G.S.R./D.C.M.
HANDBOOK



SOUTHEAST NEW YORK
GENERAL SERVICE AREA 49
COMMITTEE AND ASSEMBLY OF A A

Opinions expressed here are strictly those of the authors of this pamphlet and reflect the consensus of their experience as members of the South East New York Area Committee. The publication of these ideas and experience does not imply endorsement or approval by either our service boards or Conference, and are not to be attributed to our fellowship as a whole.

This manual was written to be used with "The AA Service Manual" and the following Conference approved pamphlets, which are highly recommended reading for any new GSR:

1.) "The AA Group"
2.) "Supporting the AA Support System"
3.) "Circles of Love and Service"
4.) "GSR May Be the Most Important Job in AA"
5.) "Your AA General Service Office"
6.) "The DCM"
7.) "Inside AA"

South Eastern New York Committee and Assembly of AA (9/95)

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THIS WE OWE TO AA'S FUTURE:
TO PLACE OUR COMMON WELFARE FIRST;
TO KEEP OUR FELLOWSHIP UNITED.
FOR ON AA UNITY DEPEND OUR LIVES,
AND THE LIVES OF THOSE TO COME.

I AM RESPONSIBLE . . .
WHEN ANYONE, ANYWHERE,
REACHES OUT FOR HELP, I WANT
THE HAND OF AA ALWAYS TO BE THERE.
AND FOR THAT: I AM RESPONSIBLE.

Spirituality in Action

I am convinced that God's hand was never more apparent in all of Bill's writings than it is in our blessed third legacy. It is totally a spiritual document, and I think of service as spirituality in action.

Bill said our third legacy is that "least possible organization which will maintain us in effectiveness and unity." That must mean that our least possible organization is intended to bind our groups together, in loving and purposeful communication, in about the same manner as individual members are bound together in an AA group.

Originally our "least possible organization" was a means of electing delegates to a Conference. Today, we see it differently. Bill challenged us to produce a reliable, 12-months-of-the-year, continuing operation, capable of supporting a full measure of service responsibility. I have a job and a responsibility. But I can't do "your job". Delegates should not do committee members' jobs; they should be delegates. The power and importance of AA's basic principles take on new meaning for our service people in the careful consideration of watchwords like "rotation" and "anonymity" and "leadership".

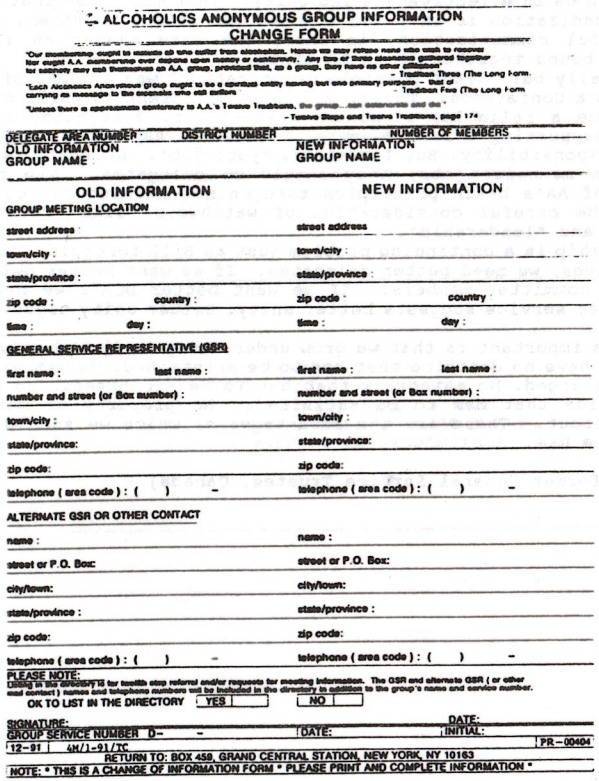
Leadership is a continuing problem just as Bill foretold. If you want better trustees, we need better delegates. If we want better delegates we need better committee members. If we want better DCM's we need better GSR's. Better service suggests better unity. Better unity suggests better recovery.

What is important is that we grow under God quietly and calmly and in freedom. We have no doctrine that has to be maintained. No membership that has to be enlarged. No authority that has to be supported. No prestige, power or pride that has to be satisfied. No property or money worth quarreling about. These are the advantages of which we should make the best possible use.

(By a former General Service Trustee, Canada)

GETTING STARTED: HOW TO SIGN UP AS A NEW GENERAL SERVICE REPRESENTATIVE (GSR)

New GSR's should register with three different record keepers in order to receive all mailings and notices. First, it is necessary to register with the General Service Office (GSO), using the following "Change of Information" form, a full-size copy of which may be obtained by calling [(212) 870-3400] or writing P.O. Box 459, Grand Central Station, NY, NY 10163. (Your group service number may be found by consulting the **Eastern US AA Directory** or asking GSO, the SENY Secretary or your DCM.



ALCOHOLICS ANONYMOUS GROUP INFORMATION
CHANGE FORM

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover by joining A.A. membership ever depends upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation."
– Tradition Three (The Long Form

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose – that of carrying its message to the alcoholic who still suffers."
– Tradition Five (The Long Form

"Unless there is approximate conformity to A.A.'s Twelve Traditions, the group...can degenerate and die."
– Twelve Steps and Twelve Traditions, page 174

DELEGATE AREA NUMBER | DISTRICT NUMBER | NUMBER OF MEMBERS
OLD INFORMATION GROUP NAME
NEW INFORMATION GROUP NAME

OLD INFORMATION	NEW INFORMATION
GROUP MEETING LOCATION	
street address :	street address :
town/city :	town/city :
state/province :	state/province :
zip code : country :	zip code : country :
time : day :	time : day :
GENERAL SERVICE REPRESENTATIVE (GSR)	
first name : last name :	first name : last name :
number and street (or Box number) :	number and street (or Box number) :
town/city :	town/city :
state/province:	state/province:
zip code:	zip code:
telephone (area code) : ( ) –	telephone (area code) : ( ) –
ALTERNATE GSR OR OTHER CONTACT	
name :	name :
street or P.O. Box:	street or P.O. Box:
city/town:	city/town:
state/province :	state/province :
zip code:	zip code:
telephone (area code) : ( ) –	telephone (area code) : ( ) –

PLEASE NOTE:
Delay in the assembly's for twelfth step referral and/or requests for meeting information. The GSR and alternate GSR (or other and contact) names and telephone numbers will be included in the directory in addition to the group's name and service number.
OK TO LIST IN THE DIRECTORY YES NO

SIGNATURE: DATE:
GROUP SERVICE NUMBER D- – DATE: INITIAL:
12-91 4M/1-91/TC PR-00404
RETURN TO: BOX 459, GRAND CENTRAL STATION, NEW YORK, NY 10163
NOTE: * THIS IS A CHANGE OF INFORMATION FORM * PLEASE PRINT AND COMPLETE INFORMATION *

This is extremely important, because GSO will mail each new GSR a kit for new GSR's and their groups, which will provide additional information. The General Service Office also mails the group's "AA Directory" to the GSR; it is the Directory which lists the name of the GSR as the group contact for visitors and out-of-towners.

