

Service
Handbook
and
Articles of Association
and By-Laws

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

Twelfth Edition, June 2020

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, 2018-2020 Edition. The following are highly recommended Conference-approved pamphlets as sources of information 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: Your Group's Link to AA as a Whole (P-19)
Questions and Answers on Sponsorship (P-15)
Your DCM – District Committee Member (F-12)
Inside AA (P-18)
The Twelve Traditions Illustrated (P-43)
The Twelve Concepts Illustrated (P-8)
Your AA General Service Office (F-6)

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Handbook Editor's note— This handbook has been created and updated by multiple editors since 1991 and is derived from a variety of sources and experiences. The editors 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 that this handbook may be useful in supporting any AA service activities, please feel free to use it in the spirit of "passing it on."

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 - How can my group make contributions to support AA Service activities?
 - How can I arrange for a group inventory?
 - How does SENY cooperate with the other General Service areas in NY State?
 - What are the Twelve Concepts for World Service?
 - What are "rules of order"?
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Map of South Eastern New York, Area 49 Inside back cover

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.¹

Unity Declaration

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.²

Responsibility Statement

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

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² From the 35th Anniversary International Convention, Miami Beach, Florida, 1970.

³ From the 30th Anniversary International Convention, Toronto, Canada, 1965

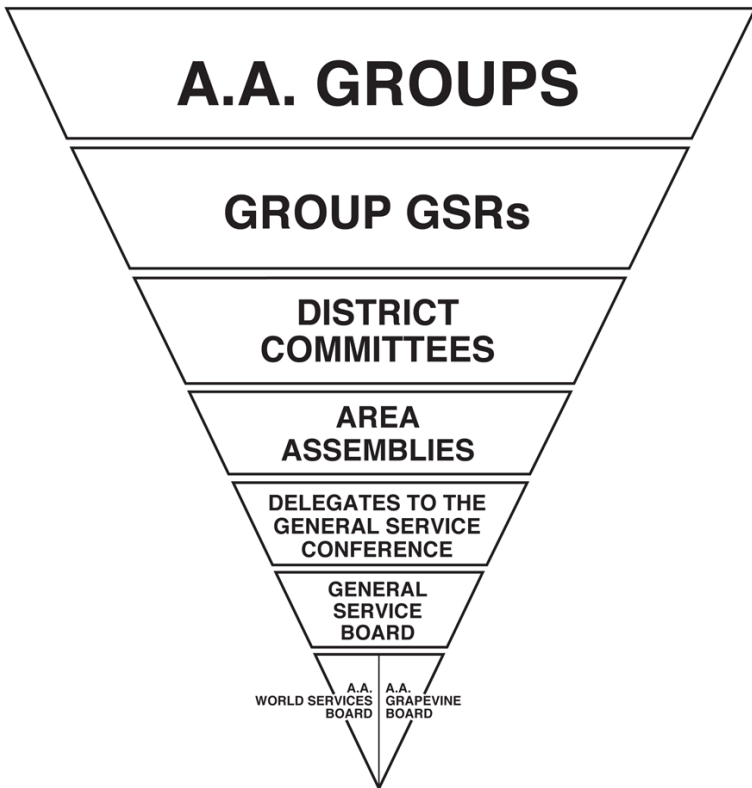
Section 1 -- Getting Started

How to Register a New Group or as a New GSR or DCM

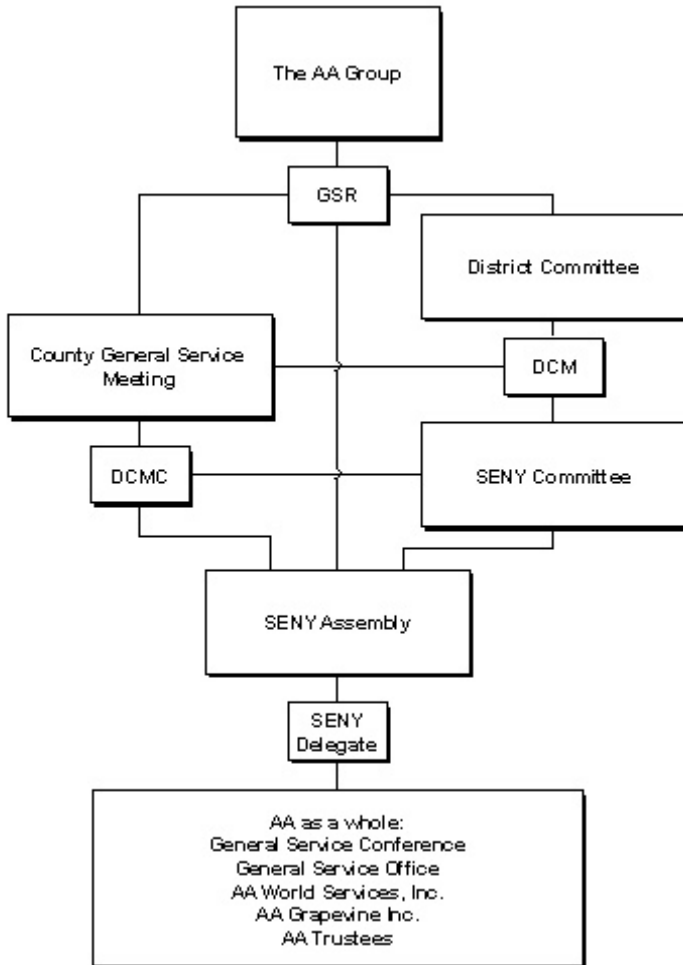
To register or update your information, and that of your group, go to <http://www.aaseny.org/register>. This will update all levels of general service including GSO, so you won't have to register in multiple places.

