S.E.N.Y. Service Handbook
and
Articles of Association and By-Laws

South Eastern New York
General Service Area 49
Committee and Assembly of A.A.®

Fifth Revision, August 1999

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

This manual was written to be used with *The A.A. Service Manual/Twelve Concepts for World Service* and the following Conference-approved pamphlets which are highly recommended reading for any new General Services Representative or District Committee Member:

1. *The A.A. Group*
2. *Self-Support: Where Money and Spirituality Mix*
3. *Circles of Love and Service*
4. *G.S.R. May Be the Most Important Job in A.A.*
5. *Your A.A. General Service Office*
6. *The D.C.M.*
7. *Inside A.A.*

South Eastern New York Committee and Assembly of A.A.
August 1999

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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 A.A. membership; we are self-supporting through our own contributions.

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

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.[1]

A Declaration of Unity

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. 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 A.A. always to be there. And for that: I am responsible.

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Spirituality is 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 A.A. 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 A.A.'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 D.C.M.'s, we need better G.S.R.'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 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 Register as a New General Service Representative (G.S.R.)

New G.S.R.'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 (G.S.O.). Use the G.S.O. "New Group Information Record," or the "Group Information Change Form" available by calling (212) 870-3400 or writing P.O. Box 459, Grand Central Station, New York, N.Y. 10163.[2] For existing groups, your group service number may be found by consulting the *Eastern U.S. A.A. Directory*, or by asking the G.S.O., the S.E.N.Y. secretary or your D.C.M. G.S.O. will mail each new G.S.R. a kit for new G.S.R.'s and their groups which will provide additional information. G.S.O. also mails the group's *A.A. Directory* to the G.S.R. It is the Directory which lists the name of the G.S.R. as the group contact for out of town visitors.

Second, the new G.S.R. should sign up with the secretary of South Eastern New York Area 49 (S.E.N.Y.) using the S.E.N.Y. "Change of Information Form." This is also very important because it is the S.E.N.Y. secretary who mails notices to G.S.R.'s of upcoming area assemblies together with minutes from the prior assembly. Since attendance at the Area Assembly is the single most important function of a G.S.R., this notice is fundamental to effective service.

Third, the G.S.R. should register with their county D.C.M.C./D.C.M. at Large[3] or secretary.

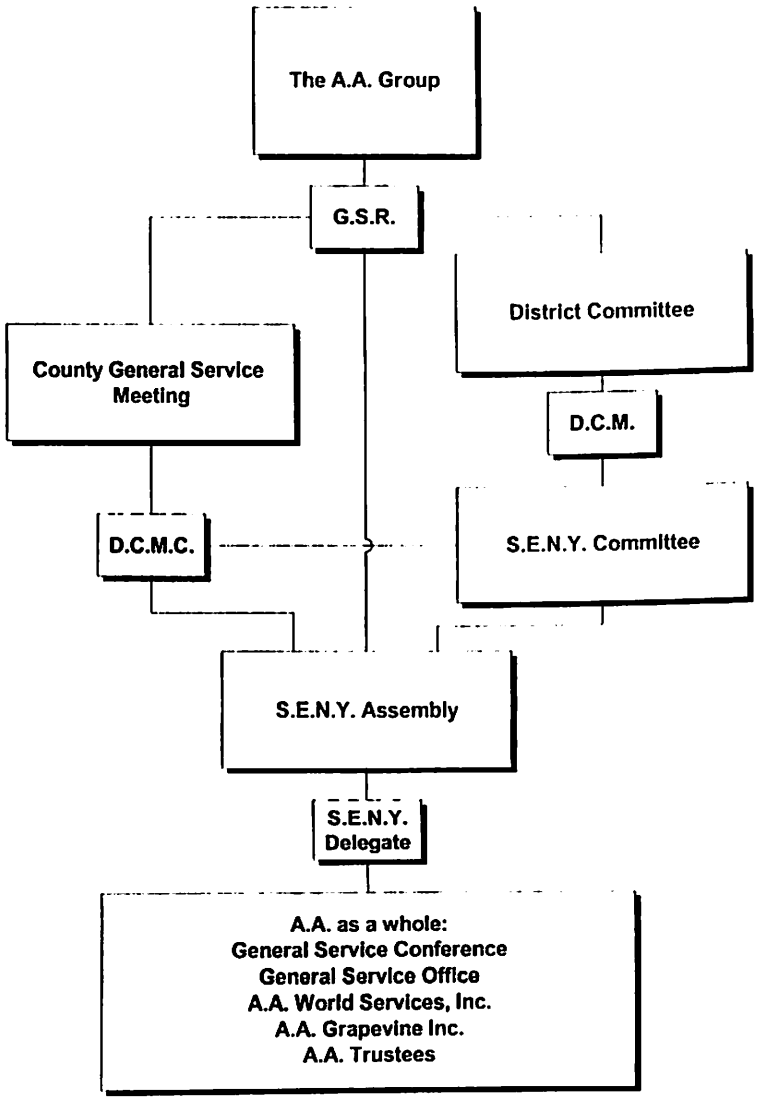
Registration with your local Intergroup, using the form supplied by the Intergroup, is <u>not</u> enough. The records of the G.S.O., S.E.N.Y. and the Intergroups are not interchangeable. Each G.S.R. should notify the above record keepers individually.