Second, the new GSR should sign up with the Secretary of South Eastern New York Area 49 (SENY), using the following form, a full-size copy of which is included with this pamphlet.

FOR USE IN CHANGING GROUP INFORMATION Date _____

TO: SENY
GPO BOX 1850
NY NY 10116

Please print clearly or type

Group Service No. D-_____ District No. _____

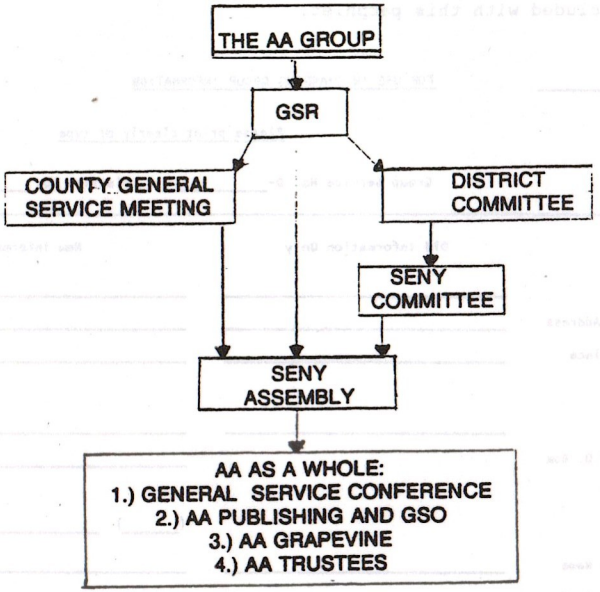
	Old Information Only	New Information
1. Group Name		
2. Group's Meeting Address		
City, State/Province		
Zip/Postal Code		
3. G.S.R.'s Name		
Street Address/P.O. Box		
Zip/Postal Code		
Telephone Number		( )
4. Second Contact's Name		
Street Address/P.O. Box		
City, State/Province		
Zip/Postal Code		
Telephone Number		( )

This is also very important because it is the SENY Secretary who mails notices to GSR's of upcoming Area Assemblies, together with minutes of the prior Assembly. Since attendance at Area Assemblies is the single most important function of a GSR, this notice is fundamental to effective service.

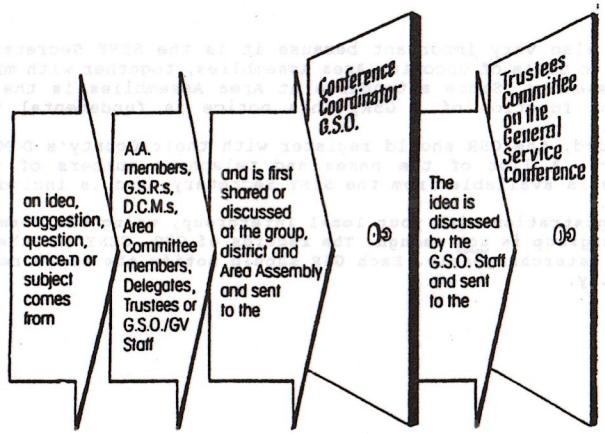
Third, the GSR should register with their County's DCM-at-Large or Secretary. A list of the names and telephone numbers of these county officers is available from the SENY Secretary, and is included with this pamphlet.

Registration with your local Intergroup, using the form supplied by the Intergroup is <u>not</u> enough. The records of GSO, SENY and the Intergroups are not interchangeable. Each GSR should notify the above record-keepers personally.

STRUCTURE OF THE AA FELLOWSHIP IN SENY



FLOW CHART OF A CONFERENCE ADVISORY ACTION

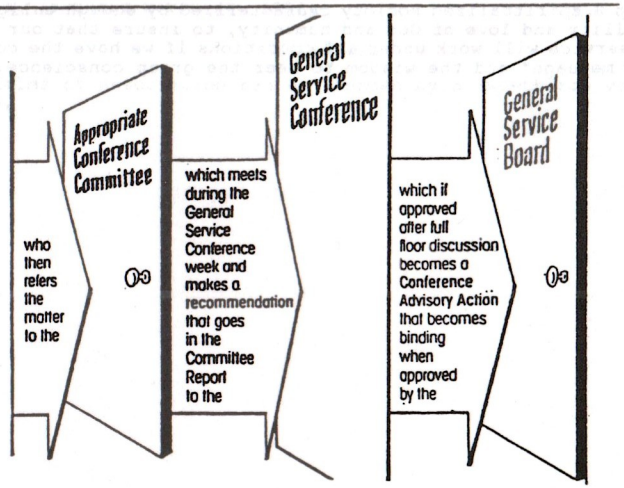


WHAT IS THE ROLE OF THE GROUP IN AA'S SERVICE STRUCTURE?

When our co-founders sponsored the General Service Conference they placed in the hands of the groups the future and destiny of the fellowship. We strongly suggest "the AA Group" pamphlet and the "Questions and Answers on Sponsorship" pamphlet be your first "trusted servant" guides. As you read the "Sponsorship" pamphlet, substitute "the group" for "newcomer or beginner".

A group is an assembly or coming-together of people who associate with each other, who identify, who share, and who participate in activities together to form a group. In order to continue our personal recovery and to assure the future of AA, we need to belong to one group, obeying a common set of traditions, (even if it hurts), and to have one voice in our group conscience, that is expressed in one vote through the activation of the GSR.

Without a group, there is no "group conscience", and without the GSR there is no link to the rest of AA for an "informed group conscience".



WHAT IS THE GROUP CONSCIENCE?

A group conscience is a majority of well informed members; a conscious awareness that "a loving God" may express "Himself" in a minority voice; each question must be well debated and every member and group have an equal opportunity to express their experience and opinion on the subject, so that a real sense of the group may be known.

The group conscience, as we know and understand it, is a result of decisions taken by members of the group, after consideration and deliberation on the facts. The experience of others and their own experience was brought to light. Therefore, any statement that affects AA as result of a group conscience ought not be rejected or lightly taken. AA experience has taught us that "minorities" are often our greatest teachers and should have the right to be heard and the right of appeal and reconsideration. That right provides the voice that may contribute the important information that sways the group to make "the best informed decision". Experience reminds us, "not to fail to hear the message, because we did not like or agree with the messenger".