If you need additional support, contact the area registrar, whose contact information is on the back page of every issue of The Link.

STRUCTURE OF THE CONFERENCE (U.S. and Canada)



The General Service Structure in SENY



In SENY, we have a county service structure. The county structure includes one linguistic Hispanic district which serves all Hispanic groups in SENY. In some counties (about half) the county is divided into districts. In these counties, districts meet separately from the county meeting. In other counties (about another half) the county serves as the district. In one county, the districts hold district meetings at the county meeting. All of the counties and the linguistic Hispanic district have a DCMC (District Committee Member Chair).

Evolution of a Conference Advisory Action⁴

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

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

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

Section 2 - From home group to district to county

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

An active GSR is the link between an informed group conscience and AA as a whole. An inactive GSR or the lack of any GSR at all hinders a 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, an 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, county, and area levels.

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 a GSR to the group in matters of service and unity. Because GSRs enjoy the trust of the group, they learn to listen and listen to learn. In general service their role is often reversed. Active GSRs 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. A 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 that they will be available before accepting the position 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

(DCMC) to help activate the district.

- 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

- Attends SENY's 5 annual assemblies and 1 Delegate's Day of Sharing
- Distributes The Link to the group
- See How to Register - page 4.
- A service sponsor is encouraged.
- The AA Service Manual, Chapter 2 "The Group and Its GSR" lists other duties not specific to SENY.

Relationship of the GSR to the District and the County

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

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. 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/or county officers can tell you more about local service committees.

The District and the District Committee Member (DCM)

The District Committee Member (DCM) is the district's link with the rest of the service structure. The group conscience of an area is expressed by all the districts in the area. The district committee is integral for the group's informed conscience getting to the General Service Conference.

DCM responsibilities are clearly defined in The AA Service Manual, Chapter 3, bearing in mind that in SENY:

- we have a county service structure, and in about half the counties the county serves as the district;
- registration and changes are made through our Area Shared Database System (approved June 2017); and
- a DCM is a voting member of the SENY Committee, and is expected to attend all assemblies, the Delegate's Day of Sharing, and SENY committee meetings.

Getting an Inactive District Up and Running

Getting an inactive district reactivated is detailed in The AA Service Manual (p. S23). In SENY, we sometimes use clusters.

What is a district "cluster"?

Several districts may meet together as a "cluster" to compensate for vacant DCM positions or because the groups within a district are not sufficiently engaged in the service structure. A district cluster is not a separate service entity, and each district in the cluster remains autonomous. A district 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.

The County and the District Committee Member Chair (DCMC)

In SENY, the large number of groups in a relatively small geographic 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 minutes.
- Support county DCMs and GSRs.
- Submit articles to The Link.
- Communicate with the county treasurer concerning the condition of the county treasury.
- Form county committees and appoint chairs (in some counties the chairs may be elected, not appointed).
- Ensure that county committee chairs coordinate activities with the SENY committee chairs.
- Are available to do group inventories and assist with Traditions questions.
- Keeps the county aware of area, national, and international AA information and functions;
- Are familiar with the Area Shared Database and offer support.
- Assists with district, county, or area service workshops, and are the contact for the area chair when assemblies are held in that 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 the representative of those Spanish-speaking groups which may not fully participate in a geographical 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, email, 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 Registration Chair. Mail and email addresses are given below, if available. Please note: Not all email addresses are active for all counties at all times. These are links with the current DCMCs not all of whom may have e-mail service.

Bronx County/Upper Manhattan (above 179th Street)
Bronx and Upper Manhattan General Service
PO Box 1357
Bronx, NY 10451-1357
aasenybxum.org
dcmc@bxum.aaseny.org

Brooklyn (Kings County)
Brooklyn General Service
PO Box 161
Brooklyn, NY 11202
www.brooklynnaa.org
dcmc@brooklynnaa.org

Manhattan (New York County)
Manhattan General Service Meeting
PO Box 6990, FDR Station
New York, NY 10150
www.manhattanaa.org
dcmc@manhattan.aaseny.org

Nassau County
Nassau General Service Group
P.O. Box 7
Garden City, NY 11530
www.aanassaugs-ny.org
dcmc@nassau.aaseny.org

Orange County
Orange County General Service
PO Box 743
Chester, NY 10918
www.orangenyaa.org

Putnam County
Putnam County General Services
PO Box 983
Carmel, NY 10512
putnam@aaseny.org

Queens County
Queens County General Services Assembly
PO Box 670533
Flushing, NY 11376-0533
www.qcgsa.org
dcmc@qcgsa.org

Rockland County
Rockland County General Services
PO Box 91
Blauvelt, NY 10913-0091
www.Rocklandnyaa.org
generalservice@aarockland.org

Hispanic Districts
Districotos Hispanos del Conferencia de Servicios Generales
PO Box 311207
Jamaica, NY 11431
www.aacdhseny49.org
hispanos@aaseny.org

Staten Island (Richmond County)
Staten Island General Services Meeting
PO Box 140591
Staten Island, NY 10314
www.statenislandaa.org

Suffolk County
Suffolk General Service
PO Box 522
Shoreham, NY 11786-2922
www.aasuffolkgs-ny.org
dcmc@aasuffolkgs-ny.org

Sullivan County
Sullivan County General Service
PO Box 1328
Livingston Manor, NY 12758
www.scia-aa.com

Westchester County
Westchester County General Service
PO Box 921
Mount Kisco, NY 10549
www.westchesteraa.org
dcmc@westchester.aaseny.org

The AGSR, ADCM, ADCMC- Alternate GSR/DCM/DCMC

The alternate GSR/DCM/DCMC assists and becomes familiar with the responsibilities 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. It is suggested that alternates have a service sponsor.