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[2] See also, *The A.A. Service Manual*, 1996-1997 Edition, pp. S49-S50.

[3] The title District Committee Member Chairperson (D.C.M.C.) was added by S.E.N.Y. [6/13/96] to be used in addition to District Committee Member at Large to be consistent with a change reflected in *The A.A. Service Manual*, p. S52, and is used hereinafter covering both titles for convenience.

The General Service Structure in S.E.N.Y.



Evolution of a Conference Advisory Action[4]

EVOLUTION OF A CONFERENCE ADVISORY ACTION

1 An idea, suggestion, question, concern or subject comes from A.A. members, G.S.R.'s, D.C.M.'s, Area Committee members, Delegates, Trustees or G.S.O./G.V. staff, and may be shared or discussed at the group, district and Area Assembly and sent to the	**Conference Coordinator G.S.O.**
2 The idea is reviewed by the G.S.O./G.V. Staff and forwarded to	**Appropriate Trustees' Committee**
3 which then may refer the matter to the . .	**Appropriate Conference Committee**
4 which meets during the General Service Conference week and makes **recommendations** that are presented in the Committee Report to the	**General Service Conference**
5 If a Conference Committee recommendation is approved, after full floor discussion, it becomes a **Conference Advisory Action**, which becomes binding when approved by the	**General Service Board**

"Were it not for Committees it is doubtful that any Conference could get over a fraction of the ground it now covers. As the Conference has grown in size and influence the Committees' importance has grown even more . . . ."
—from *The A.A. Service Manual.*

[4] from, *Preserving Our Fellowship—Our Challenge: The Forty-Sixth Annual Meeting of the General Service Conference of Alcoholics Anonymous*, 1996, Final Report, p. 9.

What is the Role of the Group in A.A.'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 A.A. 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 A.A., 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 G.S.R.

Without a group, there is no group conscience, and without the G.S.R. there is no link to the rest of A.A. 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 a 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 A.A. as the result of a group conscience ought not be rejected or taken lightly. A.A. experience has taught us that the minority opinion is often our greatest teacher and should have the

right to be heard and the right of appeal and reconsideration.[5] 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 A.A. 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 A.A. 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 G.S.R. in A.A.'s Service Structure?

The G.S.R. is the link between an informed group conscience and A.A. as a whole. The non-existent or inactive G.S.R. 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 G.S.R. ensures the liaison between the group and the

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[5] See, "Concept V," in *Twelve Concepts for World Service*, p.22.

worldwide fellowship starting with group discussions that share the group's experience of carrying the message at the district and area levels.

The G.S.R.'s in a sense are the 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 G.S.R. to the group in matters of service and unity. Because the G.S.R.'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 A.A.. How well G.S.R.'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 G.S.R. 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 G.S.R. needs to develop courage, emotional maturity and thick skin to carry the message of service. Experience and A.A. history provide this confidence.

