

# Service Handbook and Articles of Association and By-Laws

South Eastern New York  
Area Committee and Assembly  
of Alcoholics Anonymous (Area 49)

Ninth Revision, January 2009

Opinions expressed here are strictly those of the authors of this handbook and reflect the consensus of their experience as members of the South Eastern New York Area Committee and Assembly of AA (SENY), Area 49. The publication of these ideas does not imply endorsement or approval by either AA's service boards or the General Service Conference, and are not to be attributed to our fellowship as a whole.

This handbook was written to be used with *The AA Service Manual/Twelve Concepts for World Service, 2008-2009 Edition*. The following are highly recommended [Conference-approved](#) pamphlets as reading for any member new to service or assuming a new service role beyond the home group:

*The AA Group* (P-16)  
*Self-Support: Where Money and Spirituality Mix* (F-3)  
*Circles of Love and Service* (P-45)  
*GSR May Be the Most Important Job in AA* (P-19)  
*Questions and Answers on Sponsorship* (P-15)  
*The DCM* (F-12)  
*Inside AA* (P-18)  
*The Twelve Concepts Illustrated* (P-8)  
*Your AA General Service Office* (F-6)

South Eastern New York Area Committee and Assembly of AA, January 2009

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Editor's note— The material in this handbook has been pulled together relying on a variety of sources and multiple writers and editors over a period of now many years. In doing so we have attempted to fairly and accurately reflect attribution, and, more importantly, to respect the spirit and context of the work at hand. To the extent what we have here may be useful in supporting any AA's service activities, please feel free to use it in the spirit of "passing it on."

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

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

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety. <sup>1</sup>

**A Declaration of Unity**

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. <sup>2</sup>

**“I am responsible . . .” Declaration**

When anyone, anywhere, reaches out for help, I want the hand of AA always to be there. And for that: I am responsible. <sup>3</sup>

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<sup>2</sup> From, the 35<sup>th</sup> Anniversary International Convention, Miami Beach, Florida, 1970.

<sup>3</sup> From, the 30<sup>th</sup> Anniversary International Convention, Toronto, Canada, 1965.

## Spirituality in Action <sup>4</sup>

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 DCMs, we need better GSRs. 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 past General Service Trustee, Canada

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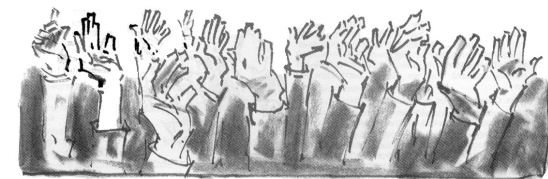
<sup>4</sup> From, the General Service Conference Final Report, 1973.

## Why Do We Need a General Service Conference? <sup>5</sup>

*The late Bernard B. Smith, nonalcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting: "We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in AA that rebirth that brought us back to life.*

"We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade AA. We need it to ensure AA against government, while insulating it against anarchy; we need it to protect AA against disintegration while preventing overintegration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services.

"We need it to ensure that changes within AA come only as a response to the needs and the wants of all AA, and not of any few. We need it to ensure that the doors of the halls of AA never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is."



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<sup>5</sup> From, *The AA Service Manual*, p. S20.

## Section 1– Getting Started

### First Steps

Some members new to service beyond their home group may find General Service confusing or overwhelming while remaining unsure of the real value of participation. It seems as if there is a whole new language and organization to learn. What happened to “keep it simple”? Yet such service beyond the home group is vital to the spiritual and practical well-being and functioning of AA as a whole as well as for each home group, as you will learn.

The best advice for getting started is to ask questions as they occur. Look to fellow trusted servants for answers, particularly elected officers in your district, county and the area. A service sponsor, another member with a bit more experience at this, will be helpful. (See, “[What is a service sponsor?](#)”, page 53.) Also, while this handbook has a lot of information and suggested related readings, members new to the role of General Service Representative ([GSR](#)) or District Committee Member ([DCM](#)) need not think they must master it all right away. Look the handbook over, get a feel for things, then begin to ask those questions as you experience your new responsibilities. We also believe you will find your participation as vital and valuable to you personally as it will be to your group and the rest of AA.

### How to Register a New Group or As a New GSR or DCM

New GSRs are encouraged to register themselves and their group with several different service group record-keepers in order to receive all entitled mailings and notices. These include the General Service Office ([GSO](#)), your General Service area (SENY, Area 49), your home county and district, and your local intergroup if there is one.

To register with or to change information with the GSO, use the GSO “New Group Form” or the “Group Information Change Form”<sup>6</sup> available at:

GSO Records Department  
PO Box 459, Grand Central Station, New York, NY 10163  
Tel.: (212) 870-3400  
<http://www.aa.org>  
<Path: Services for Members; AA New Group Form, or, AA Change of Group Information>

Registration and changes of group information are also accepted by phone. For existing groups, your group service number may be found by consulting the *Eastern United States AA Directory*, or by asking the GSO or the SENY registrar. (See also, “[What is a group service number?](#),” page 53.) Registered GSRs will receive a packet of information including *The AA Service Manual/Twelve Concepts for World Service*, and subsequent informative mailings including [Box 4-5-9](#), GSO’s bimonthly newsletter.

Second, new GSRs are encouraged to sign up with the SENY registrar using the “SENY Service Update Form” available from the area registrar at:

PO Box 571, New York, NY 10116-0571  
Tel.: (718) 665-1253  
<http://www.aaseny.org>  
<Path: Members; Group Forms; Registration>

Here too registration and changes of group information are also accepted by phone. Registration with SENY will assure you receive area notices and other mailings including meeting minutes and information on upcoming assemblies. Since attendance at the area assembly is an important GSR responsibility, these notices are fundamental to effective service.

Third, GSRs are also encouraged to register with the home county and district. (More on county and district structure later.) SENY’s registrar will help put you in touch with your county officers who in turn can put you in touch with your district. (See

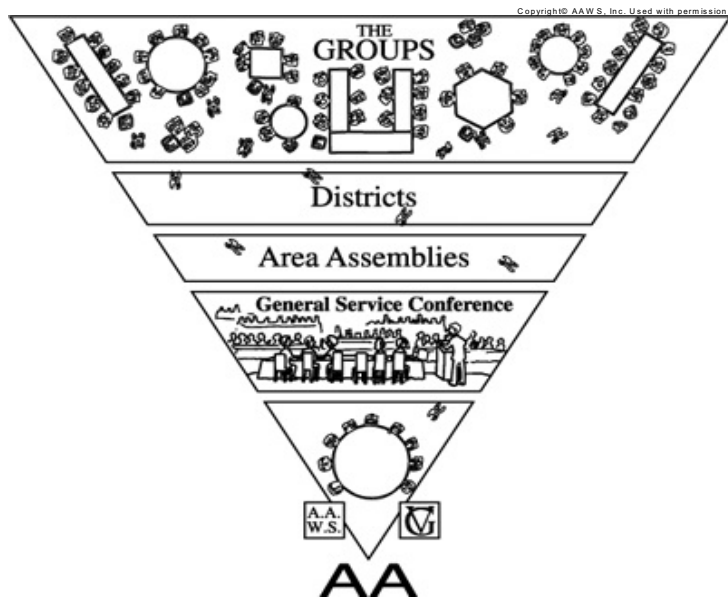
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<sup>6</sup> See also, *The AA Service Manual*, pp. S29-30.

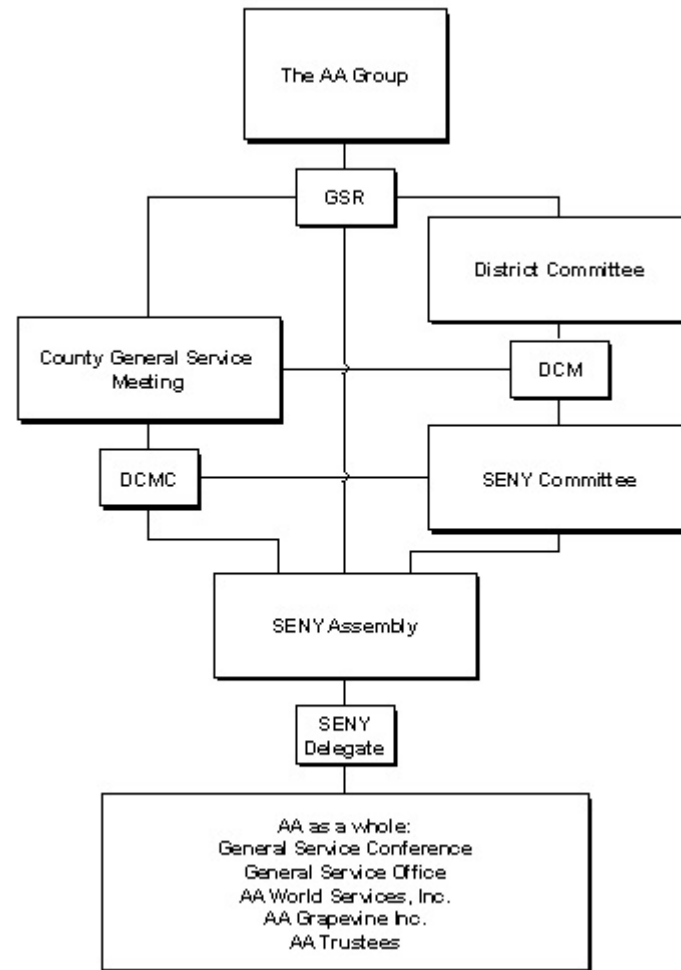
also, "[Contacting Your County Committee and Its DCMC](#)," page 21.)