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."

Section 3 - SENY Officers and Standing Committee Chairs^{5,6}

Service Position Descriptions— Area Officers

Delegate

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 held by the state and the region.
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 for AA matters .
9. Maintains communication with the GSO throughout the year.
10. Visits groups, districts, and counties within the area whenever possible.
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 delegate to pass along a basic knowledge of Conference procedures and problems.
15. A high level of literacy and digital skills is suggested.
16. Signs contracts and any similar documents on behalf of the area.

⁵ 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) 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.

⁶ See also, the suggested qualifications for area officers, The AA Service Manual.

Alternate Delegate
altdelegate@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 Forum bid committee.
4. Schedules and formats service workshops in the South Eastern New York Area.
5. Shows any AA media currently in SENY's possession 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, as requested.
7. Serves as liaison with the Hispanic Districts; attends the monthly Hispanic Districts meeting.
8. Serves as liaison with the Young People in AA service groups, the various YPAAs.
9. Chairs the Ad Hoc Service Participation Committee meetings.
10. Late in the second year, works with the newly elected alternate delegate to pass along a basic knowledge of the service position.
11. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

Chair
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. Updates and distributes the SENY assembly planning toolkit to all SENY DCMCs for their use in hosting SENY assemblies.
4. Proposes and reviews objectives and goals for standing committees, requesting changes, and suggesting new programs within the mandate of each Committee.
5. 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.
6. 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.
7. Acts to keep the delegate informed of area concerns by regular

- discussion with the delegate and alternate delegate.
8. Participates in and attends area functions, Regional Forums, NERAASA and SENY conventions.
 9. Speaks at group meetings and leads group and county inventories when requested.
 10. Calls meetings of officers and standing committee chairs for informational and planning purposes.
 11. Explores possibilities of cooperation with area intergroups.
 12. Consults with other area chairs in New York State to insure cooperation in matters of statewide concern.
 13. Reviews tax returns and filings with governmental authorities in consultation with the delegate and treasurer.
 14. Responsible for the revision and editing of the SENY Service Handbook in a timely fashion (suggested every rotation) including the appointment of consultants and subject to approval of the area committee.
 15. Undertakes activities authorized on a non-recurring basis by the committee, for example, obtaining transportation for the Northeast Regional Forum.
 16. Appoints standing committee chairs (other than the members of the Technology Committee) with the consent of the SENY Committee, and appoints the Recording Secretary.
 17. Appoints the members of the Ad Hoc Finance Committee.
 18. Confirms the Archives Committee's appointments of the members of the Archives Advisory Group.
 19. Appoints annually a liaison to the AI-Anon convention and any other special or ad hoc committee chairs not otherwise selected.
 20. Designates a person to maintain the office computer system.
 21. Designates a person to pick up and distribute the mail from the area's PO Box.
 22. Late in the second year, works with the newly elected chair to pass along a basic knowledge of the service position.
 23. Maintains contact with the area's insurance agent, and the landlords for the committee meeting and the area's office.
 24. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

Technology and Communications Officer **tco@aaseny.org**

Convenes and facilitates meetings of the Technology Committee and is responsible for:

1. Appointing and overseeing members of the Technology Committee, which consists of the Web Chair, Agenda Chair, Email Update Editor, Postal Mailing Coordinator, Email Administrator, and Registration Chair, with the consent of the SENY Committee.
2. 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.
3. Assisting members of SENY with service-related technology issues.
4. Coordinating replies to voicemails and text messages directed to the Area's phone number.
5. Late in the second year, working with the newly elected TCO to pass along a basic knowledge of the service position.
6. Maintaining a high level of computer literacy.

Treasurer **treasurer@aaseny.org**

1. Coordinates the SENY bank accounts; 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, literature sale proceeds and other revenues.
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 the chair, and subsequent to review by the area's accounting firm
7. Uses the Ad Hoc Finance Committee as needed to help ensure prudent fiscal planning and documentation.
8. Maintains a high level of computer literacy, particularly with respect to accounting software.
9. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
10. Late in the second year, works with the newly elected treasurer to

pass along a basic knowledge of the service position.

Service Position Descriptions— Recording Secretary and the Standing Committee Chairs

Recording Secretary secretary@aaseny.org

1. Records the assembly and committee minutes.
2. Edits the minutes in consultation with the delegate and area chair.
3. Provides anonymized e-copies of draft minutes to the translation chair, email update editor, and postal mailings coordinator.
4. Prints hard copies of the draft minutes for distribution at committee meetings and Assemblies, plus hard copies of other documents as requested by the Chair, Delegate, and Alternate Delegate, for distribution at committee and assembly meetings.
5. Once minutes are approved by the body, provides e-copies of approved minutes to the website chair and digital archivist.
6. Responds to inquiries at info@aaseny.org and directs appropriately.
7. Early in the next rotation, works with the newly appointed recording secretary to pass along a basic knowledge of the service position.