It has always been believed that AA members would be enlightened enough, moral enough and responsible enough to manage their own affairs through chosen representatives. The danger, of course, is that ignorance, apathy and power seeking would invade this democratic system based on spiritual principles, and cause it to decline in spiritual resources and collective wisdom.

Happily for us, there seems little prospect of such a calamity. The life of each individual and of each group is built around the Twelve Steps and Twelve Traditions. We very well know that the penalty for extensive disobedience to these principles is death to the individual and dissolution for the group. An even greater force for AA unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded. Therefore, we believe that we see in our fellowship a spiritualized society characterized by enough enlightenment, responsibility and love of God and humanity, to insure that our democracy of world service will work under all conditions if we have the courage "to carry the message" and the wisdom to hear the group conscience.

WHAT IS THE ROLE OF THE GSR (GENERAL SERVICE REPRESENTATIVE) IN AA'S SERVICE STRUCTURE?

The GSR is the link between "an informed group conscience" and AA as a whole. The non-existent or inactive GSR deactivates the check and balance system for group self-honesty. Experience seems to indicate, especially in our Area, that "the good intentions" of the group were often the enemy of "what was the best" for the fellowship as expressed in the Traditions and Concepts. The active GSR ensures the liaison between the group and the worldwide fellowship starting with group discussions that share the group's experience of "carrying the message" at the district and Area levels.

The GSR's in a sense are "service sponsors" of their groups. They are as kind, non-judgmental and willing to share, as they would be with a newcomer. Group sponsorship is the best example of the relationship of the GSR to the group in matters of service and unity. Because the GSR's enjoy the trust of the group, they learn to listen and listen to learn. Their role is often reversed. They return to the group with the results of problems and solutions that could affect the unity, health and growth of AA. How well GSR's do their job can be measured by the way they listen to the "group conscience" and keep the group informed.

Active sponsorship experience is one of the most powerful experiences a GSR can bring to service responsibility. It indicates the ability to reach out and "carry the message" by "working with others" as suggested in Chapter Seven in the Big Book. The GSR needs to develop courage, emotional maturity and thick skin to carry the message of service. Experience and AA history provide this confidence.

A sense of self-humor was most important to our service commitment and sobriety. We take our program of recovery and our sobriety seriously, we do not take our personal hurts or the rejection of our opinions too seriously. As Dr. Bob said; "let us also remember to guard that erring member the tongue. And if we must use it, Let's use it with kindness and consideration and tolerance."

AS A PRELIMINARY MATTER:

- GSR's must know they are available before accepting the office for a two-year term usually starting the first of January;
- In absence of active DCM, they should contact other GSR's in their district and activate the district committee as outlined in Service Manual.
- They should be informed of the responsibilities before taking the job;

-They are willing to learn to act to the "best" of their conscience;
-They must be able to take criticism and be willing to motivate and project positive ideas of the traditions and concepts;
-In reality the GSR is a messenger, agent for AA and communicator.

THE GSR'S GROUP RESPONSIBILITIES

-Regularly attends group meetings, especially business meetings;
-Regularly reports to group meetings on all service meetings and service activities;

-Sponsors group interest in Box 4-5-9 and other service news;
-Encourages contributions to all service areas;
-Returns a factual group registration card to GSO on time;
-Knows simple AA history;
-Distributes Link to group;

-Is available to serve, cooperate and share with other group officers on sponsorship, literature, institutions, GSO;
-Sits in as regular member of the group steering committee;
-Arranges for the group inventory at least once a year;
-Arranges for regular traditions meetings--at least one annually;
-Keeps informed of group affairs affecting other groups or AA.

RELATIONSHIP OF GSR TO DISTRICT AND COUNTY

-Helps to activate and attends all district and county meetings;
-Keeps the group GSR handbook with all minutes of district, County and Area meetings up to date for successor and group reference;

-Reports to the district on the group conscience;
-Shares with other GSR's;
-Is available to serve in such district and County activities as required;
- assists in maintaining the group history and records.

RELATIONSHIP OF GSR TO AREA AND SUGGESTED TRAINING

-Attends orientation sessions, County and Area workshops;
-Attends and participates in Area Assemblies;
-Studies the Traditions, "the AA Service Manual" and other service literature;
-Becomes an active, knowledgeable and effective GSR;

-Shares and familiarizes the alternate with all the duties and resources, including the group's GSR handbook, service manual, etc.;
-Obtains the services of an alternate (at least during the second year of their term);

THE DISTRICT COMMITTEE MEMBER (DCM)

The District Committee is the backbone of the General Service Conference. As the number of groups increase, more districts are formed, rather than more areas or more delegates. The group conscience of an area is expressed by the district.

RELATIONSHIP OF THE DCM TO THE GROUP AND DISTRICT DUTIES:

-Attends and chairs regular monthly district meetings;
-Maintains an up-to-date district GSR register;
-Assists in preparation of district meeting minutes and newsletter as GSR's agree;
-The district may appoint or elect a secretary;
-Receives, considers, and discusses all GSR group reports and district reports with GSR's;
-Keeps informed of group contributions to General Service;
-Encourages the GSR's and the group to participate in the district;
-Encourages each group to have an active GSR and alternate.

RELATIONSHIP OF DCM TO AREA ASSEMBLY AND COUNTY; RESPONSIBILITIES

-Attends and participates in all Area Assembly meetings:
-Prepares a brief, factual, written report for the district or County newsletter and obtains copies of the Link at Committee meetings for groups in district;
-Prepares annual update of group information for district at request of SENY Secretary and County officers;
-Through district meetings is knowledgeable of district affairs and develops understanding of district group conscience;
-Brings to the Assembly those district problems, solutions and activities which may help others;
-Continues the same training as suggested for the GSR, being an example of service sponsorship and responsibility.

WHAT IS THE DCM-AT-LARGE?

In Southeast New York, the large number of groups in a relatively small area has led to the conclusion that there are certain activities that are best carried out at the county level. In consequence, 12 counties in Southeast New York have their own County General Service Meetings and officers. Each County is primarily responsible for redistricting in compliance with general guidelines suggested by the Area Assembly and Service Manual. Although each County organization is structured differently, with committees paralleling some or all of the SENY committees discussed below at pages 19-21, the DCM's-at-Large:

1. Are voting member of SENY Committee;
2. Are voting member of SENY Committee on Service Structure ;
3. Participate in share-a-days and spiritual breakfasts;
4. Chair all county meetings;
5. Prepare all agendas for the County Meetings and send them to the County Secretary for distribution along with his/her minutes;
6. Make themselves available to county DCM's and GSR's;
7. Submit monthly article to the Link editor and County newsletter;
8. Communicate with County Treasurer re condition of County bank account, countersign County checks, and help the Treasurer keep the County solvent;
9. Form and appoint County Committee Chairs, subject to approval by County Meeting; see that County chairs coordinate activities with the SENY Area chairs;
10. Are available to do group inventories, settle traditions questions, and discuss tradition breaks;
11. Keep County aware of Area, national, and international AA information and functions;
12. Help new groups register with General Service, SENY, County and update group information GSR records, etc.