A sense of self-humor is 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:

- G.S.R.'s must know they are available before accepting the office for a two-year term which usually starts the first of January;
- In the absence of an active D.C.M., they contact other G.S.R.'s in their district and activate the district committee as outlined in *The A.A. Service Manual*;
- They are 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 G.S.R. is a messenger, an agent for A.A., and a communicator.

The G.S.R.'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 459* and other service news;
- Encourages contributions to all service areas;
- Returns a group registration card to G.S.O. on time;
- Knows simple A.A. history;
- Distributes *The Link* to the group;
- Is available to serve, cooperate and share with other group officers on sponsorship, literature, institutions, and the G.S.O.;
- Sits in as a regular member of the group steering committee;
- Arranges for a periodic group inventory (see p. 34);
- Arranges for regular traditions meetings at least annually;
- Keeps informed of group affairs affecting other groups or A.A..

Relationship of the G.S.R. to the District and the County

- Helps to activate and attends all district and county meetings;
- Keeps the group G.S.R. handbook with all minutes of district, county and area meetings up to date for successors and group reference;
- Reports to the district on the group conscience;
- Shares with other G.S.R.'s;
- Is available to serve in such district and county activities as required;
- Assists in maintaining the group history and records.

Relationship of the G.S.R. to the Area and Suggested Training

- Attends orientation sessions, and county and area workshops;
- Attends and participates in area assemblies;
- Studies the *Traditions*, *The A.A. Service Manual* and other service literature;
- Becomes an active, knowledgeable and effective G.S.R.;

- Shares and familiarizes the alternate G.S.R. with all G.S.R. duties and resources, including the *G.S.R./D.C.M. Handbook*, *The A.A. Service Manual*, etc.;
- Obtains the services of an alternate G.S.R.—at least during the second year of the term.



The District Committee Member (D.C.M.)

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

Relationship of the D.C.M. to the Group and District Duties

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

Relationship of the D.C.M. to the Area Assembly and the County; D.C.M. Responsibilities

The D.C.M.:

- Attends and participates in all area assembly meetings;
- Prepares a brief, written report for the district or county newsletter and obtains copies of *The Link* at committee meetings for distribution to groups in the district;
- Prepares an annual update of group information for the district at the request of the S.E.N.Y. secretary and county officers;
- Through district meetings, is knowledgeable of district affairs and develops an understanding of the district group conscience;
- Brings to the Assembly those district problems, solutions and activities which may help others;
- Continues the same training as is suggested for the G.S.R. being an example of service sponsorship and responsibility.

What is the D.C.M.C./D.C.M. at Large?[6]

In S.E.N.Y., 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, the 12 counties in S.E.N.Y. have their own county General Service meetings and officers. Each county is primarily responsible for redistricting consistent with general guidelines suggested by the Area Assembly and *The A.A. Service Manual*. Although each county organization is structured differently with committees paralleling some or all of the S.E.N.Y. committees discussed below, the D.C.M.C.'s:

1. Are voting members of the S.E.N.Y. Committee;
2. Are members of the S.E.N.Y. *ad hoc* Committee on Service Participation;
3. Participate in Share-a-Days and spiritual breakfasts;
4. Chair all county meetings;
5. Prepare all agendas for the county meetings and send then to the county secretary for distribution along with his/her minutes;
6. Make themselves available to county D.C.M.'s and G.S.R.'s;
7. Submit monthly articles to *The Link* editor and county newsletter;
8. Communicate with the county treasurer concerning the condition of the 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 the County Meeting; see that county chairs coordinate activities with the S.E.N.Y. chairs;
10. Are available to do group inventories, settle traditions questions, and discuss tradition breaks;
11. Keep the county aware of area, national, and international A.A. information and functions;
12. Help new groups register with General Service, S.E.N.Y., and the county and to update group information G.S.R. records, etc.