Accessibilities access@aaseny.org

1. Develop and chair the Accessibilities Committee.
2. Gain familiarity with the Accessibilities Workbook and other accessibilities service material provided by GSO.
3. Using recommendations from the Accessibilities Committee, continue to improve methods to carry the AA message to alcoholics in the accessibilities community.
4. Forward communications and requests from AAWS/Grapevine of possible interest to the membership.
5. Support country accessibilities chairs and committees in their service activities.
6. Cooperate with other area service committees to carry the AA message.
7. Serve as a member of the SENY Convention Committee.
8. Coordinate a periodic area accessibilities workshop.
9. Early in the next rotation, works with the newly appointed recording secretary to pass along a basic knowledge of the service position.

Agenda

agenda@aaseny.org

1. Supports coordination of SENY activities by maintaining an up-to-date calendar of scheduled and approved events on the SENY website and cooperating with other Areas and local service committees. All requests for an event to be calendared must be made through the SENY agenda email.
2. Prepares the agenda for committee meetings and Assemblies in consultation with and subject to the final approval of the Area Chair.
3. Distributes the approved agenda to the Chair, Email-Update Editor, Postal Mailing Chair, Web Chair, Technology and Communications Officer, and forwards to the Translation Chair for translation.
4. Arranges for the final Agenda, in both English and Spanish, and a hard-copy of the SENY calendar for a two-month period, to be printed and coordinates with the Chair to have copies available at each Assembly and Committee meeting.
5. For each Assembly, prepare a slide presentation of the agenda and forward to the Web Chair to make available on the SENY Laptop for viewing at Assembly.
6. Provide a monthly calendar of events to The Link Editor and Area Website Chair.
7. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
8. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
9. At year's end, prepare an upcoming 12-month calendar of significant SENY events in consultation with the Area Chair.
10. Early in the next rotation, works with the newly appointed Agenda Chair to pass along a basic knowledge of the service position.

Archives

archives@aaseny.org

1. Collects historical data that is pertinent to the SENY area.
2. Chairs the archives advisory group and archives committee meetings
3. Collects SENY committee minutes, assembly minutes, treasurer reports, delegate reports and the Link. Passes them on to the archivist to be entered into the collection.
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.
7. Coordinates the updating of the SENY history book.
8. Attends the preservation work group meeting upon request or if willing.

9. Works with archivist to get an understanding of the cataloging system (database).
10. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
11. Early in the next rotation, works with the newly appointed archives chair to pass along a basic knowledge of the service position.

Convention (Area)

convention@aaseny.org

1. Sets the dates and times and 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. Appoints the convention treasurer.
6. Works with the convention treasurer to prepare a balanced convention budget.
7. Writes letters of invitation to the main guest speakers.
8. After the final convention report is given, works with the newly appointed convention chair to pass along a basic knowledge of the service position.

Cooperation with the Professional Community (CPC)

cpc@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.
10. Early in the next rotation, works with the newly appointed CPC chair to pass along a basic knowledge of the service position.

Corrections

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. Monitors the Corrections Committee P.O. Box at the Bowling Green Post Office.
7. Cooperates with other area and local service committees.
8. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
9. Early in the next rotation, works with the newly appointed corrections chair to pass along a basic knowledge of the service position.

Grapevine/La Viña (GPV/LV)

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 Grapevine/La Viña 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.
9. Early in the next rotation works with the newly appointed Grapevine/ La Viña chair to pass along a basic knowledge of the service position.

Intergroup Liaison

intergroup@aaseny.org

1. Responsible for keeping communication lines open between SENY and the area intergroups.
2. Chairs the intergroups’ quarterly meeting.

3. Is the liaison between the intergroups and the SENY standing committee chairs for CPC, Corrections, Treatment, Accessibilities 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.
6. Early in the next rotation works with the newly appointed successor intergroup liaison chair to pass along a basic knowledge of the service position.

The Link Editor **link@aaseny.org**

1. Solicits submissions to the newsletter including news and information of interest to the membership.
2. Edits the newsletter, with the option to obtain the assistance of members with the necessary editing skills.
3. Oversees the layout and printing of the newsletter including publication of a web-friendly edition.
4. Oversees the distribution of the newsletter.
5. Sees that the newsletter is published ten times yearly.
6. Cooperates with Agenda to publish an excerpt of the area's calendar of events in The Link.
7. Cooperates with other area and local service committees.
8. Passes along communications and requests from GSO and AAWS/ Grapevine of possible interest to membership.
9. Early in the next rotation works with the newly appointed Link Editor to pass along a basic knowledge of the service position.

Literature **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.
7. Early in the next rotation works with the newly appointed literature chair to pass along a basic knowledge of the service position.

Office Manager
office@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 videos and AV system.
5. Sets up the sound system for area committee meetings and assemblies.
6. Sets up refreshments for area committee meetings.
7. Early in the next rotation works with the newly appointed office manager to pass along a basic knowledge of the service position.

Public Information (PI)
pi@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.
12. Early in the next rotation works with the newly appointed PI chair to pass on a basic knowledge of the service position.

Translation
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.
13. Early in the next rotation works with the newly appointed Translation chair to pass on a basic knowledge of the service position.

Treatment Facilities (TF)

tf@aaseny.org

1. Familiarity with the Treatment Facilities Workbook and the Treatment Facilities Binder.
2. Coordinates Bridging the Gap requests received by SENY email with counties and intergroups, and follows up as appropriate to confirm that action has been taken.
3. Monitors Treatment Facilities email address and maintains communications within and without SENY.
4. Works closely with all county TF chairpersons
5. Works closely with all county Bridging the Gap committees.
6. Chairs SENY Treatment Facilities meetings.
7. Encourages Treatment Facilities participation and presentation at all county Share a Day events.
8. Attends SENY Assemblies, SENY meetings, and annual budget meeting.
9. Early in the next rotation works with the newly appointed Treatment Facilities chair to pass on a basic knowledge of the service position.

