The Delegate, Alternate Delegate, Area Alateen Process Person, and Area Technology Coordinator serve as Directors.
- The Area Convention Chair serves as an At-Large Director.

### Corporate Records

The Corporate Secretary holds the originals and latest version of all records. These include:

- [IPC Letter of Incorporation for NFA AFG, Inc.](#)

# Secretary Job Duties ~ for the Corporation

## Legal

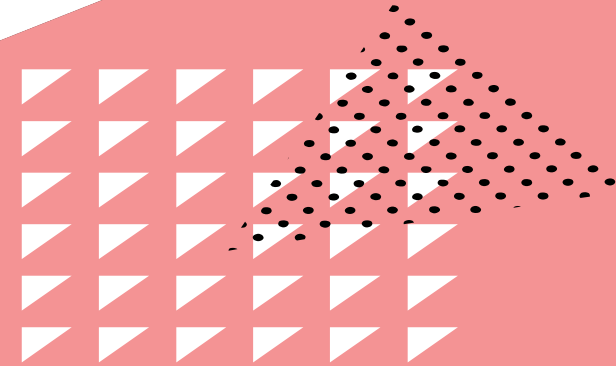
- Board of Directors meetings - At least 1 per year
- State of Florida(SunBiz) - Established as a Corporation
- Also on SunBiz, Files Annual Report & Amendments to the Articles of Incorporation
- Maintains all bylaws, records, policies, and procedures of the Corporation NFA AFG, Inc.
  - Corporate Documents notebook and G Suite
- Collects copies of all contracts, ins. policies, federal tax filings, and other legal documents
- Adheres to the Corporation's Document Retention and Destruction Policy
- Maintains Area 9 CMA for the Board Of Directors
- As a Member of the Board - Signs a Conflict of Interest Policy agreement.
  - Signer - Corporate bank accounts
- Presents news or other relevant updates on Corporation business (AWSC & Area Assembly)
- Uses Adobe Acrobat (or a similar document management application)


# Secretary Job Duties ~ For Area 9 ~ Traditional:

- Area meetings (e.g., AWSC, Area Assemblies, Officer Meetings) .
- Roll call at AWSC and Assemblies, records total # in attendance.
- Records voting/non-voting to determine # of vote to reach a  $\frac{2}{3}$  majority.
- Presents news or other relevant updates on Area matters to the meeting attendees.
- Reads any Motions from the previous AWSC or Area Assembly.
- Area Current Mailing Address (CMA) list.
- Maintains copies of all Area documents (processes, procedures, guidelines, etc.) using Google Suites.
- When the AWSC or Area Assembly approve updates to an Area document, the Area Secretary notes the date and Panel that approved the update.
- Participates in the Area Events & special meetings.

*“It takes one person to start something, but many others to keep it going.”*

*Many Voices, One Journey, Pg. 262*





*“To encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism;*

*to reinforce their efforts to understand the alcoholic and to foster his or her restoration to normal life;*

*to disseminate information in relation thereto and to conduct and participate in any other classes of service to assist families and friends of alcoholics in dealing with their problems.”*



# Thank You!

**Do you have any questions?**

[Secretary-61@afgarea9.org](mailto:Secretary-61@afgarea9.org)

352-586-3465

[www.afgarea9.org](http://www.afgarea9.org)

And Let it Begin With Me