A 1993 amendment to the S.E.N.Y. Articles of Association and By-Laws recognized the Spanish General Service Meeting

[6] See also, footnotes 3, p. 7, and 11, p. 43.

and the Spanish D.C.M.C. 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 G.S.R./D.C.M./D.C.M.C.

The Alternate G.S.R./D.C.M./D.C.M.C. assists and becomes familiar with the work of the G.S.R./D.C.M./D.C.M.C., especially in the second year of the principal's term. The Alternate normally replaces the principal at the end of their term with the approval of the group, district or county respectively. If for any reason the Alternate 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 and ask for a temporary service sponsor. It is suggested the G.S.R./D.C.M./D.C.M.C. and their alternates have good length of sobriety (a minimum of two years is suggested); developed a practice of emotional sobriety as 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 D.C.M.C. sits in for the county D.C.M.C. where he or she is unavailable, sometimes chairs committees and performs any other functions delegated by the county General Service Meeting.

Ad Hoc Committee on Finance

The *Ad Hoc* Committee on Finance [created 11/16/96] assists the Area Chair and Treasurer in planning, budgeting, documentation and record keeping and in promoting the ideals of the *Seventh Tradition* throughout S.E.N.Y.

At the joint request of the Area Chair and Treasurer, the committee:

1. Prepares and/or updates written protocols outlining record keeping and documentation procedures that will best serve the area;

2. Assists in the preparation and presentation of tax returns and other governmental filings and in the documentation necessary to support such returns and filings;
3. Assists in budgetary planning, revision and the presentation of budget requests to the Area Committee;
4. Investigates available and developing computer programs and/or equipment for the purpose of securing the computer capacity most effective for Area financial needs.

The committee informs the Area Chair and Treasurer of changes in accepted accounting procedures or laws relating to organizational finances which may require changes in Area procedures or filings. At the request of any County, District, group or other service entity, the committee also provides speakers on the *Seventh Tradition* and prepares workshops on the subject at the request of the Area Chair.

The committee has four members appointed by the Area Chair who serve four year terms—except for three of the initial members who will serve shorter terms as noted below. Initial appointments are made as follows: In December 1996, the then current Area Chair appoints two members whose terms expire at the ends of December 1997 and 1998 respectively. In January 1997, the then current Area Chair appoints two members whose terms expire at the ends of December 1999 and 2000 respectively. Vacancies on the committee are filled thereafter by appointment by the Area Chair.

Committee members should have appropriate experience. No member may be reappointed to the committee nor concurrently serve as an Area officer or Standing Committee Chair.

Ad Hoc Committee on Service Participation

The *Ad Hoc* Committee on Service Participation was formed in late 1993 to replace the *ad hoc* Committee on Service Structure. It is involved with the development of ideas which might help increase and maintain participation by groups, G.S.R.'s, D.C.M.'s and D.C.M.C.'s in the S.E.N.Y. service structure. The committee has no formal authority, is not a decision making body, but is advisory to the Area Committee and Assembly in function. It provides an opportunity to share valuable experience, ask questions and spark new ideas.

Committee membership includes the Delegate, the S.E.N.Y. Chair, the Alternate Delegate and the county and Spanish District D.C.M.C.'s. The committee chair is appointed by the S.E.N.Y. Chair.

Ad Hoc Committee on the Internet

Beginning in April 1999, an *Ad Hoc* Committee on the Internet of five to seven members—some experienced with computers and the Internet and some not—is appointed by the Area Chair for an indefinite term to consider the potential impact of the Internet on A.A., and its possible use by the Area as a service tool. [4/6/99]

Who Pays the Expenses of the G.S.R./D.C.M.?

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 G.S.R.'s.

"My group chose to be self-supporting of its G.S.R. 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 G.S.R. 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 G.S.R. activities and group G.S.R. [kit from G.S.O.] to pass on to the next G.S.R. at rotation time. My service sponsor explained that the service literature I received as G.S.R. belonged to the job and was not the personal property of the G.S.R."

Who Owns the Money in the Basket? How is it Used for Self-support?

