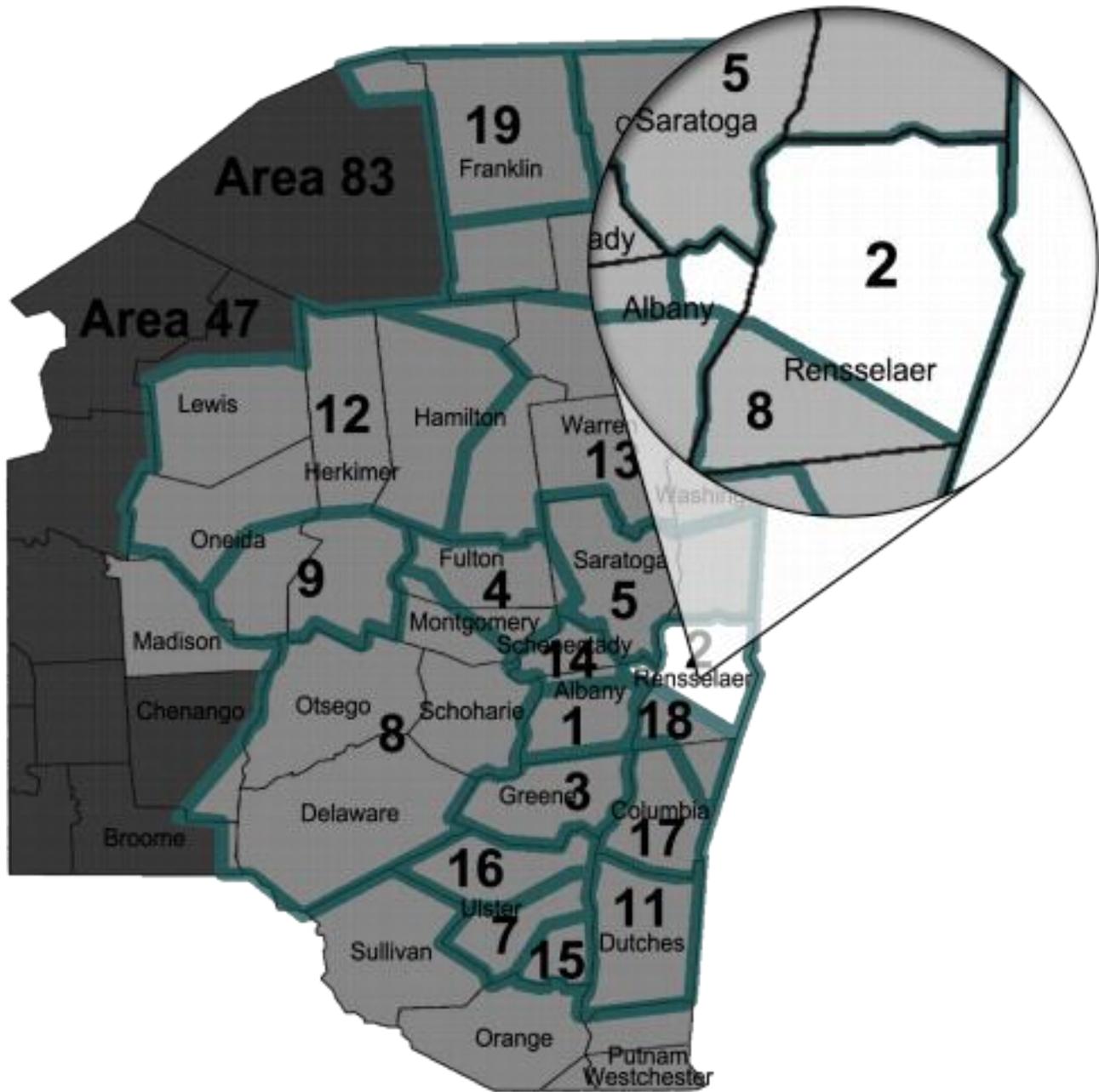


Hudson Mohawk Berkshire Area 48

District 2



Service Manual

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Declaration of Authenticity

This Service Manual was established in accordance with the A.A. Service Manual (2010-2011 Edition) and Area 48 Service Manual (2012 Edition) with a set of principles for a society of alcoholics in action to help “carry the message.” This is District 2 Third Legacy of Service within the Fellowship.