A 1993 Amendment to the SENY Articles of Association and By-Laws recognized the Spanish General Service Meeting and the Spanish DCM-at-Large for those Spanish-speaking groups which do not participate in the county structure. They perform essentially the same functions as the county meetings.

THE ALTERNATE GSR/DCM/DCM-AT-LARGE

The alternate assists and becomes familiar with the work of the GSR/DCM especially in the second year and normally replaces that person at the end of their term with the approval of the group or district. If for any reason the GSR/DCM lacks the sponsorship or continuity that comes with the office such as being the "first" or succeeding another unexpectedly it is suggested they go to the Area Assembly, ask for and receive a temporary service sponsor. It is suggested the GSR/DCM and their alternate have good length of sobriety (a minimum of two years is suggested); developed a practice of "emotional sobriety" mentioned in Step Ten; have developed a personal sense of self-humor; learned not to take themselves too seriously; and developed a thick skin. The alternate DCM-at-Large sits in for the County DCM-at-Large where he or she is unavailable, sometimes chairs committees such as service structure subcommittees, and performs any other functions delegated by the County General Service Meeting.

COMMITTEE ON SERVICE STRUCTURE

The functions of the Service Structure Committee include a broad range of matters, such as investigation of proposed changes in the by-laws and articles of association; oversight of bidding for regional conventions and forums; study of proposals for ways in which delivery of services might be improved, e.g., review of activities of Special Needs ad hoc committee; redistricting problems and suggestions; and examination and review of existing procedures.

The Service Structure Committee's activities share one common characteristic--a concern for the procedures utilized in delivering services in the SENY Area. Where proposals for change or for new or additional ways of providing service are made, that is, where the service structure may be altered, the Committee has been frequently asked to investigate and report.

However, the Committee does not function as a steering committee. Its function is not to oversee the work of Standing Committees, its consent is not necessary for any proposal, and any change may be made despite a negative report of the Service Structure Committee. The Committee is merely an arm of the SENY Committee and Assembly which provides an opportunity to review the possible implications of proposed change, warn of any dangers and point out foreseeable benefits.

WHO PAYS THE EXPENSES OF THE GSR/DCM?

The Conference has chosen to let each individual group conscience take final responsibility for its own answer to this question. The Conference committee recommended; "that the group pay only for those reasonable and necessary expenses of a non-personal nature, such as transportation." Food or lodging were considered personal expenses. However, the Conference voted not to make it a Conference recommendation.

Here are a few pro-comments from some local active GSR's;

"My group chose to be self-supporting of its GSR. An older member reminded us that no hardship, financial or otherwise, should be expected from or imposed on any member carrying out a group service responsibility. This allowed any qualified group member to accept the job, who might not otherwise be available."

"My accepting of travel expenses no longer gave me the "personal" choice to attend or not attend and participate in the area assembly. My group wanted me to be there and was willing to pay my way."

"My group believed it was part of their traditional self-support responsibility to support both the GSR and the district committee."

"My accepting reimbursement made group service a practical responsibility for me and the group responsibility a traditionally spiritual one."

"My attendance was no longer a personal choice paid for by me, but a responsibility to bring my "group conscience" to the assembly and not my personal opinion. My group wanted me to participate in meetings and speak on behalf of my group, and encouraged my responsibility to submit and keep a written report of my GSR activities and group GSR [kit from GSO], to pass-on to the next GSR at rotation time. My service sponsor explained that the service literature I received as GSR belonged to the job and was not the personal property of the GSR."

WHO OWNS THE MONEY IN THE BASKET? HOW IS IT USED FOR SELF-SUPPORT?

AA experience seems to clearly indicate that the group, meeting or the individual were simply custodians and trusted servants of the money they received. They do not own it. It is not their personal money to support any personal need, no matter how worthy. Self-support means the group only supports group needs and AA related services. The money in the group treasury should be used for carrying the AA message. Charitable contributions to landlords, beyond rent and just compensations, no matter how worthy, have often harmed relationships with landlords by indicating how wealthy and generous the group was. Rent raising or contribution expectation was often the result.

A 60 to 90 day prudent reserve seems best to cover most reasonable meeting expenses. The excessive use of basket money for gifts, flowers, lighters and so forth, has diluted our primary purpose and they were inadvertently used to attract newcomers. Less wealthy groups were not as attractive or popular. Most Tradition breaks were out of ignorance, not greed.

Large sums of money could create an uncalled-for temptation for the personal use of funds. AA experience seems to indicate that two or more members know where and how the money is disbursed. Check is always best. When practical, a post office box is always the best group mailing address.

Experience seems to indicate that it is best not to use the money in the basket to finance the group anniversary. Such a joyful occasion is best self-supported by group members and those in attendance. If the prudent reserve principle is maintained there is little danger of this Tradition break.

Tradition Seven was often the most misunderstood and abrasive of all the Traditions. The GSR has the obligation to share AA experience of that Tradition with the group and steering committee, so they can have an informed group conscience. The Traditions were not written to hurt the group, but to protect it from a "good intention" and "what is best".

The pamphlet, "Supporting the AA Support System", is available from the General Service Office. It outlines various methods that groups have used to help support the services of intergroups, GSO, areas and districts. One such plan is the 50-30-10-10 plan, which suggests that 50% of group surplus over expenses and prudent reserve be contributed to intergroups, that 30% be distributed to GSO, 10% to the Area (SENY) and 10% to the district and/or County. Other possible ways are also outlined.

See pp. 16 and 30 for relevant addresses.

RELATION BETWEEN SENY AND INTERGROUPS

In Southeast New York, groups have created a number of intergroups or central services. They are as follows:

Suffolk Intergroup
P.O. Box 659
Patchogue,NY 11772
(516) 654-1150

Nassau Intergroup
357 Hempstead Tpke
W. Hempstead, 11552
(516) 292-3045

Bklyn Intergroup
1425 Kings Highway
Brooklyn, NY 11229
(718) 339-4777

Queens Intergroup
106-03 Metropolitan Ave
Forest Hills, NY 11375
(718) 520-5021

NY Intergroup
307 7th Ave., Rm. 201
New York, NY 10001
(212) 683-3900

Rockland Intergroup
P.O. Box 706
West Nyack, NY 10994
(914) 352-1112

Orange County Central Services
P.O. Box 636
Goshen, NY 10924
(914) 342-5757

Sullivan Intergroup
P.O. Box 283
Liberty, NY 12754
(914) 794-8090

Oficina Central Hispana
P.O. Box 345
Old Chelsea Station
New York, NY 10011
(212) 964-2560

Oficina Central Hispana Nassau & Suffolk
22 Pine Street
Freeport, NY 11520
(516) 223-9590

The intergroups are the front-line of AA in carrying the message to the still-suffering alcoholic. All of them provide answering services for calls from alcoholics needing help. They also produce local meeting lists. (New York Intergroup's meeting list covers many meetings throughout the metropolitan area.)