A.A. 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 A.A. related services. The money in the group treasury should be used for carrying the A.A. 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 30 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. A.A. experience seems to indicate that two or more members should know where and how the money is disbursed. Use of a check to transfer funds 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 G.S.R. has the obligation to share A.A. 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, *Self-Support: Where Money and Spirituality Mix*, is available from the General Service Office. It outlines various methods that groups have used to help support the services of intergroups, the G.S.O., areas and districts. One such plan is the 50-30-10-10 plan suggesting that 50% of a group's surplus after immediate expenses and maintenance of a prudent reserve be contributed to intergroups, 30% be distributed to the G.S.O., 10% to the area (S.E.N.Y.) and 10% to the district and/or county. Other possible ways are also outlined. See pages 22-3 and 33-4 in this handbook for additional information on contributions and for relevant addresses.



Relationship Between S.E.N.Y. and the Intergroups

In S.E.N.Y., groups have created a number of intergroups or central offices. They are as follows:

Brooklyn Intergroup
1425 Kings Highway
Brooklyn, N.Y. 11229
(718) 339-4777

Intergrupo Hispana de Queens
P.O. Box 680246
Corona, N.Y. 11368
(718) 261-4069

Nassau Intergroup
361 Hempstead Turnpike
West Hempstead, N.Y. 11552
(516) 292-3045

New York Intergroup
307 Seventh Avenue, Room 201
New York, N.Y. 10001-6007
(212) 647-1680, (718) 515-8481, (914) 949-1200

Oficina Central Hispana
(137 Henry Street)
P.O. Box 345
Old Chelsea Station
New York, N.Y. 10011
(212) 964-2560

Oficina Central Hispana, Nassau y Suffolk
22 Pine Street
Freeport, N.Y. 11520
(516) 223-9590

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

Queens Intergroup
106-03 Metropolitan Avenue
Forest Hills, N.Y. 11375
(718) 520-5021

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

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

Sullivan Intergroup
P.O. Box 283
Liberty, N.Y. 12754
(914) 295-1010

The intergroups are the front-line of A.A. 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 also carry out public information functions providing speakers on request for schools and other non-alcoholic groups seeking information about A.A.. In many counties, intergroups also bring meetings to hospitals, rehabilitation and detoxification centers and prisons. In some counties this is arranged through the New York Intergroup Institutions Committee (N.Y.I.I.C.); 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 S.E.N.Y. committees, is responsible for carrying on these important tasks. For further information, a G.S.R. may consult the S.E.N.Y. Intergroup Liaison.

Job Descriptions:
The S.E.N.Y. 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 A.A. members in the districts;
3. Attends area, state and regional service meetings;
4. Attends conventions and get-togethers the state and the region hold;
5. Helps the committees obtain the financial support that the area and G.S.O. needs;
6. Reminds G.S.R.'s to tell the groups and individuals about the *A.A. Grapevine* and Conference-approved books and pamphlets;
7. Cooperates with the G.S.O. in obtaining information;
8. Reminds everyone that the G.S.O. is an information center on A.A. 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 the G.S.O.;
16. Shows any of the A.A. filmstrips or videos upon request of any group, county, or district meeting;
17. Signs contracts on behalf of the area.

S.E.N.Y. Chairperson

1. Presides at Committee and Assembly meetings;
2. Prepares, in consultation with the Agenda Chair, the 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 the mandate of each Committee;
4. Prepares the budget in consultation with the Treasurer, other officers and standing committee chairs and monitors adherence to budget in consultation with the Treasurer;
5. Receives complaints and discusses problems that arise with standing committees and attempts to help in the 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 the Delegate and Alternate Delegate.
7. Participates in and attends area functions, Regional Forums, S.E.N.Y. 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 the Treasurer;
13. Undertakes activities authorized on a non-recurring basis by the Committee, for example, obtaining a bus for the Northeast Regional Forum;
14. Appoints standing committee chairs with the consent of the S.E.N.Y. Committee; appoints the Recording Secretary and provides for cooperation with the Secretary;
15. Revises and edits the *G.S.R./D.C.M. Handbook* in consultation with the *ad hoc* Committee on Service Participation and subject to approval of the Committee;
16. Appoints the members of the *ad hoc* Committee on Finance;
17. Appoints the chair for the *Ad Hoc* Committee on Service Participation;