Finally, registration with your local intergroup is encouraged. (See, "Other Service: [Intergroup](#)," pages 41-42 for intergroup contact information.)

Registration with any one of the above does not assure registration with any of the others since the records of the GSO, SENY, the counties and districts, and the intergroups are not generally shared. Please notify the above record-keepers individually.



## The General Service Structure in SENY



## Evolution of a Conference Advisory Action <sup>7</sup>

<b>EVOLUTION OF A CONFERENCE ADVISORY ACTION</b>	
<p><b>1</b> An idea, suggestion, question, concern or subject comes from AA members, GSRs, DCMs, Area Committee members, Delegates, Trustees or GSO/GV staff, and may be shared or discussed at the group, district and Area Assembly and sent to the .....</p>	<p><b>Conference Coordinator GSO</b></p>
<p><b>2</b> The idea is reviewed by the GSO/GV Staff and forwarded to .....</p>	<p><b>Appropriate Trustees' Committee</b></p>
<p><b>3</b> which then may refer the matter to the ...</p>	<p><b>Appropriate Conference Committee</b></p>
<p><b>4</b> which meets during the General Service Conference week and makes <b>recommendations</b> that are presented in the Committee Report to the .....</p>	<p><b>General Service Conference</b></p>
<p><b>5</b> If a Conference Committee recommendation is approved, after full floor discussion, it becomes a <b>Conference Advisory Action</b>, which becomes binding when approved by the .....</p> <p>"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 <i>The AA Service Manual</i>.</p>	<p><b>General Service Board</b></p>

<sup>7</sup> From, *Preserving Our Fellowship—Our Challenge: The Forty-Sixth Annual Meeting of the General Service Conference of Alcoholics Anonymous*, 1996, Final Report, p. 9.

## Section 2– From Home Group to District to County

### 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* and the *Questions and Answers on Sponsorship* pamphlets 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 participation 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? <sup>8</sup>

The group conscience is a majority of well-informed members with 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.

<sup>8</sup> See, "Concept I," in *The AA Service Manual/Twelve Concepts for World Service*, pp. 6-9 as the source for much of this text.

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 the result of a group conscience ought not be rejected or taken lightly. AA 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.<sup>9</sup> 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. (See also the pamphlet, *The AA Group*, pages 26-27.)

## What Is the Role of the GSR in AA's Service Structure?

The active GSR is the link between an informed group conscience and AA as a whole. The inactive GSR or the lack of any GSR at all hinders the group's ability for self-examination and reflection. Experience seems to indicate that the good intentions of a group may sometimes be the enemy of what is the best for the fellowship, as expressed in the Traditions and Concepts. To help avoid that, the active GSR supports the connection between the group and the worldwide fellowship, for instance by initiating group discussions that may bring to light the group's experience in carrying the message at the district and area levels.

The GSRs 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 GSR to the group in matters of service and unity. Because the GSRs 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 GSRs 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 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 a preliminary matter:

- GSRs must know they are available before accepting the office for the two-year term;
- In the absence of an active DCM, they contact other GSRs in their district and the county District Committee Member Chair

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<sup>9</sup> See, “Concept V,” in *The AA Service Manual/Twelve Concepts for World Service*, p. 22.



([DCMC](#)) to help activate the district (see also, "[Getting an inactive district up and running](#)," page 18);

- 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 GSR is a messenger, an agent for AA, and a 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;
- Keeps the group's registration with the GSO, SENY, and the other service elements current (see, "[How to Register](#)," page 7);
- Knows basic AA history;
- Distributes [The Link](#) to the group;
- Is available to serve, cooperate and share with other group officers on sponsorship, literature, institutions, and the GSO;
- Sits in as a regular member of the group's business meeting;
- Arranges for regular traditions meetings;
- Arranges for a periodic group inventory (see, "[How can I arrange for a group inventory?](#)", page 56);
- Keeps informed of group affairs affecting other groups or AA.

## Relationship of the GSR to the District and the County

- Attends all district and county meetings;
- Helps to restart an inactive district (see, "[Getting an inactive district up and running](#)," page 18);
- Keeps the group GSR 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 GSRs;
- Is available to serve in such district and county activities as required;
- Assists in maintaining the group history and records.

## Relationship of the GSR to the Area and Suggested Training

- Attends orientation sessions, and county and area workshops;
- Attends and participates in area assemblies;
- Studies the Traditions, *The AA Service Manual/Twelve Concepts for World Service* and other service literature;
- Shares and familiarizes the [alternate GSR](#) with all GSR duties and resources, including the *SENY Service Handbook*, *The AA Service Manual/Twelve Concepts for World Service*, etc.;
- Obtains the services of an alternate GSR—at least during the second year of the term.

GSRs may also want to learn more about or get involved with district, county or area-level service committees. Some of the activities of SENY standing committees are illustrated in the [committee job descriptions](#) (pages 30-36). The area-level standing committees may be contacted at the e-mail addresses listed. Chair phone numbers are in our newsletter, [The Link](#). Your district and county officers can tell you more about local service committees.

## **The District and the District Committee Member (DCM)**

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 all the districts in the area. The district's link with the rest of the service structure is the District Committee Member (DCM).

### **Relationship of the DCM to the Group; District Duties**

- Attends and chairs regular monthly district meetings;
- Maintains an up-to-date district GSR register;
- Supports new GSRs as they learn their role;
- Assists in preparation of district meeting minutes;
- The district may appoint or elect a secretary;
- Receives, considers, and discusses all GSR group reports and district reports with the GSRs;
- Keeps informed of group contributions to General Service;
- Encourages the GSRs and the group to participate in the district;
- Encourages each group to have an active GSR and alternate;
- Sets up a district communication tree or chain;
- Helps to arrange for district, county or area service workshops to be held in the district.

### **Relationship of the DCM to the Area Assembly and the County; DCM Responsibilities**

The DCM:

- Attends and participates in all [area committee](#) and [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 SENY registrar 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 GSR, being an example of service sponsorship and responsibility.

### **Getting an Inactive District Up and Running**

Sometimes districts may become inactive through a drop off in participation over time or a lack of effective leadership. Some refer to these as "dark" districts. Such districts may or may not have a DCM in place.

A DCM trying to enliven an inactive district may want to reach out to fellow DCMs and the county DCMC (see below) for ideas and support. Allowing the district to "cluster" with nearby districts may give the struggling district a boost (see, "[What is a district 'cluster' meeting and where does it fit in the service structure?](#)", page 61), or the district may decide to meet in conjunction with the county meetings. (It is suggested you consult the DCMC before deciding to do this.) Visiting the groups in the district to encourage participation may be helpful, but needs to be done thoughtfully lest the visits be seen as an intrusion. It may also be helpful to reach out to AA friends who attend some of the non-participating groups to enlist their support.

GSRs who find themselves in inactive districts may want to look into attending meetings at nearby active districts, and may also seek the help of other district and county officers in getting their own district going.

Where there is no DCM in place, the initiative needs to be taken by the concerned GSRs to enliven the district. The following specific steps may be taken by the interested GSRs in developing local interest in getting the district up and running, and then selecting a DCM:

- Ask for help from fellow members;
- Get a list of the groups in the district from the county or area;

- Pick a date and a place well in advance to hold the election, perhaps the meeting place of one of the groups in the district with that group's permission, or before or after a county meeting in consultation with the DCMC;
- Get the word out about the election (perhaps a flyer, certainly by word of mouth) with good advanced notice on the election date and place; visit the groups in the district to let them know about the election; groups without a GSR may want to elect a representative for the election meeting;
- Hold the DCM election as scheduled including elections of other district officers if possible;
- Set a date for the next district meeting.