In addition, many intergroups/central offices also carry out public information functions, providing speakers on request for schools and other non-alcoholic groups seeking information about AA. In many counties, intergroups also bring meetings to hospitals, rehabs, detoxes and prisons. In some counties this is done by the New York Intergroup Institutions Committee (NYIIC); in others it is done through local intergroups or both.

In those few counties where intergroups do not carry out some or all of the above functions, the County General Service Meeting, with the assistance of the SENY committees, is responsible for carrying on these important tasks. For further information, a GSR may consult the SENY Intergroup Liaison.

JOB DESCRIPTIONS OF SENY OFFICERS AND COMMITTEE CHAIRS

DELEGATE

1. Attends the Conference prepared;
2. Transmits Conference information to the committee members and inspires them to pass it on to all AA members in the districts;
3. Attends all Area, State and Regional service meetings;
4. Attends all conventions and get-togethers the State and the Region hold;
5. Helps the committees obtain the financial support that the Area and GSO needs;
6. Reminds GSR's to tell the groups and individuals about the AA Grapevine and Conference-approved books and pamphlets;
7. Cooperates with GSO in obtaining information;
8. Reminds everyone that GSO is an information center on AA matters;
9. Tries to resolve local problems involving traditions;
10. Visits groups and districts in the area whenever possible;
11. Assumes added responsibility if the Area Chairperson is unable to serve;
12. Works closely with committee officers, sharing experience throughout the year;
13. Keeps the Alternate Delegate fully informed, using the Alternate's help wherever possible, so the Alternate can replace the Delegate in an emergency;
14. Late in the second year, works with the newly elected successor Delegate to pass along a basic knowledge of Conference procedures and problems;
15. Maintains communication during the year with GSO;
16. Shows any of AA filmstrips or videos upon request of any group, county, or district meeting.

SENY CHAIRPERSON

1. Presides at Committee and Assembly meetings;
2. Prepares, in consultation with Agenda Chair, agenda for Committee and Assembly meetings and workshops, and arranges for physical facilities for Committee meetings;
3. Proposes and reviews objectives and goals for Standing Committees, requesting changes and suggesting new programs within mandate of each Committee;
4. Prepares budget in consultation with Treasurer, other officers and Standing Committee Chairs and monitors adherence to budget in consultation with Treasurer;
5. Receives complaints and discusses problems that arise with Standing Committees and attempts to help in resolution of difficulties, mediating where necessary between Committees and/or officers;
6. Acts to keep the Delegate informed of area concerns by regular discussion with delegate and Alternate Delegate.
7. Participates in and attends Area functions, Regional Forums, SENY and New York State conventions;
8. Speaks at group meetings, shows film strips, and leads group conscience meetings when requested;

9. Calls meetings of officers and Standing Committee Chairs for informational and planning purposes;
10. Explores possibilities of cooperation with Area intergroups;
11. Consults with other Area Chairs in New York State to insure cooperation in matters of statewide concern;
12. Prepares or reviews tax returns and filings with governmental authorities, in consultation with Treasurer;
13. Undertakes activities authorized on a non-recurring basis by committee, e.g. obtaining bus for Northeast Regional Forum;
14. Appoints Standing Committee chairs with consent of SENY Committee and appoints recording secretary and provides for cooperation with the Secretary;
15. Revises and edits GSR/DCM Handbook in consultation with Committee on Service Structure and subject to approval of Committee.

ALTERNATE DELEGATE

1. Serves as an assistant to the Delegate, often traveling with the Delegate, or giving reports for him or her;
2. Chairs the Committee on Service Structure meetings;
3. Chairs the Regional Convention and Forum bid committee;
4. Schedules and formats service workshops in the Southeast New York Area;
5. Shows any of AA filmstrips or videos upon request of any group, county, or district meeting and leads group conscience meetings when asked;
6. Works with Intergroup Liaison to provide speakers for Group Tradition Meetings and Group Officer Workshops;
7. Oversees translation and production of Spanish **Link** Supplement;

SECRETARY

1. Updates group data;
2. Gets necessary supplies and equipment together for the SENY mailings;
3. Coordinates sign in sheets at the Committee meetings and the SENY Assemblies.

TREASURER

1. Receives and accounts for all group contributions;
2. Dispenses funds in accordance with the annual budget established by the Area Committee;
3. Maintains full financial records on all transactions and reports to the SENY Assembly and Committee.

RECORDING SECRETARY

1. Takes the Assembly and Committee minutes;
2. Edits and duplicates the minutes in consultation with Delegate and Chair and gives them to the Area Secretary (beginning 1/1/93).

AGENDA CHAIR

1. Prepares, in consultation with SENY Chair, agenda for Committee and Assembly meetings and workshops;
2. Coordinates SENY activity dates;
3. Works with **Link** Editor to prepare monthly calendar of events.

ARCHIVES

1. Collects and preserves historical data that is pertinent to SENY Area;
2. Chairs an Archives Committee;
3. Works with Historian, when asked, to mount archives display;
4. Displays archives at all area functions upon request.

CORRECTIONAL FACILITIES COMMITTEE

1. Coordinates correctional information with GSO;
2. Keeps prisoner correspondence list up to date and coordinates bridging the gap program;
3. Chairs Correctional Facilities Committee meetings;
4. Works closely with county correctional chairs;
5. Is familiar with Corrections Workbook.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

1. Arranges for and provides staffing and literature for exhibits at professional meetings in Area;
2. Responds to requests for speakers from Area professional programs;
3. Recruits volunteers on a county level for exhibit-staffing and speaking commitments;
4. Works closely with County CPC Chairs;
5. Follows up on requests for information and convention information provided by GSO and N.Y. Intergroup;
6. Cooperate with area intergroups;
7. Is familiar with CPC Workbook.

GRAPEVINE

1. Coordinates the Grapevine exhibit;
2. Sells Grapevine literature;
3. Attends share-a-days, spiritual breakfasts, Area conventions, and Assemblies with the Grapevine exhibit;
4. Is in the process of setting up County Grapevine committees.