Website

web@aaseny.org

1. Development of suggested guidelines and procedures for the area website, www.aaseny.org
2. Ongoing development and day-to-day maintenance of the area website as a tool for carrying the AA message and in area service.
3. Appoint other trusted servants to assist with the responsibilities.
4. Cooperate with other area and local service committees.
5. Pass along communications and requests from AAWS/Grapevine of possible interest to the membership.
6. Collaborate with the Technology Committee.

7. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
8. Early in the next rotation works with the newly appointed Website Chair to pass on a basic knowledge of the service position.

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, revised 11/12) concerning the funding of participation by area officers and by standing and ad hoc 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 committee chairs through the e-mail addresses provided with each job description or on aaseny.org, by mail through SENY PO Box 571, or by phone either through the area office phone number or at the individual phone numbers available in the area newsletter, The Link.

Section 4 – Other SENY Committees and Functions

Archives Advisory Group

In November 2002, the Ad Hoc Archives Committee was created to assist the Area, the area archivist, and the area historian but by 2017 it became apparent that the Committee needed to be permanent to assure continuity throughout rotations. The Committee was renamed the Archives Advisory Group.

Four members with an interest in archives and AA history are appointed by the area chair to serve staggered four-year terms. The area chair also appoints replacement members as terms expire or to fill incomplete terms. No member may be reappointed to the group or serve concurrently as an area officer or standing committee chair. Duties include assuring continuity of the archives committee throughout rotations by attendance at the archives committee meetings, attendance at preservation work group meetings upon request or if willing, and, recommending suitable persons for roles in the preservation work group as vacancies approach.

Archives Preservation Work Group

This group consists of the archivist, digital archivist, and preservationist, appointed by the area chair. For each, if no suitable replacement is available the area chair may reappoint the incumbent in one-year intervals. No member may serve concurrently as an area officer or standing committee chair. The role of historian has not yet been developed by SENY.

Archivist

archivist@aaseny.org

This is a 6-year non-standing SENY committee commitment, with the following duties:

1. Chairs the preservation work group.
2. Maintains the collections database.
3. Checks items in and out of the database when members are working with documents.
4. Purchases preservation materials.
5. Works with the digital archivist to continue the digitalizing of the collection.

6. Works with the preservationist to determine what documents get processed first.
7. Attends the archives committee meeting, upon request or if willing.

Digital Archivist
digitalarchivist@aaseny.org

This is a 4-year non-standing SENY committee commitment, with the following duties:

1. Receives materials from the collection scans them to PDF and then redacts all last names being sure to save a redacted and non-redacted version.
2. Collects SENY committee minutes, assembly minutes, treasurer reports, delegate reports and tissues of The Link via e-mail.
3. Attends the archives preservation work group.
4. Attends archives committee meetings upon request or if willing.
5. Works with archivist to get an understanding of the cataloging system (database).

Preservationist

This is a 4-year non-standing SENY committee commitment, with the following duties:

1. Receives materials from the collection and does the necessary preservation work to the documents.
2. Works with SENY archives chair to arrange for a preservation workshop to help the counties safeguard their collections.
3. Attends the archives preservation work group.
4. Attends archives committee meetings upon request or if willing.
5. Works with archivist to get an understanding of the cataloging system (database).

Ad Hoc Finance Committee
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 through- out SENY.

At the joint request of the area chair, treasurer, and/or delegate, 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.
 5. 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.
 6. 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.
 7. The committee has four members appointed by the area chair serving staggered four-year terms. The area chair appoints replacement members as terms expire or to fill incomplete terms.
 8. Committee members should have appropriate experience. No member may 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
altdelegate@aaseny.org

The Ad Hoc Service Participation Committee was formed in late 1993 to replace the Ad Hoc Committee on Service Structure. It focuses on the development of ideas which might help increase and support participation by GSRs, DCMs and DCMCs in the SENY service structure. It addresses the question “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 alternate delegate chairs the committee.

Service Sponsorship
sponsorship@aaseny.org

SENY encourages members assuming new service responsibilities to get a service sponsor. 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. Early

in the next rotation the area Service Sponsorship member works with the newly appointed service sponsorship member to pass on a basic knowledge of the service position.

Email Administrator

email@aaseny.org

1. Maintain the area email system
2. Collaborate with the Technology Committee.
3. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
4. Early in the next rotation works with the newly appointed Email Administrator to pass on a basic knowledge of the service position.
5. Maintains a high level of computer literacy.

Email Update Editor

email-update@aaseny.org

This Ad Hoc position was appointed subsequent to the amending of the registrar's role 11/06/2017.

1. Confer with the SENY Chair and other officers to create and deploy email updates about area events and business.
2. Collaborate with the Technology Committee.
3. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
4. Early in the next rotation works with the newly appointed Email Update Editor to pass on a basic knowledge of the service position.
5. Maintains a high level of computer literacy.

Postal Mailings Coordinator

pmc@aaseny.org

This Ad Hoc position was appointed subsequent to the amending of the registrar's role 11/06/2017. The responsibilities are:

1. Use USPS Business Gateway to create mailing labels;
2. Order envelopes, postage, labels, and printing as needed;
3. Coordinate execution of physical mailings;
4. Maintain up-to-date contact information for the area's USPS account.
5. Collaborate with the Technology Committee.
6. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
7. Early in the rotation works with the newly appointed Email Update Editor to pass on a basic knowledge of the service position.