Once GSRs are recruited to the district, a DCM is elected and regular meetings are scheduled (whether the district is clustering, standing alone or meeting around the county meeting), it is important to have the GSRs leave the district meetings with a sense of accomplishment and purpose, of time well-spent. In this, district projects (a group activity such as a [Public Information](#) project like delivering Big Books to local public or school libraries) may provide a basis for meaningful connection to a district. Setting aside time in the meeting for group announcements and for discussing group issues or concerns may be valuable and engaging. Electing GSRs to serve as district recording secretary or treasurer may also help bring them back to the meeting with a sense of purpose. Support for new GSRs is essential.

## The County and the District Committee Member Chair (DCMC)

In SENY, 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 SENY 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 AA Service Manual*. Although each county organization is structured differently, with committees paralleling some or all of the SENY committees discussed below, in general the DCMCs:

- Are voting members of the SENY [committee](#) and [assembly](#);
- Are members of the SENY [Ad Hoc Service Participation Committee](#);
- Participate in share-a-days and spiritual breakfasts;
- Chair all county meetings;
- Prepare all agendas for the county meetings and send them to the county secretary for distribution along with his/her minutes;
- Support county DCMs and GSRs;
- Submit articles to [The Link](#) and county newsletter;
- Communicate with the county treasurer concerning the condition of the county bank account, countersign county checks, and help the treasurer keep the county solvent;
- Form county committees and appoint their chairs (in some counties the chairs may be elected, not appointed), subject to approval by the county meeting; see that county chairs coordinate activities with the SENY chairs;
- Are available to do group inventories, settle Traditions questions, and discuss tradition breaks;
- Keep the county aware of area, national, and international AA information and functions;
- Help new groups register with General Service, SENY, the county, the districts and intergroup, and to update group information GSR records, etc;
- Set up a county communication tree or chain;
- Help to arrange for district, county or area service workshops to be held in the county.

A 1993 amendment to the SENY Articles of Association and By-Laws recognized the non-geographical Hispanic Districts General Service Meeting and the Hispanic Districts DCMC as representative of those Spanish-speaking groups which may not fully participate in the county structure. The Hispanic Districts DCMC performs the same duties as the county DCMCs.

## Contacting Your County Committee and Its DCMC

Your county General Service committee and its principal officer (DCMC) may be reached by mail, e-mail or phone in most cases. The phone number for your DCMC may be obtained from the listing in our area newsletter, [The Link](#), or through the area registrar. Mail and e-mail addresses are given below, if they are available. Please note: Not all e-mail addresses are active for all counties at all times. These are links with the current DCMCs all of whom may not have e-mail service.

### **Bronx County/Upper Manhattan** (above 179<sup>th</sup> Street)

Bronx and Upper Manhattan General Service  
PO Box 1357  
Bronx, NY 10451-1357  
[bronx@aaseny.org](mailto:bronx@aaseny.org)

### **Brooklyn (Kings County)**

Brooklyn General Service  
PO Box 161  
Brooklyn, NY 11202  
[brooklyn@aaseny.org](mailto:brooklyn@aaseny.org)

### **Manhattan (New York County)**

Manhattan General Service Meeting  
PO Box 6990, FDR Station  
New York, NY 10150  
[manhattan@aaseny.org](mailto:manhattan@aaseny.org)

### **Nassau County**

Nassau General Service Group  
PO Box 5  
Old Westbury, NY 11568-0005  
[nassau@aaseny.org](mailto:nassau@aaseny.org)

### **Orange County**

Orange County General Service  
PO Box 743  
Chester, NY 10918  
[orange@aaseny.org](mailto:orange@aaseny.org)

### **Putnam County**

Putnam County General Services  
PO Box 983  
Carmel, NY 10512  
[putnam@aaseny.org](mailto:putnam@aaseny.org)

### **Queens County**

Queens County General Services Assembly  
PO Box 670533  
Flushing, NY 11376-0533  
[queens@aaseny.org](mailto:queens@aaseny.org)

### **Rockland County**

Rockland County General Services District  
PO Box 91  
Blauvelt, NY 10913-0091  
[rcgs93.ny@gmail.com](mailto:rcgs93.ny@gmail.com)  
[rockland@aaseny.org](mailto:rockland@aaseny.org)

### **Hispanic Districts**

*Districtos Hispanos del Conferencia  
de Servicios Generales*  
PO Box 311207  
Jamaica, NY 11431  
[hispanos@aaseny.org](mailto:hispanos@aaseny.org)

### **Staten Island (Richmond County)**

Staten Island General Services Meeting  
PO Box 140591  
Staten Island, NY 10314  
[statenisland@aaseny.org](mailto:statenisland@aaseny.org)

### **Suffolk County**

Suffolk General Service  
PO Box 522  
Shoreham, NY 11786-2922  
[suffolk@aaseny.org](mailto:suffolk@aaseny.org)

## **Sullivan County**

Sullivan County General Service  
[sullivan@aaseny.org](mailto:sullivan@aaseny.org)

## **Westchester County**

Westchester County General Service  
PO Box 921  
Mount Kisco, NY 10549  
[WestchesterGSO@aol.com](mailto:WestchesterGSO@aol.com)  
[westchester@aaseny.org](mailto:westchester@aaseny.org)

## **The Alternate GSR/DCM/DCMC**

The Alternate GSR/DCM/DCMC assists and becomes familiar with the work of the GSR/DCM/DCMC, and is expected to be prepared to step up if the principal is unable to complete his or her term. If the alternate lacks service experience, it is suggested he or she get a [service sponsor](#). It is also suggested the GSR/DCM/DCMC and their alternates have a good length of sobriety (a minimum of two years is suggested); develop a practice of emotional sobriety as mentioned in Step Ten; develop a personal sense of self-humor; and learn not to take themselves too seriously. The Alternate DCM/DCMC sits in for the DCM/DCMC where he or she is unavailable, sometimes chairs committees and performs any other functions delegated by the General Service meeting.

## **Who Pays the Expenses of the GSR/DCM/DCMC?**

The Conference has chosen to let each individual group, district or county conscience take final responsibility for its own answer to this question. The Conference recommends, "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 GSRs.

"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."



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## Section 3– SENY Officers and Committee Chairs<sup>10 11</sup>

### Job Descriptions— Area Officers

#### Delegate

[delegate@aaseny.org](mailto:delegate@aaseny.org)

1. Attends the [General Service Conference](#) prepared.
2. Transmits Conference information to the committee members and inspires them to pass it on to all AA members in the districts; passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
3. Attends area, state and regional service meetings.
4. Attends conventions and gatherings the state and the region hold.
5. Helps the committees obtain the financial support that the area and GSO needs.
6. Reminds GSRs to tell the groups and individuals about the *AA Grapevine/La Viña* and Conference-approved books and pamphlets.
7. Cooperates with the GSO in obtaining information.
8. Reminds everyone that the 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.

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<sup>10</sup> Officers are elected and standing committee chairs are appointed for two-year terms (except for the Convention Chair who serves for one non-calendar year and the Historian whose term of office remains undecided) to begin January of every odd-numbered year. (See also, [Articles V](#) and [IX](#) of the By-Laws.) Mid-term vacancies are filled consistent with the By-Laws and the job descriptions.

<sup>11</sup> See also the suggested qualifications for area officers, *The AA Service Manual*, pp. S44-S46, and S49-50.

11. Assumes added responsibility if the area chair 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 GSO.
16. Shows any of the AA filmstrips or videos upon request of any group, county, or district meeting.
17. Signs contracts and any similar documents on behalf of the area.

#### Alternate Delegate

[altdeldelegate@aaseny.org](mailto:altdeldelegate@aaseny.org)

1. Serves as an assistant to the delegate, often traveling with the delegate, or giving reports for him or her.
2. Assumes the role of the delegate if the delegate is unable to serve.
3. Chairs the [Regional Convention](#) and [Forum](#) bid committee.
4. Schedules and formats service workshops in the South Eastern New York Area.
5. Shows any of the AA filmstrips or videos upon request of any group, county, or district meeting and leads group conscience meetings when asked.
6. Works with the Intergroup Liaison to provide speakers for group tradition meetings and group officer workshops.
7. Liaison with the Hispanic Districts; attends the monthly Hispanic Districts meeting.
8. Liaison with the Young People in AA service groups, the various [YPAA](#)s.
9. Late in the second year, works with the newly elected successor alternate delegate to pass along a basic knowledge of the job.
10. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## Chair

[chair@aaseny.org](mailto:chair@aaseny.org)

1. Presides at committee and assembly meetings.
2. Approves 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. Consults with the treasurer, other officers and standing committee chairs on preparation of the budget, and monitors adherence to the 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](#), SENY and NY 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 NY State to insure cooperation in matters of statewide concern.
12. Reviews tax returns and filings with governmental authorities in consultation with the delegate and treasurer.
13. Responsible for the revision and editing of the *SENY Service Handbook* in consultation with the [Ad Hoc Service Participation Committee](#), and subject to approval of the area committee.
14. Undertakes activities authorized on a non-recurring basis by the committee, for example, obtaining a bus for the [Northeast Regional Forum](#).