INTERGROUP LIAISON

1. Responsible for keeping communication lines open between Southeast New York and the Area intergroups;
2. Chairs the intergroups and answering services quarterly meetings;
3. Coordinates SENY/Intergroups CPC, Corrections, Treatment and PI Workshops.

LITERATURE

1. Buys Conference approved literature for the SENY Area;
2. Brings the literature display to all SENY Conventions, county share-a-days, spiritual breakfasts, district workshops, and groups;
3. Is currently setting up county literature committees;
4. Keeps an ample supply of literature for the SENY Area.

OFFICE MANAGER

1. Coordinates office use;
2. Purchases supplies;
3. Maintains office security.

LINK EDITOR

1. Edits the Area paper;
2. Sees that it is published ten times yearly;
3. Maintains an Area calendar in the Link.

PUBLIC INFORMATION

1. Maintains a display for all public information functions, such as health fairs, in the SENY Area;
2. Works with County public information chairs;
3. Coordinates a list of public information volunteers.
4. Is familiar with PI Workbook

SENY CONVENTION

1. Chairs all the Convention Committee's meetings;
2. Reports to the SENY Committee and Assembly the progress of the Convention Committee;
3. Responsible for coordination of each convention subcommittee chair's activity.
4. Is liaison with Convention hotel.

SPECIAL NEEDS

Investigates and reports on ways to help carry the message to those alcoholics with special needs (effective 1/1/93).

1. Reports on suggestions developed by Special Needs Committee with respect to improvement to ways to carry the AA message to alcoholics with special needs;
2. Chairs Special Needs Committee meeting;
3. Works with county Special Needs Committee Chairs;
4. Develop and maintain area work book;
5. Maintain and update area phone list on home-bound members who would like phone calls.

TREATMENT FACILITIES

1. Bridges the gap between treatment and AA through temporary contact programs where not provided by intergroups;
2. Maintains a list of all of the Area's treatment facilities;
3. Works with County treatment facilities chairs;
4. Explains the purpose of Alcoholics Anonymous when invited to speak to treatment facilities staffs.
5. Is familiar with Treatment Workbook.

ARTICLES OF ASSOCIATION AND BY-LAWS OF THE SOUTH EASTERN NEW YORK COMMITTEE AND ASSEMBLY OF ALCOHOLICS ANONYMOUS

ARTICLES OF ASSOCIATION

ARTICLE I

The name of the organization shall be the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous.

ARTICLE II

The purpose of the organization is to serve the needs of the AA groups within its geographical area and to function as a constituent part of the AA General Service Conference of the United States and Canada. It shall elect, every even numbered year, a Delegate to the General Service Conference of Alcoholics Anonymous of the United States and Canada and function within the guidelines and spirit of the AA Service Manual, the AA Concepts for World Service, the Twelve Steps and Twelve Traditions of Alcoholics Anonymous, and the General Warranties of the General Service Conference of Alcoholics Anonymous which state:

"... In all its proceedings, the General Service Conference shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity; that no Conference action shall ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action."

ARTICLE III

The Area served by the Committee and Assembly shall consist of the counties of New York, Kings, Bronx, Richmond, Queens, Nassau, Suffolk, Westchester, Rockland, Orange, Sullivan and Putnam in the State of New York.

ARTICLE IV

The members of the Committee and Assembly shall be:

1. The Delegate
2. The Alternate Delegate
3. The Chairperson
4. The Secretary
5. The Treasurer
6. The District Committee Members
7. The Chairpersons of the Standing Committees
8. The past delegates
9. County District Committee Members at Large and the Spanish District Committee Member at Large (amended March 20, 1993)
10. The Recording Secretary, who shall prepare (after consultation with the delegate and chairperson), duplicate, fold and transmit the requisite copies of the minutes of committee and assembly meetings to the secretary for distribution (effective 1/1/93).

The members of the Assembly shall consist of the above Committee members and the General Service Representatives elected by the AA groups of the Area.

ARTICLE V

The terms of office of Committee and Assembly members, with the exception of the appointed Chairperson of the standing Convention Committee, shall be two years. The term of the Convention Committee Chairperson shall be one year. The duties of the Delegate, officers, committee members, and assembly members shall be as specified in the AA Service Manual.

ARTICLE VI

The Standing Committees shall be:

1. Correctional Facilities
2. Public Information
3. Cooperation with the Professional Community
4. Literature
5. Convention
6. Agenda
7. Newsletter (Link)
8. Archives
9. Grapevine
10. Office Supervision
11. Intergroup Liaison
12. Treatment Facilities
13. Special Needs Committee (effective 1/1/93)

ARTICLE VII

The Area shall be divided into geographical districts, consisting of varying numbers of AA groups. Each district is entitled to be represented on the Committee by a District Committee Member, elected by the General Service Representatives of the district. The DCM shall serve as a link between the Area Committee and the General Service Representatives. If a DCM is not active in the Committee and fails to attend three or more Committee meetings in succession, the GSR's in the District may elect another on their own initiative or by request of the Committee or Chairperson.

ARTICLE VIII

The General Service Representatives are to be elected by their AA group to serve for a term of two years. The GSR's duties are to serve as a link between the group and AA as a whole. The GSR represents the group conscience, reporting the group's wishes to the Committee members and to the Delegate, who passes them on to the AA General Service Conference. The GSR's shall represent their group at the Assembly and elect new Committee members and Delegates.

ARTICLE IX

1. The Committee shall meet at least ten times per year. Additional meetings may be called at the discretion of the Chairperson. At the Committee meetings, reports of the Officers, Treasurer, and Standing Committees shall be presented and other matters considered which affect the Area's interest and activities.

2. The Assembly shall meet a minimum of five times each year. Additional meetings may be called at the discretion of the Chairperson. The Assembly shall receive reports on the Committee's activities, the Delegate's activities, and matters of interest to the area. Every even numbered year, in September, the Assembly shall elect its Delegate and officers for a term to commence January 1 following the election.

ARTICLE X

Every AA group in the Southeast Area of New York is entitled to choose a General Service Representative to be sent to the S.E.N.Y. Assemblies for the purpose of representing their group and electing new Committee members. Unless otherwise amended in the by-laws, the Area Committee elections and officer qualifications shall be as outlined in Chapter IV of the AA Service Manual.

ARTICLE XI

A quorum for a Committee meeting shall consist of the following:

A. The meeting Chairperson can only be the currently elected Chairperson, Delegate or Secretary.
B. At least one other elected officer shall be present, and a recording secretary appointed if necessary.
C. At least twelve registered District Committee Members shall be present.
D. A quorum may conduct all the business of the committee and make all financial expenditures.