18. Designates a person to pick up and distribute the mail from the area's P.O. box.

Alternate Delegate

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

Secretary

1. Updates group data on the area computer system;
2. Coordinates routine group record changes with G.S.O.;
3. Coordinates the annual "one-sheet-per-group" project with G.S.O. and the G.S.R.'s;
4. Coordinates telephone answering machine messages and provides directions to area assemblies on the machine;
5. Gets necessary supplies and equipment for the S.E.N.Y. mailings;
6. Coordinates sign in sheets at the Committee meetings and the S.E.N.Y. Assemblies.

Treasurer

1. Coordinates the S.E.N.Y. bank account; obtains and sees to the completion of the bank signature cards by the Delegate, Chairperson and Treasurer;
2. Receives and accounts for all group contributions;

3. Dispenses funds in accordance with the annual budget established by the Area Committee;
4. Maintains full financial records on all transactions and reports to the S.E.N.Y. Assembly and Committee.
5. Assists the Chairperson with preparation and review of the area tax return;
6. Uses the *Ad Hoc* Committee on Finance as needed to help ensure prudent fiscal planning and documentation.

Recording Secretary

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

Agenda Chair

1. Prepares, in consultation with the Chairperson, the agenda for Committee and Assembly meetings and workshops;
2. Coordinates S.E.N.Y. activity dates;
3. Works with *The Link* Editor to prepare the monthly calendar of events.

Archives

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

S.E.N.Y. Convention

1. Chairs all the Convention Planning Committee's meetings;
2. Reports to the S.E.N.Y. Committee and Assembly on the progress of the Convention Committee;

3. Responsible for the coordination of each convention subcommittee chair's activity;
4. Is liaison with the convention hotel.

Cooperation with the Professional Community (C.P.C.)

1. Arranges for and provides staffing and literature for exhibits at professional meetings in the 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 the county C.P.C. Chairs;
5. Follows up on requests for information and convention information from the G.S.O. and N.Y. Intergroup;
6. Cooperates with area intergroups;
7. Is familiar with the *C.P.C. Workbook*.

Correctional Facilities Committee

1. Coordinates correctional information with the G.S.O.;
2. Keeps the prisoner correspondence list up to date and coordinates the Bridging the Gap program;
3. Chairs the Correctional Facilities Committee meetings;
4. Works closely with county Correctional Facilities chairs;
5. Is familiar with the *Correctional Facilities Workbook*.

Grapevine

1. Coordinates *Grapevine* exhibits;
2. Sells *Grapevine* literature;
3. Attends Share-a-Days, spiritual breakfasts, area conventions, and assemblies with the *Grapevine* exhibit;
4. Sets up county *Grapevine* committees.

Historian

The role of an area historian remains to be developed and implemented.

Intergroup Liaison

1. Responsible for keeping communication lines open between South Eastern New York and the area intergroups;
2. Chairs the intergroups and answering services quarterly meeting;
3. Liaison between the Intergroups and the S.E.N.Y. standing chairs for C.P.C., Corrections, Treatment, Special Needs and P.I.

***The Link* Editor**

1. Edits the Area newsletter;
2. Sees that the newsletter is published ten times yearly;
3. Maintains an area calendar in *The Link*.

Literature

1. Buys Conference approved literature for the S.E.N.Y. area;
2. Brings the literature display to all S.E.N.Y. 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 S.E.N.Y. area.

Office Manager

1. Coordinates use of the S.E.N.Y. office;
2. Purchases and maintains office supplies and equipment;
3. Maintains office security;
4. Coordinates use of the area A.A. films and monitors;
5. Sets up the sound system for area assemblies.

Public Information (P.I.)