15. Appoints [standing committee](#) chairs with the consent of the SENY Committee; appoints the recording secretary and provides for cooperation with the registrar.
16. Appoints the members of the [Ad Hoc Finance Committee](#) and the [Ad Hoc Archives Committee](#).
17. Appoints the chair of the [Ad Hoc Service Participation Committee](#), and annually a liaison to the Al-Anon convention.
18. Appoints any other special or [ad hoc](#) committee chairs not otherwise selected.
19. Designates a person to maintain the office computer system.
20. Designates a person to pick up and distribute the mail from the area's PO Box.
21. Late in the second year, works with the newly elected successor chair to pass along a basic knowledge of the job.
22. Maintains contact with the area's insurance agent and with the landlord for the area's office.
23. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## Registrar

[registrar@aaseny.org](mailto:registrar@aaseny.org)

1. Updates group data on the area computer system.
2. Coordinates routine group record changes with GSO.
3. Coordinates the annual group records update project with GSO and the GSRs.
4. Coordinates office telephone answering machine messages.
5. Gets necessary supplies and equipment for the SENY mailings.
6. Coordinates sign-in sheets at the committee meetings and the SENY assemblies.
7. Coordinates area mass mailings.
8. Late in the second year, works with the newly elected successor registrar to pass along a basic knowledge of the job.

9. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

#### **Treasurer**

[treasurer@aaseny.org](mailto:treasurer@aaseny.org)

1. Coordinates the SENY bank account; obtains and sees to the completion of the bank signature cards by the delegate, alternate delegate, area chair 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 SENY assembly and committee.
5. Prepares the budget in consultation with the other officers and the standing committee chairs. Monitors adherence to the budget.
6. Prepares the tax returns, and the required filings with governmental agencies in consultation with the delegate and chair.
7. Uses the [Ad Hoc Finance Committee](#) as needed to help ensure prudent fiscal planning and documentation.
8. Late in the second year, works with the newly elected successor treasurer to pass along a basic knowledge of the job.
9. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## **Job Descriptions— Recording Secretary and the Standing Committee Chairs**

#### **Recording Secretary**

[recording@aaseny.org](mailto:recording@aaseny.org)

1. Takes the assembly and committee minutes.
2. Edits and duplicates the minutes in consultation with the delegate and area chair and gives them to the area registrar.

#### **Accessibility/Special Needs**

[specialneeds@aaseny.org](mailto:specialneeds@aaseny.org)

1. Helps develop and reports on suggestions from the Accessibility/Special Needs Committee on better ways to carry the AA message to alcoholics with special needs.
2. Chairs the Accessibility/Special Needs Committee meeting.
3. Works with county Accessibility/Special Needs Committee chairs.
4. Develops and maintains an area workbook.
5. Works with county Accessibility/Special Needs chairs to develop and maintain lists of home-bound members who would like phone calls.
6. Coordinates a periodic area Accessibility/Special Needs workshop.
7. Is familiar with the Accessibility/Special Needs Workbook.
8. Cooperates with other area and local service committees.
9. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

#### **Agenda**

[agenda@aaseny.org](mailto:agenda@aaseny.org)

1. Prepares the agenda for committee and assembly meetings and workshops in consultation with and subject to the final approval of the area Chair.



2. Helps coordinate SENY activity dates by maintaining a calendar of scheduled events.
3. Provides a monthly calendar of events to [The Link](#) editor and for the area website.
4. Cooperates with other area and local service committees.
5. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Archives**

[archives@aaseny.org](mailto:archives@aaseny.org)

1. Collects and preserves historical data that is pertinent to the SENY area.
2. Chairs the [Ad Hoc Archives Committee](#).
3. Works with the historian, when asked, to mount an archives display.
4. Displays archives at all area functions upon request.
5. Cooperates with other area and local service committees.
6. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Convention (Area and State)**

[convention@aaseny.org](mailto:convention@aaseny.org)

1. Chairs all the Convention Planning Committee's meetings.
2. Reports to the SENY committee and assembly on the progress of the Convention Committee.
3. Responsible for the coordination of each convention sub-committee chair's activity.
4. Is liaison with the convention hotel.
5. Cooperates with other area and local service committees.

### **Cooperation with the Professional Community (CPC)**

[cooperation@aaseny.org](mailto:cooperation@aaseny.org)

1. Arranges for and provides staffing and literature for exhibits at professional meetings in the area.

2. Responds to requests for information and speakers from area professional programs.
3. Recruits volunteers on a county level for exhibit-staffing and speaking commitments.
4. Works closely with the county CPC chairs.
5. Follows up on requests for information and convention information from the GSO and the intergroups.
6. Cooperates with area intergroups.
7. Is familiar with the *CPC Workbook*.
8. Cooperates with other area and local service committees.
9. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Corrections (CF)**

[corrections@aaseny.org](mailto:corrections@aaseny.org)

1. Coordinates correctional information with the GSO.
2. Keeps the Corrections Correspondence Service ([CCS](#)) list up to date, and coordinates the "[Bridging the Gap/Re-Entry](#)" program.
3. Chairs the Corrections Committee meetings.
4. Works closely with county Correctional Facilities chairs.
5. Is familiar with the *Corrections Workbook*.
6. Cooperates with other area and local service committees.
7. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Grapevine/La Viña (GV/LV)**

[grapevine@aaseny.org](mailto:grapevine@aaseny.org)

1. Coordinates *Grapevine/La Viña* exhibits.
2. Sells *Grapevine/La Viña* literature.
3. Attends Share-A-Days, spiritual breakfasts, area conventions, and assemblies with the *Grapevine/La Viña* exhibit.
4. Helps set up county *Grapevine/La Viña* committees, and works to stimulate the [GVR/RLV](#) network.
5. Coordinates activities with the *Grapevine/La Viña* office.

6. Maintains and keeps records of inventory (stock, acquisitions and sales); passes all monies and expense records to the area treasurer promptly; keeps the area treasurer and chair informed on inventory changes.
7. Cooperates with other area and local service committees.
8. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Intergroup Liaison**

[liaison@aaseny.org](mailto:liaison@aaseny.org)

1. Responsible for keeping communication lines open between SENY and the area intergroups.
2. Chairs the intergroups' quarterly meeting.
3. Liaison between the intergroups and the SENY standing committee chairs for CPC, Corrections, Treatment, Accessibility/Special Needs and PI.
4. Cooperates with other area and local service committees.
5. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **The Link Editor**

[link@aaseny.org](mailto:link@aaseny.org)

1. Edits the area newsletter.
2. Sees that the newsletter is published ten times yearly.
3. Publishes the calendar of events in *The Link*.
4. Cooperates with other area and local service committees.
5. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Literature**

[literature@aaseny.org](mailto:literature@aaseny.org)

1. Buys [Conference-approved](#) literature for the SENY area.
2. Brings the literature display to all SENY conventions, county share-a-days and breakfasts, district workshops, and other events where invited.

3. Helps set up county literature committees.
4. Maintains and keeps records of inventory (stock, acquisitions and sales); passes all monies and expense records to the area treasurer promptly; keeps the area treasurer and chair informed on inventory changes.
5. Cooperates with other area and local service committees.
6. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

### **Office Manager**

[officemgr@aaseny.org](mailto:officemgr@aaseny.org)

1. Coordinates use of the SENY office.
2. Purchases and maintains office supplies and equipment.
3. Maintains office security.
4. Coordinates use of the area's AA films, television monitors and sound system.
5. Sets up the sound system for area committee meetings and assemblies.
6. Sets up refreshments for area committee meetings.