Terry B District Committee Member 2021-2023 Date: 01/31/2021

Keith V: District Records Date: 02/05/2021

Bill A, Gene S, Gretchen E: Ad Hoc Committee Date: 01/14/2021

Revisions

| Revision | Description | Date | Records |
|----------|----------------|------------|------------|
| 1 | Draft | 11/8/2012 | |
| 2 | Original Issue | 12/13/2012 | 12/13/2012 |
| 3 | Revised | 02/11/2021 | 02/11/2021 |

1.0 Introduction to District 2

Bill W and Dr. Bob realized once they were gone, guidelines had to address the welfare of the A.A. movement. To insure the Fellowship's future, they, and with help addressed this fact by assembling the General Service Conference (GSC) and General Service Board (GSB). The Conference structure allowed individual alcoholics and groups a way to interact with A.A. as a whole. The General Service Board has custodial oversight for the administration of A.A.'s World Service Board who oversees the General Service Office (GSO) and A.A. Grapevine Board who oversees the Grapevine office. A.A.'s upside down pyramid structure was born.

With the growth of A.A., this structure created links of communication. The district was created within Area 48 (Hudson-Mohawk-Berkshire (HMB)) to form a link between the General Service Representative (GSR) and the area delegate to the General Service Conference. This link provided groups and individuals access to A.A. literature and other service information published by A.A. as well the shared hope, strength, and wisdom from individuals in service.

District 2 is a geographical unit containing approximately 50 A.A. groups. Its boundary lines follow the Hudson River from meetings in southern Saratoga County and northern Albany County south to Castleton On The Hudson then approximately east along Route 43 to the Massachusetts border north to Washington county line. These groups are connected to A.A. as a whole when registered with Area 48 and the General Service Office. The district size was based on the ability of district committee members to keep in touch with the groups, to learn their problems, and to find ways to contribute to growth and well-being. The district committee member (DCM) would pass on the group's conscience to the area delegate who communicates the area's group conscience at the General Service Conference. The delegate reports back to the Area committee Conference approved resolutions and advisories. DCM's passes it on to the GSR who passes it on to the group members.

This manual has been developed as a guide to assist the District, serve the Fellowship and to help other alcoholics achieve sobriety.

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2.0 District 2 Committee

The District Committee shall consist of current GSRs representing the registered groups in District 2, current District officers, and current chairpersons of district service committees. We suggest all committee members rotate out, or if they want to continue District service, seek another District commitment.

District 2 General Service Representatives (GSR)

- GSRs currently registered in District 2

District 2 Officers

- District Committee Member (DCM)
- Alternate DCM (also serves as functions chair)
- Secretary
- Treasurer
- Alternate Treasurer
- Records (Registrar)

District 2 Service Committee Chairs

- Accessibility
 - Archives
 - Bridging the Gap
 - Capital District Central Office Representative

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



- Cluster Representative
- Cooperation with the Professional Community
- Correctional Facilities (Women)
- Correctional Facilities (Men)
- Grapevine Representative
- Local Committee Member; Alt. Local Committee Member
- Newsletter Editor
- Public Information
- Records
- Samaritan MICA
- Treatment (St. Mary's Friday)
- Treatment (St. Mary's Tuesday)
- Treatment (St. Mary's Saturday)
- Webmaster
- Young People's Alcoholic Anonymous

2.1 Group and GSR

Each A.A. group within the district elects a General Service Representative (GSR) who serves as the group conscience and a member of the District 2 committee.

A group registers with the District Records chair. The district sends this information to the Area Records chair. Area Records sends it to G.S.O. The GSR receives from G.S.O. A Group Service Number identifying their group. It is suggested the GSR use this number on all communications with the district, area and G.S.O. Once a group is registered, G.S.O. will only change a group's district or area affiliation when both districts and areas give their consent.