1. Is familiar with the *P.I. Workbook*;
2. Chairs the area P.I. Committee meeting;
3. Works with county and district P.I. chairs;
4. Gives timely reports on P.I. activities;
5. Maintains a display for area P.I. functions;
6. Maintains a list of P.I. volunteers;
7. Coordinates P.I. activities with the G.S.O.
8. Coordinates area P.I. workshops and community P.I. meetings once or twice a year;
9. Works with counties and districts on media public service announcements (P.S.A.'s).

Special Needs

1. Helps develop and reports on suggestions from the Special Needs Committee with respect to better to ways to carry the A.A. message to alcoholics with special needs;
2. Chairs the Special Needs Committee meeting;
3. Works with county Special Needs Committee Chairs;
4. Develops and maintains an area work book;
5. Works with county Special Needs Chairs to develop and maintain lists of home-bound members who would like phone calls;
6. Coordinates a periodic area Special Needs workshop.

Treatment Facilities

1. Bridges the gap between treatment and A.A. 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 A.A. when invited to speak to treatment facilities staffs;
5. Is familiar with the *Treatment Facilities Workbook*.

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 spans. 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!'"[7]

In selecting a service sponsor the new G.S.R. 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 A.A. 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 G.S.R. 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.

S.E.N.Y. and some counties/districts have lists of temporary service sponsors for anyone interested. Ask the area Chair or any other area officer or your D.C.M.C./D.C.M. if you need one.

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[7] from, *Sponsorship—Gratitude in Action: The Forty-First Annual Meeting of the General Service Conference of Alcoholics Anonymous*, 1991, Final Report, p. 9.

What if my group isn't interested?

One common experience shared by new G.S.R.'s, particularly those from groups which have not had active G.S.R.'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 A.A. unity. The first eleven steps are emphasized, and the "Twelfth Step," together with the *Traditions*, are ignored.

In such a case, the new G.S.R. should recognize that it is a Higher Power, speaking through an informed group conscience, that is the ultimate authority in A.A. Armed with the ever-necessary sense of humor, courage and thick akin, the G.S.R. 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 G.S.R. 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 G.S.R. 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 A.A.. 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 G.S.R. 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 G.S.R. to point out these defects. But it also clears the air for the work to get done.

Who belongs to a group?

"The only requirement for A.A. membership is a desire to stop drinking," and none of us can pretend to judge the desire in another's heart. Joining an A.A. 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 rehabilitation centers? A well run, informed 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 A.A. 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 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.

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, excess funds may be sent to:

1. Your Intergroup at the address listed on pages 22-3.

2. G.S.O.
P.O. Box 459, Grand Central Station,
New York, N.Y. 10163
3. S.E.N.Y.
G.P.O. Box 1850, New York, N.Y. 10116
4. Your district General Service Committee through your D.C.M.:

_____

_____

5. Your county General Service Committee through your D.C.M.C.:

_____

_____

The S.E.N.Y. Secretary can help you get in touch with your district or county officers.

How can I arrange for a group inventory?

"Many groups periodically hold a 'group inventory meeting' to evaluate how well they are fulfilling their primary purpose: to help alcoholics recover through A.A.'s suggested Twelve Steps of recovery."[8]

Most district, county, intergroup and area officers are available to assist G.S.R.'s and their groups in doing an inventory.

What are *The Twelve Concepts*?

The Twelve Concepts for World Service (found combined with *The A.A. Service Manual*) are guiding principles written by Bill W. in support of our Third Legacy of Service. Some are highly spiritual and have practical application in our groups while others guide the relationship between our Trustees, the Conference, the G.S.O. and the A.A.W.S., Inc. and A.A. Grapevine Boards. The "Twelfth Concept" is known as the "A.A. Bill of Rights."

A study of *The Twelve Concepts* is suggested for a better understanding of A.A. and its service structures.

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[8] *The A.A. Group*, "Group inventory," pp. 35-6.