### **Public Information (PI)**

[publicinfo@aaseny.org](mailto:publicinfo@aaseny.org)

1. Is familiar with the *PI Workbook*.
2. Chairs the area PI Committee meeting.
3. Works with county and district PI chairs.
4. Gives timely reports on PI activities.
5. Maintains a display for area PI functions.
6. Maintains a list of PI volunteers.
7. Coordinates PI activities with the GSO and local intergroups.
8. Coordinates area PI workshops.
9. Works with counties and districts on media public service announcements ([PSAs](#)).
10. Cooperates with other area and local service committees.
11. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## Translation

[translation@aaseny.org](mailto:translation@aaseny.org)

1. Provides written and oral translation for the area responding to requests from area committees and service events.
2. Arranges for oral translation at SENY Committee meetings and assemblies.
3. Coordinates translation and production of *El Enlace*, supplement to *The Link* in Spanish.
4. Attends the monthly general service meeting (asamblea) of the Hispanic Districts and provides a report.
5. Assists the alternate delegate in his or her role as liaison with the Hispanic Districts.
6. Recruits volunteers for translation.
7. Maintains a list of volunteers for translation.
8. Maintains the area's translation equipment.
9. Assigns a liaison from the Translation Committee to the Website Committee.
10. Coordinates a bilingual service workshop in conjunction with the Hispanic Districts.
11. Assigns a liaison to the Regional Spanish Translation Committee.
12. Cooperates with other area and local service committees.

## Treatment Facilities (TF)

[treatment@aaseny.org](mailto:treatment@aaseny.org)

1. Coordinates the [Bridging the Gap](#) program 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 AA when invited to speak to treatment facilities staffs.
5. Is familiar with the *Treatment Facilities Workbook*.
6. Cooperates with other area and local service committees.
7. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## Website

[netchair@aaseny.org](mailto:netchair@aaseny.org)

1. Convenes and facilitates meetings of the Website Committee ([webteam@aaseny.org](mailto:webteam@aaseny.org)) responsible for:
  - a. Development of suggested guidelines and procedures for the area website, <http://www.aaseny.org>;
  - b. Ongoing development and day-to-day maintenance of the area website as a tool for carrying the AA message and in area service;
  - c. Keeping the area informed on developments in software and technology which may affect the area's use of the Internet and related information management tools.
  - d. Maintenance of the area e-mail system.
2. Cooperates with other area and local service committees.
3. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

## **Funding for Area Officers and for the Standing and Ad Hoc Committee Chairs**

Suggested “SENY Budget Guidelines” developed by the [Ad Hoc Finance Committee](#) (10/05) concerning the funding of participation by area officers and by standing and ad hoc (see Section 4) committee chairs at local, state and regional events are available from the area chair or treasurer.

## **Contacting the Area Officers and the Standing and Ad Hoc Committee Chairs**

Members may reach the SENY officers and the standing and ad hoc (see Section 4) committee chairs through the e-mail addresses provided with each job description, by mail through the SENY PO Box, or by phone either through the area office phone number (answering machine) or at the individual phone numbers available in the area newsletter, [The Link](#).

## **Section 4– Other SENY Committees and Functions**

### **Ad Hoc Archives Committee**

[archives@aaseny.org](mailto:archives@aaseny.org)

In November 2002 the Ad Hoc Archives Committee was created to assist the area, the area archivist, and the area historian in developing the area’s approach to managing its archives and related activities and responsibilities.

The committee has two *ex officio* members, the area archivist who serves as the committee chair and the area historian, both serving during their usual terms of office. Four additional members with an interest in archives and AA history are appointed by the area chair to serve staggered four-year terms. The area chair appoints replacement members as terms expire or to fill incomplete terms.

Other than the archivist and historian, no member may be reappointed to the committee or serve concurrently as an area officer or standing committee chair.

### **Ad Hoc Finance Committee**

[finance@aaseny.org](mailto:finance@aaseny.org)

The Ad Hoc Finance Committee [created 11/16/96] assists the area chair and treasurer in planning, budgeting, documentation and record-keeping and in promoting the ideals of Tradition Seven throughout SENY.

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 Tradition Seven 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 staggered four-year terms. The area chair appoints replacement members as terms expire or to fill incomplete terms.

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. The committee usually selects its chair from among its appointed members.

### **Ad Hoc Service Participation Committee**

[participation@aaseny.org](mailto:participation@aaseny.org)

The Ad Hoc Service Participation Committee 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 support participation by GSRs, DCMs and DCMCs in the SENY service structure. What can SENY and the counties do to reinforce group and district participation? The committee has no formal authority and 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 Area Chair, the Alternate Delegate and the county and Hispanic Districts DCMCs. The committee chair is appointed by the area chair.

### **Historian**

[historian@aaseny.org](mailto:historian@aaseny.org)

The role of an area historian remains to be developed.

### **Service Sponsorship**

[sponsorship@aaseny.org](mailto:sponsorship@aaseny.org)

SENY encourages members assuming new service responsibilities to get a service sponsor. (See also, "[What is a service sponsor?](#)", page 53.) The area Service Sponsorship member (appointed by the area chair) is available to help with this, may participate in new member orientations at area committee and assembly meetings, and may attend the Ad Hoc Service Participation Committee meetings.

## Section 5– Other Service: Intergroup

### Relationship Between SENY and the Intergroups

In SENY, groups have created a number of intergroups or central offices. While not part of the General Service structure, the intergroups are the front line of AA service in carrying the message to the still-suffering alcoholic. All of them provide answering services for calls from alcoholics needing help. Most also produce local meeting lists, and some publish newsletters.

In addition, many intergroups 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, rehabilitation and detoxification centers and prisons.

In those few counties where intergroups do not carry out some or all of the above functions, the county General Service committee, 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 ([liaison@aasenya.org](mailto:liaison@aasenya.org)).

Brooklyn Intergroup  
1425 Kings Highway, Brooklyn, NY 11229  
Tel.: (718) 339-4777  
<http://users.vei.net/bklyn-aa/>

Central Services of Orange County  
PO Box 636, Goshen, NY 10924  
Tel.: (845) 534-8525; (866) 968-4648 (*en español*)

*Integrupo del Area de Brooklyn*  
74 East 17 Street (2<sup>nd</sup> Floor), Brooklyn, NY 11226  
Tel.: (718) 462-9449

*Integrupo Hispana de Nassau*  
Office/Oficina: 8 Smith Street, Freeport, NY 11520  
Mail/Correo: PO Box 7422, Freeport, NY 11520  
Tel.: (516) 223-9590

*Integrupo Hispana de Queens*  
86-17 Britton Avenue, Elmhurst, NY 11373  
Tel.: (718) 446-2305

*Integrupo Hispana de Suffolk*  
1572 Fifth Avenue, Bay Shore, NY 11706  
Tel.: (631) 665-2192

Nassau Intergroup  
361 Hempstead Turnpike, West Hempstead, NY 11552  
Tel.: (516) 292-3045, Hotline: (516) 292-3040  
<http://www.nassaunya-aa.org/>

New York Intergroup  
307 Seventh Avenue, Room 201, New York, NY 10001-6007  
Tel.: (212) 647-1680, (718) 515-8481, (914) 949-1200  
TDD: (212) 647-1649  
<http://www.nyintergroup.org/>

*Oficina Central Hispana de AA*  
Office/Oficina: 2334 First Avenue, New York, NY 10029  
Mail/Correo: PO Box 345, Old Chelsea Station, New York, NY 10011  
Tel.: (212) 348-2644

Queens Intergroup  
Office: 105-29B Metropolitan Avenue, Forest Hills, NY 11375  
Mail: PO Box 754088, Forest Hills, NY 11375  
Tel.: (718) 520-5021  
<http://www.queensaa.org/>

Rockland Intergroup  
PO Box 706, West Nyack, NY 10994  
Tel.: (845) 352-1112  
<http://www.rocklandnyaa.org/>

Suffolk Intergroup  
Office: 113-8 Bay Avenue, Patchogue, NY 11772  
Mail: PO Box 659, Patchogue, NY 11772  
Tel.: (631) 654-1150, Hotline: (631) 669-1124  
<http://www.suffolkny-aa.org/>

Sullivan Intergroup  
PO Box 283, Liberty, NY 12754  
Tel.: (866) 490-5282

## **Section 6– Articles of Association and By-Laws of the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous**

### **Articles of Association**<sup>12</sup>

#### **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 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:

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<sup>12</sup> Several minor changes to the Articles of Association correcting grammar or punctuation and improving consistency in nomenclature were made by the Area Committee on 1/16/07 in addition to the noted amendments. See the minutes from that meeting for those details.

In all its proceedings, the General Service Conference shall observe the spirit of the AA 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.<sup>13</sup>

#### **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.

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<sup>13</sup> From, *The AA Service Manual/Twelve Concepts for World Service*, p. 62.