GSR Duties

In addition to the duties outlined in the GSO pamphlet: "*GSR General Service Representative*", District 2 suggests the following:

- Begin attending the monthly district meeting as soon as the group is formed, as soon as the GSR is chosen by the group and while the group registration is in process.
- Call for routinely scheduled group business meetings. Seek to hold elections for group officers. - See their group has a current treasurer report at the business meeting.
- At the district meeting, we suggest the GSR report on group attendance, events, finances, group conscience votes, assessing literature and Grapevine, need for service help, and questions for the group.
- Distribute monthly Area 48 Newsletter and quarterly box 459 at group meetings.
- Inform district Record Keeper of GSR and group contact changes.
- Volunteer for district service work.
- Attend and report back to the group area events, including area news, requests for feedback, decisions, and delegate reports.
- Vote at area assemblies and election assemblies.

2.2 District 2 Officers (Trusted Servants)

2.2.1 District Committee Member (DCM)

The DCM is an essential link between the groups GSR and the area's delegate to the General Service Conference. As chairperson to the District Committee, the DCM is exposed to the group conscience of that district. As a member of the area committee, the DCM is able to pass on a consensus of the group's conscience to the Area Delegate and Area Committee. Through the delegate the DCM reports back to the group GSRs Conference action. Term of service shall be two years, however, the Alternate DCM or other elected alternate may serve out a partial DCM term caused by a vacancy. They can seek nomination for a full two-year term at the next scheduled DCM election. It is suggested the DCM serve only one full consecutive term in the spirit of rotation.

DCM Qualifications

- The DCM has usually served as a GSR or other service position.
- A DCM should have enough sobriety (generally four or five years) to be eligible for election as delegate. - He

or she should have the time and energy to perform the duties.

Duties of the DCM

- Attend and chair all monthly district meetings
- Provide an agenda for the monthly district meeting a week prior to the meeting.
- Attend and represent the district at area events, including spring, fall and election assemblies, Fellowship Day, Inventory Day (January), Day of Sharing (Delegate's Day March or April).
- Work with the Alt. DCM and Eastern Cluster DCMs (District 1, District 18) to coordinate area events. - See there is an agenda, monthly meetings, and treasury report for each monthly meeting. - Review bank account with the Treasurer.
- Appoint ad hoc committees as needed.
- Make an attempt to visit each meeting in the district, in addition to the Alt DCM visits.
- Read the A.A. Service Manual with attention to chapter 3, *The District and the D.C.M.* and the Area 48 Service Manual.
- Pass on DCM workbook to incoming DCM.

2.2.2 Alternate DCM

The alternate is a two year term and backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. The alternate is elected at the same time as the DCM.

Alt DCM Qualifications

- See DCM qualifications.

Duties of the Alt DCM

- Serve as Functions Chair. Assist and coordinate district hosted events and area cluster events. - Back up the DCM as needed.

2.2.3 District Secretary

Term of service is two years. However, if the position is vacated an elected or appointed alternate may serve out the remaining term and be elected a full two year term following the partial term.

Secretary Qualifications

- Suggested two years of continuous sobriety.
- Computer skills and regular access to a computer, printer, and email.

Duties of the Secretary

- Regularly attend and keep written minutes of the district meeting.
- Change amended minutes and save a copy for the records.
- Make available for the district meeting sufficient number of copies of agenda, minutes and other requested documents.
- Serve on ad hoc committees and attend area events.
- Attend other district and area events.
- Safeguard sign in sheets, agenda, and minutes and pass them to the next elected secretary. Records can be given to the Archivist who can purge those records five or more years old.
- Coordinate group information with district Records Chair so district and area information is accurate. - Suggest familiar with Robert's Rules of Order so a point of order may be resolved.

2.2.4 District Treasurer

Term of service is two years. However, if the treasurer cannot complete their term the Alternate Treasurer or other elected or appointed alternate may serve out the remaining time. The alternate may be elected for a full two year term as Treasurer following the partial term. May serve a consecutive term.

Treasurer Qualifications

- Suggested two years of continuous sobriety.
- Computer skills or the willingness to learn computer applications used for accounting.
- Regular access to a computer, printer, and email.
- A basic understanding of financial record keeping, financial summary reports and budget process.

Duties of District Treasurer

- Signatory on district bank accounts. Change signatory at bank with next elected treasurer. -

Maintain a current checkbook balance.