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 A.A. groups within its geographical area and to function as a constituent part of the A.A. 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 *A.A. Service Manual*, the A.A. *Twelve Concepts for World Service*, the *Twelve Steps and Twelve Traditions* of Alcoholics Anonymous, and the *General Warranties of the 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.[9]

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 Member Chairpersons [amended 3/19/97] and the Spanish District Committee Member Chairperson [amended 3/20/93]
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].

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[9] from, *Twelve Concepts for World Service*, p. 2.

The members of the Assembly shall consist of the above Committee members and the General Service Representatives elected by the A.A. 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 A.A. 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 (*The 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 A.A. 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 D.C.M. shall serve as a link between the Area Committee and the General Service Representatives. If a D.C.M.

is not active in the Committee and fails to attend three or more Committee meetings in succession, the G.S.R.'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 A.A. group to serve for a term of two years. The G.S.R.'s duties are to serve as a link between the group and A.A. as a whole. The G.S.R. represents the group conscience, reporting the group's wishes to the Committee members and to the Delegate, who passes them on to the A.A. General Service Conference. The G.S.R.'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 A.A. 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 A.A. 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, Alternate 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 Chairperson [amended 3/19/97] who shall serve as chairperson. The General Service Representatives of primarily Spanish speaking A.A. 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 Chairperson [amended 3/19/97] who shall serve as Chairperson. 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 S.E.N.Y. or A.A. as a whole [amended 3/20/93].

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 (I.R.C.) of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under I.R.C. section 50l(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 I.R.C. 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 I.R.C. 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 I.R.C. section 4942, and the organization shall not a) engage in any act of self-dealing as defined in I.R.C. section 4941(d), retain any excess business holdings as defined in I.R.C. section 4943(c), b) make any investments in such manner as to subject the organization to tax under I.R.C. section 4944, or c) make any taxable expenditures as defined in I.R.C. 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.

Dr. Bob's Farewell Talk[10]

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-itive-ness. If you will pardon an injection of a personal note at this tine, 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 simplic-ity 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 under-stand what service is. So let's bear those two things in mind.

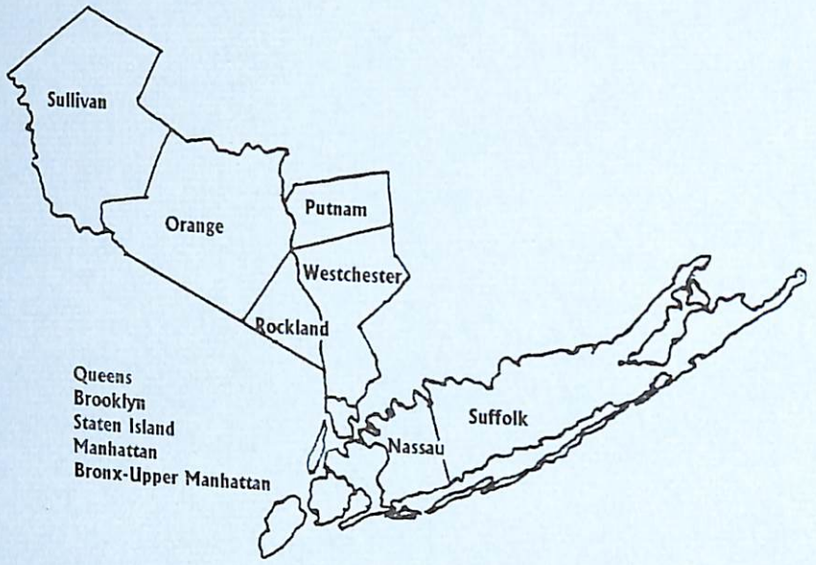
Let us also remember to guard that erring member the tongue, and if we must use it, let's use it with kindness and consid-eration and tolerance.

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 numer-ous 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.

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[10] from, *Dr. Bob and the Good Oldtimers*, pp. 337-8.

Map of South Eastern 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
Spanish Districts[11]	

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[11] The Spanish Districts represent a non-geographically bound collection of Spanish-speaking A.A. groups throughout S.E.N.Y. with their own D.C.M.C. The district number in each county ends in "14." For example, the Spanish District in Queens County is District 314, in Brooklyn, District 414.