## Article IV <sup>14</sup>

The members of the [Committee](#) and [Assembly](#) shall be:

1. The Delegate
2. The Alternate Delegate
3. The Chair
4. The Registrar <sup>15</sup>
5. The Treasurer
6. The District Committee Members
7. The Chairs of the Standing Committees
8. The past delegates
9. County District Committee Member Chairs and the Hispanic Districts Committee Member Chair. <sup>16</sup>
10. The Recording Secretary, who shall prepare (after consultation with the Delegate and Chair), duplicate, fold and transmit the requisite copies of the minutes of Committee and Assembly meetings to the Registrar for distribution. <sup>17</sup>

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.

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<sup>14</sup> Clarification on the amendment dates in Articles IV and XIII: From a review of materials in the area archives and area committee minutes, it appears the DCMs-at-Large were added to the list of area committee and assembly members on 3/20/93. On 3/20/97 (previously incorrectly reported as 3/19/97) the title DCM-at-Large was changed to DCMC which had already been in common and preferred use in other places for some time.

<sup>15</sup> Title Area "Secretary" changed to Area "Registrar," here and throughout the Articles, 1/14/08.

<sup>16</sup> "Spanish" Districts renamed "Hispanic" Districts here and throughout the Articles, 12/13/08.

<sup>17</sup> Role of the Recording Secretary amended 1/1/93.

## Article V

The terms of office of Committee and Assembly members, with the exception of the appointed Chair of the standing Convention Committee, shall be two years. The term of the Convention Committee Chair 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. Corrections <sup>18</sup>
2. Public Information
3. Cooperation with the Professional Community
4. Literature
5. Convention
6. Agenda
7. Newsletter (*The Link*)
8. Archives
9. Grapevine/*La Viña* <sup>19</sup>
10. Office Manager
11. Intergroup Liaison
12. Treatment Facilities
13. Accessibility/Special Needs <sup>20</sup>

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<sup>18</sup> "Correctional Facilities" renamed "Corrections" to better reflect the broader range of service work done, and to be consistent with the Conference, 1/16/07.

<sup>19</sup> "Grapevine" renamed "Grapevine/LaViña," 1/16/07.

<sup>20</sup> Ad Hoc Special Needs named a standing committee, 1/1/93, and renamed "Accessibility/Special Needs," 5/21/08.



- 14. Website <sup>21</sup>
- 15. Translation <sup>22</sup>

## 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 GSRs in the District may elect another on their own initiative or by request of the Committee or Chair.

## 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 GSRs shall represent their groups at the Assembly and elect new Committee members and Delegates.

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<sup>21</sup> Ad Hoc Website named a standing committee, 1/19/02.

<sup>22</sup> Ad Hoc Spanish Translation named a standing committee called "Translation," 5/21/08.

## Article IX

1. The Committee shall meet at least seven times per year. <sup>23</sup> Additional meetings may be called at the discretion of the Chair. 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 Chair. 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 Area is entitled to choose a General Service Representative to be sent to the SENY 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 Chair can only be the currently elected Chair, Delegate, Alternate Delegate or Registrar.

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<sup>23</sup> Minimum number of annual committee meetings amended from ten to seven, 10/15/02.

- 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 <sup>24</sup>

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 Chair who shall serve as chair. The General Service Representatives of primarily Spanish-speaking AA groups and District Committee Members elected by them may, as an alternative, constitute the Hispanic Districts General Service Meeting and may elect a Hispanic Districts Committee Member Chair who shall serve as Chair. The county and Hispanic Districts General Service meetings shall be organized to coordinate matters of interest to participating groups or districts, subject to coordination with the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous on matters affecting the Area or AA as a whole.

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<sup>24</sup> See footnote #14, page 45.

## 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 (IRC) 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.

## **Section 7– Other Useful Information**

### **Frequently Asked Questions**

#### **What if my group isn't interested in General Service?**

One common experience shared by new GSRs, particularly those from groups which have not had active GSRs 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.

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 ensure that the group conscience is, in fact, informed. In the end, however, we are but trusted servants; we do not govern.

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 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 member to be so sponsored. The relationship is one which can provide the experience of a shared journey in carrying the message to the still-suffering alcoholic.

A good overview on service sponsorship may be found in the pamphlet, *Questions and Answers on Sponsorship*, pages 28-30. There it is suggested that, "A service sponsor is usually someone who is knowledgeable in AA history and has a strong background in the service structure."

In selecting a service sponsor the new GSR should try to find someone whose service attitudes, experience and style he or she 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, 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.

SENY and some counties/districts have lists of temporary service sponsors for anyone interested. If you need a service sponsor, ask the area chair, any other area officer, SENY's Service Sponsorship function ([sponsorship@aaseny.org](mailto:sponsorship@aaseny.org)) or your DCM/DCMC.

## What is a group service number?

New groups registering with the [GSO](#) are given an identifying number called the "group service number." For groups already registered, this six digit number may be obtained by contacting the GSO Records Department, the area registrar, or by

consulting the *Eastern United States AA Directory*. If you look in the directory, the group service number will appear just after the group name along with some other numbers as in the following example:

Anytown Group  
(0123456) (49) (123)

The first block of numbers (underlined) is the six digit group service number (preceded by a zero [0]), the second block of numbers is the two digit area number (49 for any group in SENY), and the final block of three or four digits is the group's district number. (See also the area map at the end of this handbook for more on district numbers in SENY.)

## 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 is simply a custodian of any money received by AA. 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. Contributions to landlords beyond rent and just compensation, no matter how seemingly worthy, have often harmed



relationships with landlords by creating the impression that the group is wealthy and generous. Increases in rent or expectations of further contributions can often be the result.

A 30- to 90-day prudent reserve seems best to buffer most reasonable meeting expenses. Large sums of money could create an uncalled-for temptation for misuse of funds. AA experience sug-

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gests that two or more members should know where and how the money is held and disbursed, and should review all account statements. Use of a check to transfer funds is always best. When practical, a post office box is often the best group mailing address.

Additional information concerning finances in AA may be found in the following publications available through AAWS, through some intergroups or through SENY:

- *Self-Support: Where Money and Spirituality Mix* (F-3), an AAWS pamphlet;
- *AA Guidelines: Finance* (MG-15), a GSO service information flyer;
- *The AA Group Treasurer* (F-96), a GSO service information pamphlet.

The pamphlet, *Self-Support: Where Money and Spirituality Mix* outlines various optional methods that groups have used to help support the services of intergroups, the GSO, areas and districts. One such plan is the 50-30-10-10 plan suggesting that after immediate expenses and maintenance of a prudent reserve 50% of a group's surplus be contributed to intergroup, 30% to the GSO, 10% to the area and 10% to the district and/or county. Other possible ways are also outlined. See the following section for additional information on contributions and for relevant addresses.

### **How can my group make contributions to support AA service activities?**

Many groups have asked about the handling of contributions. How much to contribute, when and to which level of service (intergroup, GSO, SENY, county or district General Service, or other local service committees) is entirely a group decision. Some groups contribute monthly, others quarterly or annually and still others when they feel their prudent reserve has grown too large. In general, however, any amount given at any time is appreciated and helps carry the AA message.

Groups have also asked if a contribution sent to GSO for instance is then divided up and shared with SENY, the local intergroup and the local General Service district according to either of the suggested pie charts in the *Self-Support* pamphlet. The

answer is, "No." If you want your group's contribution to be distributed among the various AA service entities, you must make the distribution yourself by sending out separate donations to each entity. Also, contributions are not shared with the *AA Grapevine* which is supported entirely through magazine subscription sales and sales of related literature and other items.

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 41-42.
2. AAWS/GSO  
PO Box 459, Grand Central Station,  
New York, NY 10163
3. SENY  
PO Box 571, New York, NY 10116-0571
4. Your county General Service Committee through your DCMC. See, "[Contacting Your County Committee and Its DCMC](#)," page 21.
5. Your district General Service Committee through your DCM. If you do not know your DCM, reach out to your DCMC for that contact information.

The SENY registrar can help you get in touch with your district or county officers. See also, "[Who owns the money in the basket? How is it used for self-support?](#)", page 54.

### **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 AA's suggested Twelve Steps of recovery."<sup>25</sup>

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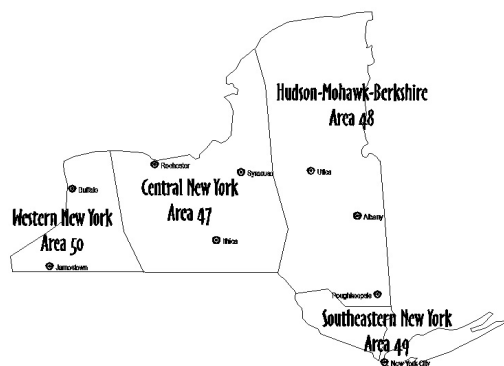
<sup>25</sup> *The AA Group*, "Group inventory," pp. 27.