- Deposit all income into the district checking account. Except \$25 cash for immediate district use. - Keep and safeguard district post office box and key. Change access to PO Box with the next elected treasurer. - Post accurate records of income and expenses.
- Request receipts for reimbursement.
- Report at the district meeting a monthly report showing line item income and expenses for the preceding month. - Generate sufficient copies of the monthly income/expense report for the monthly district meeting. Accounting to reflect previous months activity.
- Maintain \$2250 prudent reserve for operating expenses.
- Pay all repetitive administrative bills no less than monthly and by the end of the month due; rent, service reimbursement, and approved donations.
- Report to the district committee any issues affecting the integrity of the treasury.
- Keep copies of all bank statements and bank correspondence.
- Safeguard financial records and pass them on to the next elected treasurer.
- Except for repetitive administrative expenses, use of funds will require a district committee 2/3 majority vote of those eligible to vote.
- Attend area events.
- Serve on as hoc committees and as Alternate Finance Committee Chair.

2.2.5 Alternate Treasurer

The Alternate Treasurer is a two year term and backup for the Treasurer. If the Treasurer resigns or is unable to serve for any reason, the alternate steps in. Alternate overlaps instead of running concurrent with the Treasurer's term. The alternate is elected in odd years and the Treasurer is elected in even years. Alternate can be elected to Treasurer for a full term following a partial term.

Alternate Treasurer Qualifications

- See Treasurer qualifications.

Duties of Alternate Treasurer

- Chair Finance Committee
- Fill in for Treasurer duties when Treasurer is temporarily unavailable.

2.2.6 District Records Chair (Registrar)

Term of service is two years. May serve a partial term and one elected full two year term. Serve as group records keeper for the district.

Records Qualifications

- One or more years of sobriety. Access to a computer and internet. Attention to detail and time to carry out duties on schedule.

Duties of District Records Chair

- Maintain contact with GSR and group contacts to facilitate accurate meeting information for schedules and GSR email lists.
- Maintain a file of up to date District 2 meetings.
- Correlate with Area 48 Registrar updates to District 2 meetings and update to the Area Confidential Directory. - Review meetings information from the Area 48 Registrar prior to area meeting schedule publication. - Register group GSRs and group contacts with Area 48 and GSO.
- Maintain records for District 2 Service Manual. This includes district or ad hoc committee meeting minutes and any other records amending the service manual.
- Maintain a District 2 Confidential Directory which is given to all GSRs and chairs.
- Troubleshoot for GSRs and groups having difficulty receiving A.A. information from the area or GSO. - Attend Area committee events and activities outlined in the Area 48 Service Manual.
- Serve on ad hoc committees.

2.3 District 2 Service (Standing) Committees

The following committees are considered standing service committees:

- Accessibility (ACC)

- Archives (ARC)
- Bridging the Gap (BTG)
- Capital District Central Office Representative (CDCO Rep)
- Cluster Representative (CLR)
- Cooperation with the Professional Community (CPC)
- Correctional Facilities (Women) (COR)
- Correctional Facilities (Men) (COR)
- Grapevine Representative (GVR)
- Local Committee Member (LCM); Alt. LCM (ALCM)
- Newsletter Editor (NEE)
- Public Information (PI)
- Records (REC)
- Samaritan MICA (MICA)
- Treatment (St. Mary's)-Friday (TRE)

- Alt Treatment (St. Mary's Tuesday) (ATRE)
- Treatment (St. Mary's Saturday) (TRE)
- Webmaster (WEB)
- Young People's Alcoholic Anonymous (YPAA)

The committees consist of the Committee Chair, Alternate Chair (when available) and any other A.A. member who wishes to serve and assist on the committee.

Each committee chair serves a two year term. All committee members are encouraged to attend Area 48 events where said committee meetings are held. They can serve a second two year term to fill a vacancy. It is suggested that once a chair is elected they pass on their GSR position to another group member. Guidelines, handbooks and workbooks for most of these committees are provided by GSO once the person registers as committee chair. These resources should be passed on to the next chairperson at the end of the term. The district will help make arrangements to replace workbooks and provide guidance if there are no publications outlining committee duties. Elections for committee chairs are split between even and odd years. See chart 3.1 - General Election Schedule.

2.3.1 Committee Chair Qualifications (All)

- Suggested two years of continuous sobriety.
- Enough time and energy to devote to the specific committee.