ARTICLE XII

If for any reason, the organization shall cease to function, all monies, records, and other property held in its name shall become the property of its successor organization, or if none such exists, it shall become the property of the General Service Office of Alcoholics Anonymous.

ARTICLE XIII

The General Service Representatives and District Committee Members of each county shall constitute the county General Service Meeting for their respective counties, and shall elect a County District Committee Member at Large who shall serve as chairperson. The General Service Representatives of primarily Spanish speaking AA groups and District Committee Members elected by them may, as an alternative, constitute the Spanish General Service Meeting and may elect a Spanish District Committee Member at Large who shall serve as Chairman. The county and Spanish general service meetings shall be organized to coordinate matters of interest to participating groups or districts, subject to coordination with the South East New York Area Committee and Assembly on matters affecting SENY or AA as a whole. (amended March 20, 1993)

ARTICLE XIV

The Articles of Association can be amended by a two-thirds vote of the committee.

ARTICLE XV

1) Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under IRC section 501(c)(3) or corresponding provisions of any subsequent federal tax laws.

2) No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

3) No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h), and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

4) In the event of dissolution all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to another organization exempt under IRC section 501 (c)(3), or corresponding provisions of any subsequent federal tax laws, or to the federal government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of New York.

5) In any taxable year, in which the organization is a private foundation as described in IRC section 509 (a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC section 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC section 4941(d), retain any excess business holdings as defined in IRC section 4943(c), (b) make any investments in such manner as to subject the organization to tax under IRC section 4944, or (c) make any taxable expenditures as defined in IRC section 4945(d) or corresponding provisions of any subsequent federal tax laws.

ARTICLE XVI

These articles replace all prior articles of association adopted by the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous since the time of its inception in 1951.

BY-LAWS

(WITH THE EXCEPTION OF ARTICLES XV AND XVI, WHICH ARE NOT PART OF THE BY-LAWS, THE BY-LAWS ARE IDENTICAL TO THE ARTICLES OF ASSOCIATION, USING THE WORDS "BY-LAWS" INSTEAD OF "ARTICLES OF ASSOCIATION", WHEREVER APPROPRIATE. IT IS DESIRABLE UNLESS SPECIFICALLY NOTED OTHERWISE, THAT AMENDMENTS TO THE BY-LAWS SHOULD ALSO AMEND THE ARTICLES OF ASSOCIATION.)

COMMONLY ASKED QUESTIONS

WHAT IS A SERVICE SPONSOR?

A service sponsor is a person who takes on the role of guide to the person new to service, sharing experience, strength and hope in service. It is a long-term relationship, usually initiated at the request of the sponsee. The relationship is one which can provide the experience of a shared journey in carrying the message to the still suffering alcoholic.

At a workshop held at the 1991 General Service Conference, it was noted that although service sponsorship has "been in existence a long time, `very little has been addressed to formalize the work of service sponsorship'".

In selecting a service sponsor the new GSR should try to find someone whose service attitudes, experience and "style" s/he admires. It is always helpful to remember that we have three legacies, and that recovery through the Twelve Steps and unity through the Twelve Traditions are equal sides to the AA triangle. Service in conformity with the Twelve Concepts should always be seen as closely related to recovery and unity. So, one question to ask in selecting a service sponsor is whether you admire the recovery and adherence to the traditions shown by the prospective sponsor.

The same attitudes necessary for a GSR should be present in a prospective service sponsor: courage, thick skin, self-humor, and emotional maturity. A service sponsor should be as kind, non-judgmental and willing to share as a recovery sponsor would be with a newcomer.

WHAT IF MY GROUP ISN'T INTERESTED?

One common experience shared by new GSR's, particularly those from groups which have not had active GSR's in the past, is a lack of interest in general service. All too frequently, the inactive group has come to focus on personal recovery, forgetting AA unity. The first eleven Steps are emphasized, and the Twelfth Step, together with the Traditions, are ignored.

In such a case, the new GSR should recognize that it is a "Higher Power", speaking through an informed group conscience, that is the ultimate authority in AA. Armed with the ever-necessary sense of humor, courage and thick skin, the GSR should attempt to insure that the group conscience is, in fact, informed. In the end, however, we are but trusted servants; we do not govern. Under the Fourth Tradition a group has a right to be wrong.

Information can be conveyed in a number of ways. The GSR can request time for a report at the group's business meeting. Announcements of upcoming events, workshops, etc., can be made in conjunction with the secretary's break at meetings. The GSR can try to develop a report that is interesting, to the point and informative, rather than boring and repetitive. If necessary the report can be a short written summary, distributed at the group's regular meeting.

The important thing is that an attempt be made. Simply by talking about service in our one-on-one conversations, we can stimulate interest and eventually succeed in bringing the group into the mainstream of AA. It may be a slow process; it may provide lessons in patience, tolerance and humility; but it does help us to practice these principles in all of our affairs. And, after all, our own continued sobriety is what service is all about.

WHAT ABOUT THE PEOPLE WHO VOLUNTEER EVERYONE BUT THEMSELVES?

It is not uncommon at business meetings for absentee "Oldtimers" to appear making suggestions for "others" to do the work. The Big Book warns us about that defect. Anyone making a suggestion that something ought to be done stands ready to do it with the help of another volunteer. The GSR needs the courage to point this out to those who believe they are above working for the group. To be a member of a group means to participate in the work of the group as well as the privileges. The concepts remind us that authority can not be separated from responsibility. Older members often need encouragement to set the example of member responsibility. Most of us in service have learned to laugh at our ability to come up with ten reasons why we can't, when we really won't. It takes courage for a GSR to admit these defects. But it also clears the air for the work to get done.

WHO BELONGS TO A GROUP?

"The only requirement for AA membership is a desire to stop drinking", and none of us can pretend to judge the desire in another's heart. Joining an AA group and working for the common welfare of that group usually resolves that problem and many other relationship defects. What about the newcomers being brought or sent to our meetings from drug and alcohol rehab's? A well run informed open discussion beginner's meeting usually resolves those problems.

The most difficult change for many of us was to make a commitment to a group. As active alcoholics we enjoyed being "loners" and isolating. We did not have to answer to others, be vulnerable to the pains of maturity, work on unconditional relationships or change our sick beliefs. In "The AA Group" pamphlet, the question "how do you become a group member?" Covers most of the procedures. The group secretary maintains a confidential list of each member's full name, address, phone number, date of sobriety and 12th step availability. Sponsorship encourages becoming active and vulnerable to recovery through service. Taking five minutes to help clean up after a meeting is as important as the message of the meeting. We do not stay sober alone. We do it the old fashioned way, we work for it. "If I was arrested for being a member of my group, would there be any evidence to convict me?"