Registration Chair

registration@aaseny.org

1. Maintain the database system shared by the area and counties, including regularly backing it up.
2. Update GSO's database.
3. Provide DCMs / DCMCs with access to the data for their district / county.
4. Train county registrars on the use of the shared database.
5. Create sign-in sheets for Assemblies and Committee meetings and coordinates the sign-in process.
6. Collaborate with the Technology Committee.
7. Provide a brief written report to the Technology and Communications Officer for inclusion with a summarized report to the Committee and Assembly.
8. Early in the next rotation, works with the newly elected registration chair to pass along a basic knowledge of the service position.
9. Maintains a high level of computer literacy.

Section 5– Other Service: Intergroups

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 help of the SENY committees, is responsible for carrying on these important tasks. For further information, consult the SENY Intergroup Liaison (intergroup@aaseny.org).

Brooklyn Intergroup
PO Box 21022, Brooklyn, NY 11202
Tel.: (718) 851-3039 brooklynintergroupaa@gmail.com
www.brooklynintergroup.org

Intergrupo Hispana de Brooklyn
4917 4th Avenue, Brooklyn, NY 11220
Tel.: (718) 348-0387
Hotline: (347) 932-5485

Nassau Intergroup
361 Hempstead Turnpike, West Hempstead, NY 11552-1342
Tel.: (516) 292-3045
24 Hr. Hotline: (516) 292-3040
www.nassaunya-aa.org

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

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
www.nyintergroup.org

Central Hispana del Estado de New York
14-11 5th Avenue, New York, N.Y. 10029
Tel.: (212) 348-2644

Orange County Central Service
PO Box 636, Goshen, NY 10924
Tel.: (845) 534-8525
www.orangenyaa.org

Queens Intergroup
Office: 105-29 Metropolitan Avenue
Forest Hills, NY 11375
Mail: QIAA, PO Box 754088,
Forest Hills, NY 11375
Tel.: (718) 520-5024
24 Hr. Hotline 718-520-5021
www.queensaa.org

Rockland Intergroup
PO Box 706, West Nyack, NY 10994
Tel.: 24 Hr. Hotline (845) 352-1112
www.rocklandnyaa.org

Suffolk Intergroup
113-8 Bay Avenue, Patchogue, NY 11772
Mail: PO Box 659, Patchogue, NY 11772
Tel.: (631) 654-1150
FAX (631) 654-1100
24 Hr. Hotline: (631) 669-1124
www.suffolkny-aa.org

Integrupo Hispana de Suffolk
188 West Main Street, Patchogue, NY 11772
Tel: (631) 639-4181 Open only Wednesday
Other/Alternate Times Call: Central Hispana del
Estado di Nueva York at (212) 348-2644

Sullivan Intergroup
PO Box 283, Liberty, NY 12754
Tel.: (866) 490-5686

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

Articles of Association^{7, 8}

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:

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.⁹

⁷ 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.

⁸ Several minor changes to the Articles of Association correcting grammar or punctuation and improving consistency in nomenclature were made by the Area Committee on 6/1/20, in addition to the noted amendments. See the minutes from that meeting for those details.

⁹ From, The AA Service Manual/Twelve Concepts for AA Service, p. 60.

Article III

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

Article IV¹⁰

The members of the Committee and Assembly shall be:

The Delegate

The Alternate Delegate

The Chair

The Technology and Communications Officer^{11, 12, 13}

The Treasurer

The District Committee Members

The Chairs of the Standing Committees

The Past Delegates

County District and Committee Member Chairs and the Hispanic

Districts Committee Member Chair¹⁴

The Recording Secretary^{15, 16, 17}

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.

¹⁰ 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.

¹¹ Title Area "Secretary" changed to Area "Registrar," here and throughout the Articles, 1/14/08.

¹² The position of Registrar replaced by the position of Technology and Communications Officer, 5/4/20.

¹³ Responsibilities of Technology and Communications Officer revised, and respective responsibilities of Technology and Communications Officer and Chair clarified, 6/1/20.

¹⁴ "Spanish" Districts renamed "Hispanic" Districts here and throughout the Articles, 12/13/08.

¹⁵ Role of the Recording Secretary amended 1/1/93, 5/4/20.

¹⁶ Role of the Registrar amended 11/6/2017 (see Committee meeting minutes).

Subsequently, the Postal Mailings Coordinator and Email Update Editor ad hoc positions were appointed 1/13/2018 (see Assembly meeting minutes) to receive the minutes from the Recording Secretary.

¹⁷ Footnote added to confirm that Email Update Editor and Postal Mailings Coordinator are not voting members of the Committee, 5/4/20.

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 and the Service Handbook and Articles of Association and By-Laws, South Eastern New York (SENY) Area Committee and Assembly of Alcoholics Anonymous (Area 49).¹⁸

Article VI

The Standing Committees shall be:

- Corrections¹⁹
- Public Information
- Cooperation with the Professional Community
- Literature
- Convention
- Agenda
- Newsletter (The Link)
- Archives
- Grapevine/La Viña²⁰
- Office Manager
- Intergroup Liaison
- Treatment Facilities
- Accessibilities^{21, 22}
- Website²³
- Translation²⁴

¹⁸ Reference to Service Handbook added, 6/1/20.