Duties of All Committee Chairs

- Review Area 48 and A.A. Service Manuals.
- Provide your contact information to the District 2 Records person.
- Each chair is encouraged to hold monthly meetings pertaining to that specific committee. - Each chair becomes a member of the District Committee and is expected to attend the monthly District 2 meeting. - Each chair will provide either a written report or an oral report containing current, pertinent information regarding that specific committee. - Each committee chair becomes an automatic member of the Area Committee and is strongly suggested to attend Area Fellowship days and activities as outlined in the Area 48 Service Manual.
- Encouraged to attend NYS Informational Workshop.
- Suggested to serve on ad hoc committees.

Duties of Accessibility Chair

- Explore, develop and offer alternatives so that the AA message is accessible to those who are blind or visually impaired, deaf or hard of hearing, wheelchair users and others with physical disabilities, homebound or chronically ill or developmentally disabled.
- Establish, develop and maintain an updated list of members.
- Willing to bring meetings to the homebound.
- Act as a clearing house for information to share the accumulated experience and knowledge in the Accessibility arena
- Raise the awareness of Accessibility related needs throughout the meetings in District 2
- Ensure that handicapped accessible meetings are identified to the Records Keeper for publication in the annual meeting schedule.

Duties of Archives Chair

- Collect and preserve written materials(books, pamphlets, newsletters, written histories), photographs, audiotapes, etc. from oldtimers, past delegates, committee members, etc. to preserve district AA history. - Display materials at district events
- Conduct projects such as those to digitize old records, and re-record older tapes.

Duties of Bridging the Gap (Men and Women) Chair

- Establish, develop and maintain an updated Bridging the Gap Volunteer List.
- Work closely with District Treatment and Corrections Chairpersons on methods for receiving bridge requests from new Members.
- Coordinate requested bridges between new members and Bridging the Gap volunteers.
- Provide information to hospital and institutional facilities located within the District and our linked Districts explaining what Bridging the Gap is and how it works.

Duties of Cooperation with the Professional Community Chair

- Provide contact information, speakers, films, literature, and other information to members of the professional community and their professional associations, including doctors, nurses, members of the clergy, lawyers, social workers, union leaders, and business managers.
- In coordination with the Literature and Grapevine Chairpersons, provide and maintain literature and Grapevines as as needed in professional offices, EAPs (Employment Assistance Programs) and workplaces.
- Provide invitations to professional people to attend open AA meetings in the District.

Duties of Corrections (Men and Women) Chair

- Provide contact and information to correction facilities and detention centers located in the District and help organize and set up AA meetings as needed, ensuring that meetings are within the Traditions and that meeting needs are being met.
- Provide speakers, films, and literature to correctional facilities as needed.
- In coordination with the Literature/Grapevine Chairs, provide and maintain literature and Grapevines, as needed In the correctional facilities.
- In coordination with other Districts in the Area, may help do the same in facilities outside the District.

Duties of Grapevine Representative (GVR)

- Make sure members are aware of all Grapevine publications and the enhancements to sobriety they offer. - The GVR is the district representative and group contact with the Grapevine office.
- Safeguard personal and financial information.
- Maintain organized records and financial information.
- Run Grapevine displays at district events and help at area events. Maintain a minimum inventory. - Consult with the Grapevine office.
- Assist members with new and renewal subscriptions.
- Suggested to serve on ad hoc committees.

Duties of the Local Committee Member (LCM)

- Work in conjunction with the DCM and Alt DCM in outreaching the District by visiting groups within the District and encourage groups that are not represented to elect a GSR and become active in the District service structure.
- Report meeting changes to the district Registrar.

Duties of the Alt Local Committee Member

- Assist the LCM in her/his duties in outreaching the District by visiting groups.
- Report information regarding meetings to the LCM and District Registrar.

Duties of Newsletter Editor

- Prepare and print a monthly newsletter and distribute copies at the district meeting and via Records email distribution list.
- Email a copy of the newsletter to each group representative, Area 48 webmaster, and Area 48 Chair. - Content may include a message from the DCM, upcoming events, description of service positions, announcements of new meetings, meetings needing support, member stories, feature articles, archive information, etc. - Suggested to serve on ad hoc committees.

