Financial Guidelines for the Every Daily Readers Group, AFG (EDRG)
WSO Group Number: 30784325

GENERAL INFORMATION

The Every Daily Readers Group (EDRG) meets seven days a week online and belongs to the Global Electronic Area (GEA). In all financial matters, EDRG is committed to the spirit of Al-Anon's Twelve Traditions, particularly Tradition Seven, which reminds us that every group ought to be fully self-supporting, declining outside contributions.

The group maintains a bank account, approved by Group Conscience at the February 2026 Group Conscience meeting. Regular group expenses include the Zoom subscription (our electronic meeting platform, the maintenance of our group website (www.everydailyalanon.org) and its costs, including our domain name registration. Wherever possible, expenses are paid directly from the bank account. Monthly contributions are made to the World Service Office (WSO) and the Global Electronic Area (GEA).

The group maintains a Prudent Reserve of $250.00, as established by Group Conscience (September 2022). This reserve ensures the group can meet its obligations without interruption, in the spirit of responsible stewardship.

THE TREASURER ROLE

Al-Anon's Service Manual reminds us that "participation is the key to harmony" and that groups are best served by a policy of rotation rather than having one member hold office for long periods. In that spirit, EDRG maintains two Treasurers serving overlapping six-month terms, so that at any given time one Treasurer has recent experience and one is newer to the role. This structure ensures continuity and shared responsibility without placing one member above another — both Treasurers serve the group equally as trusted servants.

Every six months, one Treasurer completes their term and steps down. A new Treasurer is elected to serve alongside the continuing Treasurer. Elections are held at the monthly Group Conscience meeting closest to each six-month rotation point (approximately January and July). The outgoing Treasurer is responsible for a thorough handoff, including all records, receipts, and account information.

Each individual may serve as Treasurer one time.

QUALIFICATIONS FOR TREASURER

To serve as Treasurer, a member must:
- Be a regular attendee of EDRG

- Have at least two years in Al-Anon
- Be willing and able to fulfill all duties described in these guidelines
- Not have previously served as Treasurer of EDRG

ELECTION PROCESS FOR TREASURER

Elections are conducted at the Group Conscience meeting at each six-month rotation point. The following process applies:

1. Nominations are opened to the group. Members may nominate any qualifying member, but no member may nominate themselves or volunteer for the position.
2. Each nominee must receive a two-thirds majority vote of those present to be elected.
3. If no nominee receives a two-thirds majority, the two candidates with the highest vote totals proceed to a runoff vote.
4. If neither candidate receives a two-thirds majority in the runoff, the position is decided by drawing a name from among the remaining candidates.

A nominee who is not present at the meeting may still be nominated, provided they have confirmed their willingness to serve prior to the meeting.

DUTIES OF THE TREASURER

1. Collect Seventh Tradition Contributions

Members may contribute to EDRG through any of the following methods, where available through the current Treasurer: Venmo (set to Private), Zelle, PayPal (friends and family), or personal check by mail. All available contribution methods are shared in the meeting chat during each meeting. All contributions are transferred to the group bank account weekly.

2. Provide the Treasurer's Report

One Treasurer (or a designated representative) delivers a report at each monthly Group Conscience meeting (first Thursday of the month, 8:30 AM PST). The report includes: amounts collected, any expenses paid or reimbursements made, and disbursements to WSO and GEA. A written copy is submitted to the Group Secretary prior to the meeting.

If no report is received from either Treasurer or a designee, the Group Secretary will follow up. If there is no response within 10 days, all contribution methods will be removed from the meeting chat until the matter is resolved and brought before the Group Conscience.

3. Pay Group Expenses

All group expenses are paid on a monthly basis rather than annually. This practice reflects the spirit of Warranty One of Al-Anon's Twelve Concepts of Service, which cautions that groups avoid accumulating money beyond current needs, noting that "fearful hoarding could result in the severe curtailment of such services." Paying on a monthly basis ensures funds flow appropriately to support the group and its service arms rather than building up unnecessarily.

The Zoom subscription is paid automatically from the bank account. Upon receiving any invoice or receipt for other group expenses, the Treasurer pays or reimburses promptly, ideally within one week.

4. Disburse Seventh Tradition Funds

After maintaining the Prudent Reserve, funds are disbursed monthly. Per Group Conscience (December 2022), disbursements are divided equally:

- 50% to the Al-Anon World Service Office (WSO)
  Online: al-anon.org
  By mail: World Service Office, AFG Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454

- 50% to the Global Electronic Area (GEA)
  Online: givebutter.com/gea

THE BANK ACCOUNT SIGNATORY

In addition to the two Treasurers, EDRG maintains one Bank Account Signatory. This is a member of the fellowship who holds oversight access to the group bank account as an additional layer of accountability and transparency, in keeping with the spirit of Concept Ten: "Service responsibility is balanced by carefully defined service authority."

The Signatory does not manage day-to-day finances. Their role is to provide oversight, verify that funds are handled in accordance with these guidelines, and serve as a resource to the Treasurers. The Signatory may review account activity at any time and is expected to raise any concerns with the Group Conscience in a spirit of service, not governance.

The Signatory serves a one-year term, elected at the January Group Conscience meeting.

Qualifications for the Bank Account Signatory:
- At least two years in Al-Anon
- Must have previously served as Treasurer of EDRG

ELECTION PROCESS FOR BANK ACCOUNT SIGNATORY

The Signatory is elected at the January Group Conscience meeting using the same process as Treasurer elections:

1. Nominations are opened to the group. Members may nominate any qualifying member, but no member may nominate themselves or volunteer for the position.
2. Each nominee must receive a two-thirds majority vote of those present to be elected.
3. If no nominee receives a two-thirds majority, the two candidates with the highest vote totals proceed to a runoff vote.
4. If neither candidate receives a two-thirds majority in the runoff, the position is decided by drawing a name from among the remaining candidates.

A nominee who is not present at the meeting may still be nominated, provided they have confirmed their willingness to serve prior to the meeting.