¹⁹ "Correctional Facilities" renamed "Corrections" to better reflect the broader range of service work done, and to be consistent with the Conference, 1/16/07.

²⁰ "Grapevine" renamed "Grapevine/LaViña," 1/16/07.

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

²² Accessibility/Special Needs renamed "Accessibilities," 4/2/19.

²³ Ad Hoc Website named a standing committee, 1/19/02.

²⁴ Ad Hoc Spanish Translation named a standing committee called "Translation," 5/21/08.

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.

Article IX

1. The Committee shall meet at least seven times per year.²⁵ 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 attend 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

²⁵ Minimum number of annual committee meetings amended from ten to seven, 10/15/02.

elections and officer qualifications shall be as outlined in Chapter 4 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 Technology and Communications Officer.²⁶
- 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. In counties that have no districts, District Committee Member Chairpersons shall be counted as District Committee Members in determining the quorum for committee meetings.
- 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 XIII²⁷

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

²⁶ See, footnote 12.

²⁷ See, footnote 9.

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.

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 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 Registration Chair, 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).²⁸

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 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 suggests 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

²⁸ GSO is in the process of converting to a new system.

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 AA Group: Where it All Begins (P-16), 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:

Your intergroup at the address listed on pages 31-32;

AAWS/GSO
PO Box 459
Grand Central Station
New York, NY 10163
www.aa.org

SENY
PO Box 571
New York, NY 10116-0571
www.aaseny.org

Online donations may be made through GSO's or SENY's respective websites; other service entities may also accept donations through their websites.

Your county General Service Committee can be made by contacting your DCMC. See "Contacting Your county committee and its DCMC" pages 11 - 12.

Your district General Service Committee can be contacted through your DCM. If you do not know your DCM, reach out to your DCMC for that contact information.

The SENY Registration Chair can help you get in touch with your district or county officers.

How can I arrange for a group inventory?

"Many groups periodically hold a 'group inventory meeting' to evaluate how well they are fulfilling their primary purpose: to help alcoholics recover through AA's suggested Twelve Steps of recovery."²⁹

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?

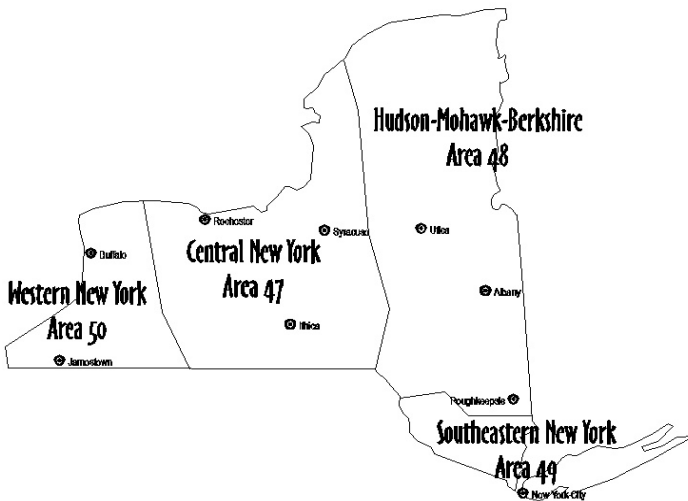
Beyond participating at the annual General Service Conference with all 93

²⁹ The AA Group, "Group inventory" [P-16], page 29.

delegate areas, SENY works especially with the other three areas in NY State:

- CNY Central NY, Area 47, www.aacny.org
- HMB Hudson Mohawk Berkshire, Area 48, www.aahmbny.org
- WNY Western NY Area 50, www.area50wny.org

This includes cooperation on special statewide projects like the “Bridging the Gap/Re-Entry Program” under corrections, and also on one special state-level special event, the annual NY State Informational Workshop which SENY hosts every four years; last hosted by SENY in 2019. This is a service-oriented weekend event focusing 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 and is held in the summer.



Map of the Four General Service Areas in NY State

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, to a lesser extent, by other conventions such as Robert’s Rules of Order. Each meeting “makes its own rules, and the chair person 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. . . .”³⁰ 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.³¹ Major decisions (mainly matters of conscience and policy) seek a 2/3 majority agreement of the meeting rather than a simple majority, thereby reflecting “substantial unanimity” on the question at hand.

Details can be found in “SENY Rules of Order- How we run our

³⁰ From The AA Service Manual p. S46.

³¹ 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] replaced the definition of a quorum with that given in Article XI of the area’s By-Laws, and also eliminated the item on the “Committee System.”

meetings”(09/13/06), and “Suggested Meeting Guidelines for SENY Committee Meetings” (1/09), both can be found at www.aaseny.org or by asking the area chair.

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 Technology and Communications Officer. 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.”³²

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. The election assembly is chaired by the current delegate. The officers elected are: Delegate, Alternate Delegate, Chair, Technology and Communications Officer, and Treasurer. Officer job descriptions are in this handbook while suggested candidate qualifications are found in The AA Service Manual.

While most current SENY Committee members— DCMs, DCMCs, area officers, standing committee chairs— may stand for office, the Delegate and Past Delegates customarily do not stand. No candidate may stand in absentia. The assembly may also allow past committee members to stand.

³² From, The AA Service Manual, p. S21.

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 they are standing.

Voting 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) is followed for the actual balloting. It is summarized as follows: A candidate must receive 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 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 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 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 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 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 are usually appointed by the area chair with the consent of the area committee. It is often, but not always, temporary, going out of existence once it completes its special task. It does not have its own budget allocation. An ad hoc committee may become a standing (permanent) committee if a need is identified. See also, “Other SENY Committees and Functions” in this handbook.