Duties of Public Information Chair

- Work to develop and maintain contact information with local educational facilities for speakers, film, literature and other available information.
- Help organize and set up meetings at schools, libraries and other community facility events (health/wellness fairs etc).

Duties of Treatment Chair

- Provide contact information and assist in organizing and setting up AA meetings in hospital inpatient and outpatient programs, mental health facilities and rehabilitation programs in the District. -Ensure that meetings are kept within the Traditions and that meeting needs are being met.
- Provide and maintain literature and Grapevines as needed in local treatment facilities.

Duties of the Webmaster

- Maintain the <http://district2.aahmbny.org> website including information about District 2 meetings, meeting announcements, and Events Calendar.
- Provide and maintain email addresses for the district Committee Chairs and GSR's.
- Post events for District 2 meetings, District, Area, REgional, State, National and YPAA events on the website.
- Maintain the Newsletter Archives, meeting minutes, and District 2 Service Manual.
- Serve on the Area Technology Committee.
- Support the technology needs of other District Committee Chairs.
- Facilitates 12th step work through the website, as needed.

2.4 District 2 Ad Hoc Committees

Ad hoc committees are appointed by the DCM for a specific purpose and will cease to function once their duties have been fulfilled. Ad hoc committee chairs and members are not automatically members of the District Committee and are not granted voting rights as a result of participation on the ad hoc committee.

Examples of Ad Hoc committees include:

- New Year's committee
- Finance committee
- Service Manual committee
- Nominations committee

2.4.1 Duties of Finance Committee

- The Finance Committee shall be chaired by the Alternate Treasurer and further consist of the DCM, Treasurer, Alt DCM, and up to three but no less than two current GSR's (recommended by the DCM and approved by a simple majority District Committee vote).
- Prepare the annual budget to be presented for consideration at the February district meeting and approved at the next subsequent district meeting by a 2/3 majority vote.
- Budget to show all budget lines in the current budget report and the proposed budget lines for consideration. - Should the budget not pass at the March district meeting, the Finance Committee will make appropriate changes and present the budget at the next meeting until the budget does pass. The prior years' budget will be in effect during the budget impasse.
- Monitor expenses throughout the year by category and make recommendations where adjustments may need to be made.
- Make recommendations on expenditures not specifically budgeted.
- Oversees the maintenance of the financial records.
- Finance recommendations require a 2/3 majority District Committee vote.

2.4.2 Duties of Service Manual Committee

- DCM to call for the committee in January or February of odd years with a District Committee simple majority vote.
- Committee made up of District Records, District Secretary, and up to three district members. Simple majority vote to approve the district members. District Records will chair the committee.
- The committee will meet and review the current manual and suggest any revisions.
- Examine printing, distribution, and prudent cost for revisions and complete manuals.

- Bring to the May or June district meeting findings and proposed changes. Approval or rejection by 2/3 majority vote.
Current service manual remains in place during the impasse.
- Once the manual is voted on the committee will cease to function.

2.4.3 Duties of Nominations Committee

DCM calls for a Nomination Committee to develop a flyer for August distribution throughout District 2. The committee will record nominees for District 2 Service positions beginning in September for elections at the October district meeting. Committee members will collect and tally votes at the October Election District Meeting. Following the elections, the committee will cease.

3.0 Elections

Nominations are taken in September and voting occurs at the October district meeting. Generally, officers and Service Committee Chairs serve two year terms. Terms follow the calendar years (1/1 to 12/31).

Positions fall into odd or even year rotation. During the November and December months incoming officers and chairs are encouraged to work closely with their outgoing counterparts.

All elections will follow the Third Legacy Procedure as outlined in the AA Service Manual if more than one person runs. If only one person runs, the DCM will appoint that person following a simple district committee majority vote.

District records chair will submit required electee or appointee contact information to the area, GSO and CDCO.