Most area, district, county and intergroup officers are available to assist GSRs and their groups in moderating an inventory.

### How does SENY cooperate with the other General Service areas in NY State?

Beyond participating at the annual General Service Conference with all the other 93 delegate areas, SENY works especially with the other three areas in NY State ([CNY](#), Area 47; [HMB](#), Area 48; and [WNY](#), Area 50). This includes cooperation on special state-wide projects like the “Bridging the Gap/Re-Entry Program” under corrections, and also on two recurring state-level special events, the NY State Convention and the annual NY State Informational Workshop (NYSIW).

SENY hosts the NY State Convention every five years. (There is no State Convention the year of an International Convention.) When SENY hosts the State Convention, there is customarily no SENY Area Convention, and our Convention Chair instead coordinates the State event. SENY also hosts the NYSIW every four years. This is a service-oriented weekend event focus-



Map of the Four General Service Areas in NY State

ing on shared experience from AA’s primary service committees. The NYSIW planning committee is customarily treated as an [ad hoc](#) committee with its chair appointed by the area chair. Both these events are held in the summer.

### What are the Twelve Concepts for World Service?

The *Twelve Concepts for World Service* (published both alone and combined with *The AA 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 GSO and the AAWS and AA Grapevine corporate boards. Concept Twelve is known as the “AA Bill of Rights.”

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

### What are “rules of order”?

Most meetings, whether a home group business meeting or a service group meeting, need some accepted structure for harmonious, orderly and effective activity. Rules of order are those guidelines or structures we have agreed upon for the running of our meetings. In AA, meeting guidelines are shaped primarily by the principles in the *Twelve Traditions* and the *Twelve Concepts*, a desire to “keep it simple,” and then, to a lesser extent, by other conventions such as *Robert’s Rules of Order*. Each meeting “makes its own rules, and the chair should be sure that all members are aware of current suggested procedures. . . . If members want to make a change in the rules, it should be done *before* a vote is taken. . . .”<sup>26</sup> With the agreement of the meeting, the chair may also wish to appoint a parliamentarian to rule on questions of rules of order for the meeting as they come up.

SENY’s rules of order follow a modified version of the rules adopted by the Conference.<sup>27</sup> Major decisions (mainly matters of conscience and policy) seek a <sup>2</sup>/<sub>3</sub> majority agreement of the

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<sup>26</sup> From, *The AA Service Manual*, p. S45.

<sup>27</sup> The Conference rules are set out in the handout “Summary of Conference Procedures,” available at most area meetings. The area’s modifications [11/11/06] replace the definition of a [quorum](#) with that given in [Article XI](#) of the area’s By-Laws, and also eliminate the item on the “Committee System.”

meeting rather than a simple majority, thereby reflecting “substantial unanimity” on the question at hand.

### What is the “Third Legacy Procedure”?

The Third Legacy Procedure is a system used for electing trusted servants in some AA service entities.

Every two years SENY meets to elect its delegate, alternate delegate, chair, treasurer and registrar. The election of officers is an important event since these trusted servants will help guide and represent the area in its business within the fellowship and beyond.

“[The Third Legacy Procedure] has proved highly successful in eliminating the influence of factions or parties. . . . The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.”<sup>28</sup>

See, *The AA Service Manual*, pages S21-S22 and the following section, “What guidelines does SENY follow in electing its officers?” for more details.

### What guidelines does SENY follow in electing its officers?

Area elections are held as required in the SENY Articles of Association, [Articles IX and X](#) (page 48 in this handbook). The election assembly is chaired by the current delegate. The officers elected are: delegate, alternate delegate, chair, registrar and treasurer. [Officer job descriptions](#) are on pages 25-29 in this handbook while suggested candidate qualifications are found in *The AA Service Manual*, pages S44-S46, and S49-S50.

While most current SENY Committee members—DCMs, DCMCs, area officers, standing committee chairs—may stand for office, the delegate and past delegates (also current committee members) customarily do not stand. No candidate may stand *in*

*absentia*. The assembly may also allow past committee members to stand.

There is a roll call of all current committee members before the first ballot for delegate; those members are asked to answer “available” or “not available” for office as their names are called; thereafter, that same list is eligible to also stand for any remaining office. After the roll call, those not called in the roll call but also eligible and willing to stand are invited to add their names. There are no nominations from the floor. The names of all candidates for a given office are posted. Each candidate is invited to give a brief service qualification before the balloting for the service position for which he or she is standing.



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The vote is by anonymous written ballot using a rotation of different color ballots to distinguish each vote. The principle of one group, one vote is followed. GSRs and current SENY Committee members may vote. Alternates may vote only if their principal is not present; one exception is the alternate delegate, who has a vote in his or her own right as an area officer.

The [Third Legacy Procedure](#) (*The AA Service Manual*, pages S21-S22) is followed for the actual balloting. It is summarized as follows: A candidate must receive  $\frac{2}{3}$  of the total vote to be elected. The results of each ballot are posted. After the second ballot, any candidate who received less than  $\frac{1}{5}$  of the total vote is withdrawn, except the top two candidates must remain; in the event of a tie, all candidates tied for second place remain. After the third ballot, any candidate who received less than  $\frac{1}{3}$  of the total vote is withdrawn, except the top two candidates must remain; in the event of a tie, all candidates tied for second place remain. After the fourth ballot, the candidate with the smallest number of votes is withdrawn, except the top two candidates must remain; in the event of a tie, all candidates tied for second place remain. The chair asks if there is a motion to go to a fifth ballot. (The chair does not alternatively ask for a motion to decide the election by lot.) If

<sup>28</sup> From, *The AA Service Manual*, p. S21.

such a motion is made and seconded, a simple majority is needed to take the election to the fifth ballot. In the absence of such a motion passing, the election is decided by lot, and it “goes to the hat.” If no candidate receives  $\frac{2}{3}$  of the vote on the fifth ballot, the election is decided by lot.

These guidelines may be amended by the assembly or accepted and followed as offered if without objection.

### **What is a district “cluster” meeting and where does it fit in the service structure?**

Several districts may meet together at the same time and place in a district “cluster” to compensate for vacant DCM positions, to improve participation and/or to create other efficiencies to strengthen the clustering districts. The cluster is not a separate service entity, and each district in the cluster remains autonomous. The cluster does not act as a block in deciding issues (for example, in voting on questions at area assemblies). On matters affecting a single district in a cluster (for example, election of a DCM), only the members of that district vote. A district may withdraw from the cluster when it thinks it should do so. In lieu of having districts meet in clusters, some counties have their districts meet in conjunction with the county meeting while others hold periodic “district service participation” meetings with DCMs and GSRs. See also, “[Getting an inactive district up and running](#),” page 18.

### **What is an “ad hoc” committee?**

In SENY, an ad hoc committee (sometimes called a select or special committee) is a group formed to deal with a special or limited question or function not covered by a standing committee, its members usually appointed by the area chair with the consent of the area committee. It is often, but not always, temporary, going out of existence when it completes its special task. They do not have their own budget allocation. Ad hoc committees may become standing (permanent) committees if the need is identified. See also, “[Other SENY Committees](#),” pages 38-40.

## **A Glossary of Terms, Abbreviations and Acronyms**

**AAWS— Alcoholics Anonymous World Services (Inc.)—** A corporation of the General Service Board overseeing the operations of the General Service Office and serving as the publishing company for [Conference-approved](#) and service literature, all non-Grapevine literature published by AA. <http://www.aa.org/>

**Accessibility/Special Needs—** Broadly, a term applied to those who may have more than the usual barriers to accessing the AA message or meetings. The term is also applied to the extra efforts made within the fellowship to recognize and to counter those barriers. See also, the [Accessibility/Special Needs Committee chair job description](#) on page 30.

**Assembly—** The gathering of all area GSRs with the area committee for the purpose of sharing information, discussing service topics, and making decisions.

**Area—** A geographical division entitled to elect a delegate to represent it at the General Service Conference, also assuming some responsibility for AA service activity in its geographical division.

**Box 4-5-9—** Periodic newsletter of the General Service Office ([GSO](#)). It is sent out to all registered group and service group representatives and is also available by subscription.

**Bridging the Gap—** Programs coordinated under AA’s [CF](#) and [TF](#) committees (see below) providing support to AAs making the transition from AA in prison or jail (CF) or inpatient settings (TF) to AA in the open community.

**CCS— Corrections Correspondence Service—** A program linking incarcerated AA members with community-based AA members for the purpose of exchanging correspondence on the AA program.