A Glossary of Terms, Abbreviations and Acronyms (Alphabet Soup)

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 at www.aa.org

Accessibilities— 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.

Assembly— The gathering of all area GSRs and 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 published by 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.

Corrections— 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 support 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. 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.

FNV— Fellowship New Vision– The AAWS/GSO Records Department’s group database (GSO is currently updating this system).

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 Alcoholics Anonymous”;³³ 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.

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

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.

Group Conscience – 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.

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

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 aahmbny.org

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

La Viña— The Spanish language counterpart of the Grapevine. www.aagrapevine.org

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

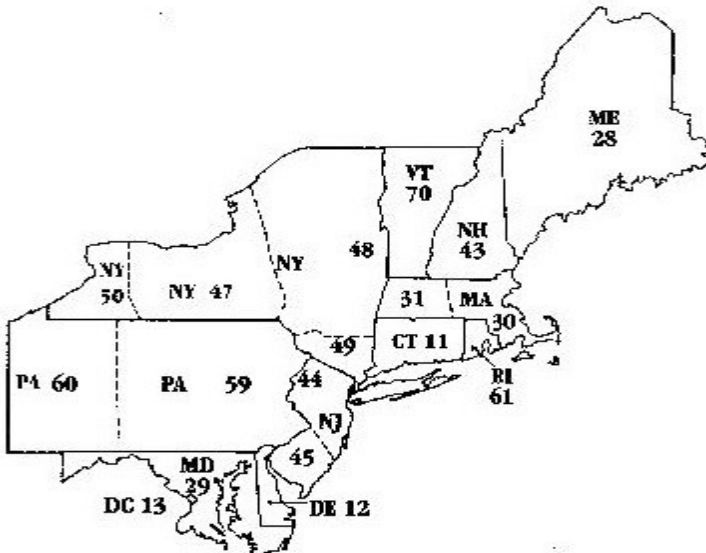
³³ From, The AA Service Manual, page S98.

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, AAW S, 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, five counties immediately north of the City, Long Island, and a non-geographic linguistic county. (See the detailed SENY area map inside the back cover of this handbook, www.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. area50wny.org

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).

Section 8— In Closing

Dr. Bob's Farewell Talk³⁴

My Good Friends in AA and of AA . . .

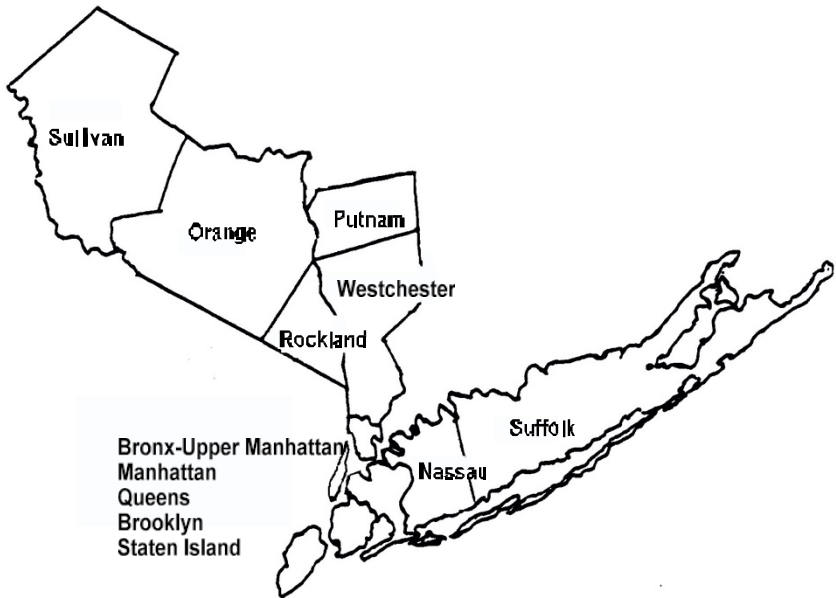
I get a big thrill out of looking over a vast sea of faces like this with a feeling that possibly some small thing I did a number of years ago played an infinitely small part in making this meeting possible. I also get quite a thrill when I think that we all had the same problem. We all did the same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

There are two or three things that flashed into my mind on which it would be fitting to lay a little emphasis. One is the simplicity of our program. Let's not louse it up with Freudian complexes and things that are interesting to the scientific mind but have very little to do with our actual AA work. Our Twelve Steps, when simmered down to the last, resolve themselves into the words "love" and "service." We understand what love is, and we understand what service is. So let's bear those two things in mind.

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

And one more thing: None of us would be here today if somebody hadn't taken time to explain things to us, to give us a little pat on the back, to take us to a meeting or two, to do numerous little kind and thoughtful acts in our behalf. So let us never get such a degree of smug complacency that we're not willing to extend, or attempt to extend, to our less fortunate brothers that help which has been so beneficial to us. Thank you very much.

³⁴ Excerpt from Dr. Bob's last talk, delivered at the First International Convention, Cleveland, Ohio, 1950; from, Dr. Bob and the Good Oldtimers, pp. 337-338.



Counties	District Numbers
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	see Note below

* These counties currently have no district structure.

Note: 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 that has one ends in "14." For example, in Manhattan the Hispanic District is 614, in Westchester it is 814, etc. Currently there are no Hispanic Districts in Staten Island, Putnam, Rockland, and Sullivan. And although Orange County is not divided into geographical districts, there is a Hispanic District 1114.