3.1 General Election Schedule

| Odd Year | Even Year |
|----------------|---------------------|
| Accessibility | Archives |
| CPC | BTG |
| LCM ,Alt LCM | DCM |
| Newsletter | Alt DCM/Functions |
| PI | CDCO |
| Records | Cluster Rep |
| Samaritan MICA | Corrections (Men) |
| Alt Treasurer | Corrections (Women) |
| Alt Treatment | Grapevine |
| Webmaster | Secretary |
| YPAA | Treasurer |

3.2 Midterm Elections

When an office becomes vacant, an announcement is made at the subsequent District Committee meeting and a request for nominees is made. At the next District Committee meeting the nominee is elected or appointed depending on the number of persons interested in serving at the position. This provides GSRs time to canvas their groups for candidates. Area 48, District 2 Service Manual 10

In the event a vacancy and/or no nomination occurs for an officer's (Trusted Servant) position or Service Committee Chair, the DCM may appoint an interim with District Committee simple majority approval.

The trusted servant elected/appointed midterm will be eligible to run for election to serve a full term at the next appropriate general election.

3.3 Voting Members

These are the voting members at the District Committee meeting. This same group can vote on motions, proposals and other District Committee business requiring approval. One person, one vote protocol and an alternate can vote in place of an absent or vacant chair position. District committee voting members are as follows:

- District 2 GSRs
- District 2 Officers
- District 2 Service Committee Chairs

4.0 Conducting District Meetings

District 2 will meet at 7:00 PM on the second Thursday of each month at Our Lady of Victory Church, 55 North Lake Avenue, Brunswick, NY 12180. DCM or Alt DCM will chair the meeting.

DCM ensures that reports, flyers, agenda, minutes and sign in sheet are on display.

Open with a moment of silence followed by the Declaration of Unity and Responsibility Pledge. Read the month's step, Tradition, Concept and Tradition Checklist. Introductions are made, then vote to approve/amend previous month's district meeting minutes and treasury report, then hear group reports followed by Officer and Service Committee reports. Begin old business agenda items then move to new business. Ask for a motion to close and second with simple majority vote. Close with a moment of silence followed by the Serenity prayer.

4.1 Attendance

Attendance is open to all members of the Fellowship. All members are encouraged to attend district meetings and participate in the discussion. To be heard by the group, members need only raise their hand and be recognized by the meeting chair (DCM or Alt. DCM. Members can serve on any district committee, although voting is restricted. (see 3.3 Voting Members)

In order to be most effective in a service position, regular attendance at the district meeting is suggested. The position of any officer or service person with three consecutive absences from the District Committee meeting may be declared vacant by a 2/3 majority vote. DCM may excuse the absence if informed.

4.2 Proposal Procedure

DCM recognizes the person raising the motion.

A motion is any proposal, consideration, amendment or any other action that affect District 2 policy. It is preferred the proposal is received in writing at the time of the motion.

A motion must be seconded before discussion. A second requires a 2/3 majority vote and opens discussion. No second means there will be no further action on the motion. Secretary will ask the person to repeat the motion before it is seconded so all

discussion voters are clear on the proposal. A motion can be withdrawn or modified before it is voted on only by the person submitting the motion.

The term *calling the question* brings the discussion to a halt. The DCM recognizes the call to question and this allows the members to decide whether to proceed directly to a vote (the question), or go on with the discussion. A motion is required and seconded requiring 2/3 majority vote.

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If the vote to call the question wins the initial motion requires a vote. If the motion to call the question fails, discussion continues until a call to question is passed or motion to be tabled is approved. Table requires a motion and a second with simple majority vote. The motion will be put on next month meeting agenda.

Any approved action can be reconsidered but it needs to be voted and approved with a 2/3 majority. No action may be reconsidered twice at the same meeting.

The secretary records the proposal and vote tally. Records chair lists the action and determines if it will be part of the Service Manual when it comes up for review.

Actions resulting from an affirmative vote become effective immediately unless determined otherwise.

4.3 Agenda Items

Agenda items are determined by the DCM. Discussion points or items needing attention should be discussed with the DCM first before brought to the district meeting. Not all points need full meeting attention. Items may be included at the meeting if time allows. If not addressed, the item is placed on the subsequent district meeting agenda to be determined by the DCM.

Agenda items need to be listed in the district meeting agenda handout and available online and at the district meeting. Agenda items may be presented by A.A. members, groups, or Area 48. They may also be developed by service and ad hoc committees. Persons presenting the agenda item should be present at the District Committee meeting to provide necessary information and respond to questions.

4.4 Conduct

The district committee will use suggestions from modified Robert's Rules of Order when conducting the meeting. -

Request attendees refrain from crosstalk when someone has the floor.