**CF— Correctional Facilities—** A service committee concerned with carrying the AA message to incarcerated alcoholics and/or with working cooperatively with correctional professionals toward that end. (The committee is now renamed simply “Corrections” in



SENY.) Most also handle some aspect of the [CCS](#) and “[Bridging the Gap/Re-Entry](#)” programs (see above).

**Class A Trustee**— Non-alcoholic trustee elected by the General Service Board to serve on AA’s General Service Board and standing trustee committees, usually drawn from the ranks of professionals who believe in the AA recovery program.

**Class B Trustee**— AA member trustee elected either regionally (Regional Trustee), nationally (Trustee at Large for the United States or Canada) or from among current or past non-Trustee directors at AAWS or the AA Grapevine (General Service trustee).

**CNY— Central New York**— Area 47 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes Ithaca, Rochester and Syracuse, NY. <http://www.aacny.org/>

**Committee**— The gathering of area district, county, standing committee chairs, elected officers and past delegates. These members are charged with handling day-to-day service activities for the area subject to the approval of the area assembly.

**Conference-approved**— Material approved by the General Service Conference for production and release through AAWS, Inc. These materials carry the label, “This is AA General Service Conference-approved literature.” The *AA Grapevine* cannot be Conference-approved since the magazine is a monthly periodical and the Conference meets only annually. However, in 1986 the Conference formally recognized the Grapevine as the “international journal of Alcoholics Anonymous.”

**CPC— Cooperation with the Professional Community**— A service committee concerned with carrying the AA message through working with professionals who may have contact with alcoholics.

**DCM— District Committee Member**— The chair of a local district committee; the district’s voice in area committee and assembly meetings.

**DCMC— District Committee Member Chair**— The chair of the local county committee/assembly; the county’s voice in area committee and assembly meetings.

**GSB— General Service Board**— The service entity with responsibility for custodial oversight for all AA service activities through AAWS, Inc., the AA Grapevine, Inc. and the trustees’ committees.

**GSC— General Service Conference**— The service body representative of the membership which is “the guardian of world services and of the Twelve Steps and Twelve Traditions of AA”;<sup>29</sup> the guiding conscience of the fellowship, also the annual meeting in New York City of that service body.

**GSO— General Service Office**— The business office of AA in the US and Canada, located in New York City. <http://www.aa.org/>

**GSR— General Service Representative**— An AA group’s representative and link with the rest of AA, the voice of its group conscience.

**GV or Gv— Grapevine**— The monthly journal of AA, “Our Meeting in Print;” also a service committee concerned with carrying the AA message through publicizing and making available the two periodicals, the *Grapevine* and *La Viña*, and related literature and other items. <http://www.aagrapevine.org/>

**GVR or GvR— Grapevine Representative**— Local link with the Grapevine office offering access to information about and materials from the *Grapevine*. Similarly, **RLV** for *La Viña* (*Representante de La Viña*).

**H&I or H and I— Hospitals and Institutions**— A service committee concerned with carrying the AA message to alcoholics in hospitals and other, usually non-correctional, institutions.

**HMB— Hudson-Mohawk-Berkshire**— Area 48 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes Albany, Poughkeepsie and Utica, NY. <http://www.ny-aa.org/>

**Link, The**— SENY’s periodic newsletter. The Spanish edition is *El Enlace*.

**LV— La Viña**— The Spanish language counterpart of the *Grapevine*. <http://www.aagrapevine.org/lv/>

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<sup>29</sup> From, *The AA Service Manual*, page S99.

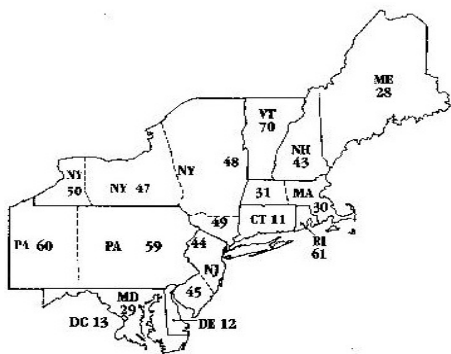
**NERAASA— Northeast Regional AA Service Assembly—** The Northeast Region’s annual weekend gathering to discuss General Service Conference-related and other topics touching AA’s Three Legacies.

**NERD— Northeast Regional Delegate—** Any past or present delegate from the Northeast Region, also the annual meeting of that group of members.

**NERF— Northeast Regional Forum—** A biennial regional weekend sharing and informational session designed to help the General Service Board, AAWS, the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office staff stay in touch with members in the region.

**NERT— Northeast Regional Trustee—** The Class B trustee representing the northeast region. See also below, Northeast Region.

**Northeast Region—** Our region in the General Service Conference of the United States and Canada, one of eight regions (six in the US and two in Canada). The region includes the 18 areas in Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts (2), New Hampshire, New Jersey (2), New York (4), Pennsylvania (2), Rhode Island and Vermont.



Map of the Northeast Region

**NYSIW— New York State Informational Workshop—** An annual service weekend sponsored by the four areas in NY State and hosted by each in turn, supporting the discussion and sharing of experience by the fellowship’s main service committees.

**PI— Public Information—** A service committee concerned with carrying the AA message to the public, often working with the media.

**PSA— Public service announcement—** Brief, Conference-approved audio/video spots aired on radio or television providing information about finding AA. Some PSAs may also be produced locally.

**Quorum—** The minimum number of members required in attendance at a meeting in order to conduct business. See [Article XI](#) in the By-Laws for the area committee. No quorum is defined for the area assembly.

**Right of Decision, Participation and Appeal—** Reflected in Concepts III, IV, and V respectively of *The Twelve Concepts for World Service*, these “rights” in brief seek to support effective leadership, representation and a consideration of minority views in decision-making.

**RLV— Representante de La Viña—** See, [GVR](#).

**SENY— South Eastern New York (Area Committee and Assembly of AA)—** Area 49 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes New York City and Long Island, NY. (See the detailed SENY area map inside the back cover of this handbook.) <http://aaseny.org/>

**TF— Treatment Facilities—** A service committee concerned with carrying the AA message to alcoholics in institutions and/or working cooperatively with treatment professionals toward that end. Most also handle some aspect of the “[Bridging the Gap](#)” program (see above).

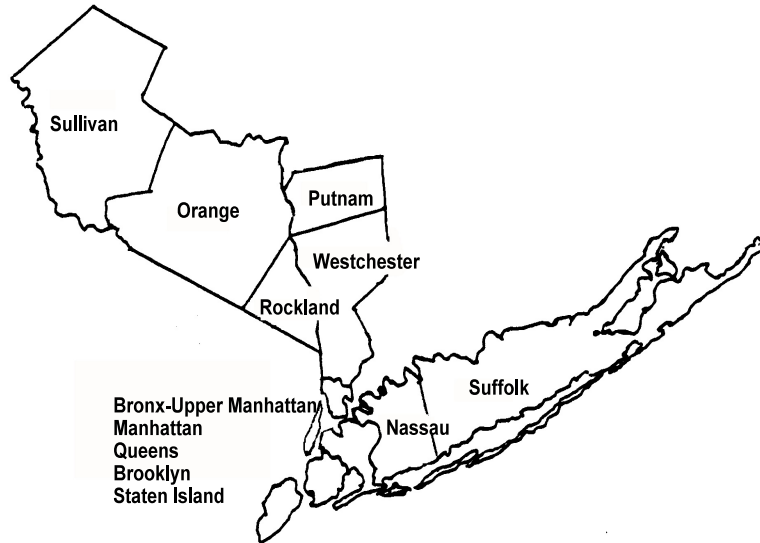
**WNY— Western New York—** Area 50 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes Buffalo and Jamestown, NY.

**YPAA— Young People in AA—** Part of the name given to local, state or regional service committees reaching out to younger alcoholics. In New York City, for example, the committee is called NYCYPAA (New York City Young People in AA), on Long Island it is LICYPAA. (Long Island Conference of Young People in AA).





## Map of South Eastern New York, Area 49



Counties	District Nos.
Suffolk .....	100's
Nassau .....	200's
Queens .....	300's
Brooklyn (Kings) .....	400's
Staten Island (Richmond) .....	500's
Manhattan (New York) .....	600's
Bronx-Upper Manhattan .....	700's
Westchester .....	800's
Putnam .....	900's
Rockland .....	1000's
Orange .....	1100's
Sullivan .....	1200's
Hispanic Districts <sup>31</sup>	

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<sup>31</sup> The Hispanic Districts represent a non-geographical collection of Spanish-speaking AA groups throughout SENY with their own DCMC. The Hispanic district number in each county ends in "14." So for example, the Hispanic district in Queens County is District 314, in Brooklyn, District 414. The exception is District 214 which covers groups in both Nassau and Suffolk.