WHERE SHOULD GROUP CONTRIBUTIONS BE SENT?

After the group decides how to divide the money in its treasury over and above necessary current expenses and a prudent reserve, funds should be sent to:

1.) **Intergroups** at the address of your local intergroup listed on page 16.

2.) **GSO**
P.O. Box 459
Grand Central Station
New York, NY 10163

3.) **SENY**
G.P.O. Box 1850
New York, NY 10116

4.) **DCM** and **DCM-at-Large** for your district or county (DCM-at-Large telephone numbers are on separate sheet distributed with this pamphlet)

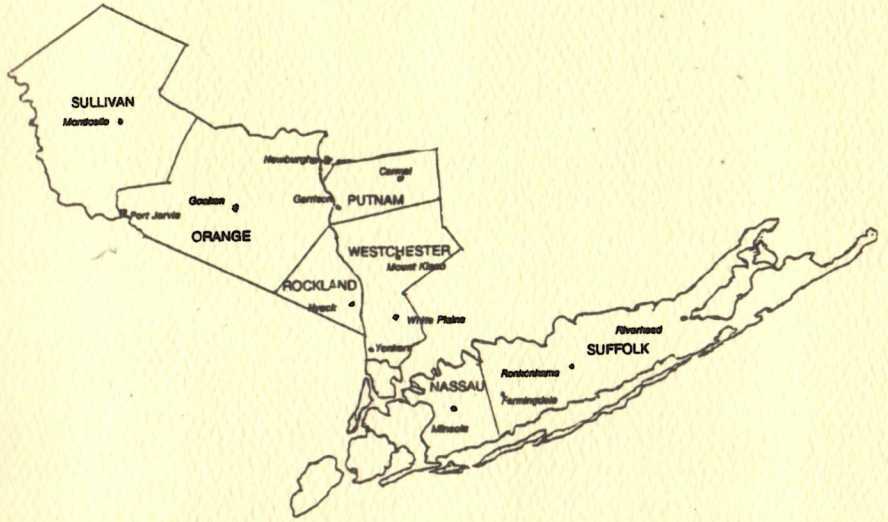
DR. BOB'S FAREWELL TALK

My Good Friends in A.A. and of A.A.,

I get a big thrill out of looking over a vast sea of faces like this with a feeling that possibly some small thing I did a number of years ago played an infinitely small part in making this meeting possible. I also get quite a thrill when I think that we all had the same problem. We all did the same things. We all get the same results in proportion to our zeal and enthusiasm and stick-to-itiveness. If you will pardon an injection of a personal note at this time, let me say that I have been in bed five of the last seven months and my strength hasn't returned as I would like, so my remarks of necessity will be brief.

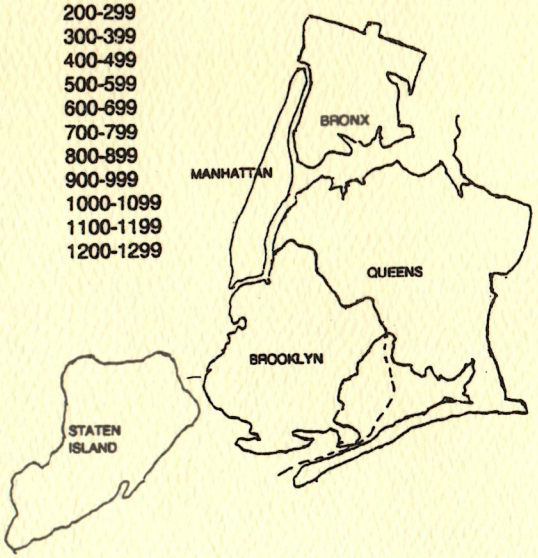
There are two or three things that flashed into my mind on which it would be fitting to lay a little emphasis. One is the simplicity of our program. Let's not louse it up with Freudian complexes and things that are interesting to the scientific mind, but have very little to do with our actual A.A. work. Our twelve steps, when simmered down to the last, resolve themselves into the words "love" and "service." We understand what love is. And we understand what service is. So let's bear those two things in mind. Let us also remember to guard that erring member the tongue. And if we must use it, Let's use it with kindness and consideration and tolerance. And one more thing: none of us would be here today if somebody hadn't taken time to explain things to us, to give us a little pat on the back, to take us to a meeting or two, to do numerous little kind and thoughtful acts in our behalf. So let us never get such a degree of smug complacency that we're not willing to extend, or attempt to extend, to our less fortunate brothers that help which has been so beneficial to us.

Thank you very much,



MAP OF
SOUTHEAST NEW YORK AREA 49

COUNTIES	DISTRICT NOS.
Suffolk	100-199
Nassau	200-299
Queens	300-399
Brooklyn (Kings)	400-499
Staten Island (Richmond)	500-599
Manhattan (New York)	600-699
Bronx/Upper Manhattan	700-799
Westchester	800-899
Putnam	900-999
Rockland	1000-1099
Orange	1100-1199
Sullivan	1200-1299



*PLEASE SEE FOOTNOTE

CHANGES IN SENY G.S.R./D.C.M. HANDBOOK

Item Changed: - **Committee on Service Structure replaced by "Committee on Service Participation"**

Pages Affected: - Index and Page 14, List of SENY Chairperson and Alt. Delegate Job Descriptions (p.18)

Description of Change: -

In late 1993, SENY decided to re-focus the "Committee on Service Structure" and change the name to "Ad Hoc Committee on Service Participation".

The "Ad Hoc Committee on Service Participation" is currently Chaired by the SENY Alt. Delegate (this is an appointed position by the SENY Chairperson).

Membership of the Ad Hoc Committee on Service Participation consists of: The SENY Alt. Delegate, the SENY Area Delegate, SENY Chair, the DCMs-at-Large from the Counties (also known as DCMCs), and the DCM-at-Large from the Spanish Committee.

This Committee is involved with sharing and brainstorming ideas which might improve participation by groups, GSRs, and DCMs in general services. It's focus is largely on how to get and keep new GSRs and DCMs into the SENY service structure. The committee carries no authority.

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Item Changed: - **DCM-at-Large also called DCMC**

Pages Affected: - Throughout the book (exp. Index & p. 13)

Description of Change:

The title for the position of Trusted Servant for the County General Service Committee Chairpersons has now been recognized in the AA Service Manual (Chapter III, Redistricting) as District Committee Member Chairperson (DCMC) and many of our counties are now using this title.

*On June 13, 1996 the SENY Committee voted to have these changes be reflective until we have exhausted the supply of handbooks. In 1997, the Area handbook will be revised.
The handbook does not replace the use of the A.A. Service Manual and Twelve Concepts for World Service which is our Conference approved text.