- Seek to apply the principles of A.A. Twelve Steps, A.A. Twelve Traditions, Concepts and Warranties in your arguments and collaboration. Treat others with love, understanding and tolerance as you would wish to be treated.

5.0 Changes to the Service Manual

A proposed change or amendment may be presented at any time by an A.A. member or A.A. group. Proposals will be discussed and voted on at the initial presentation or moved to a later district meeting to allow GSRs time to bring it back to their groups. The move to a later meeting will require a motion, second, and a simple majority vote. The proposal or amendment will be discussed at the prescribed meeting and voted with 2/3 majority vote for approval. Once approved, the Records chair updates the service manual with the revision and adds a revision date.

Glossary of Terms

AA Group

An A.A. group consists of two or more alcoholics who gather together on a regular basis. These meetings are the basic source of recovery for the alcoholic who wants to stop drinking. Each group is independent.

A.A.W.S.

A.A. World Services, Inc. The Trustees do much of their work through two corporations, A.A.W.S. and the A. A. Grapevine, Inc., and through members of the trustee's committees. The two service corporations are responsible for the employment and direction of the General Service Office and Grapevine personnel.

Alternate

A service worker who, at group, district, or area level, assists, supports, and participates in the specific service responsibility to which elected or appointed.

Area

A geographical division within a state or province. Each area is represented by a Conference Delegate. Normally there is one area to a state or province. In heavily A.A. populated places, there may be two or more areas in a state or province.

Area Committee Meetings

There are five area committee meetings in odd years and six in even years. They are held at the Fellowship Days.

Area Assembly

All day meeting of G.S.R.'s and committee members to discuss area affairs. Two voting assemblies are held in even numbered years and three in odd numbered years.

Area Committee

A committee made up of the districts committee members, elected by the GSR's in each district, the area committee officers, and area committee chairpersons.

Cluster

Three or more districts gripped together geographically.

Conference

The General Service Conference. This can mean either the structure involving committee members, G.S.R.'s and delegates in an area, or the annual meeting of the Conference delegates each April in New York.

Day of Sharing

A day long area meeting held in March usually the second Saturday, providing an opportunity for the Delegate to get input on Conference questions.

Delegate

The man or woman who represents the area at the annual meeting of the Conference in New York and brings back to the area the results of the Conference meeting.

District

A division within an area to be represented by a committee member.

District Committee Member (DCM)

A.A. member who has served in a service position elected by the GSRs to represent the groups of the district committee meeting and to coordinate service activities in the district.

District Meetings

The meetings of the district committee chairs and G.S.R.'s of the groups in the district.

Fellowship Day

There are five days of fellowship and service rotating through the districts which are grouped together as five clusters.

G.S.B.

General Service Board (trustees of A.A.) The chief service arm of the General Service Conference, it is essentially

custodial in character. As the Conference Charter states, "Excepting for decisions upon matters of policy, finance, or A.A. Area 48, District 2 Service Manual 13 tradition liable to seriously affect A.A. as a whole, the General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. service corporations." At any given time, there are 21 trustees on the board; 14 A.A.'s and 7 nonalcoholic. Their term of office is four years for A.A.'s and three year terms for nonalcoholic trustees.

G.S.R.

The general service representative is an A.A. member so elected by the group to voice the group's opinion in discussions at the district and area level. G.S.R.'s in turn, vote for the district committee member and for the area chair and other officers at the area level.

General Services

The services performed by A.A.'s General Service Office (GSO), general service activities, and A.A. history.

Group Conscience

The method whereby a group decision or action is made. Each A.A. member has one vote, and this, ideally, would be through their home group.

Informational Workshop

A weekend meeting rotating in the four New York State Areas in August to discuss public information, corrections, treatment facilities, cooperation with the professional community and Grapevine matters.

Region

A grouping of several states or provinces from which a regional trustee comes to the board of trustees. There are six regions in the United States; two in Canada.

Sharing Session

A kind of group, district, area or conference meeting where everyone is invited to contribute ideas and comments on A.A. matters.

Conference Approved Literature and Films

Pamphlets, books and films which the appropriate Conference committees have reviewed and reported favorably to the Conference meeting for its approval, and which have been approved by the conference.

Third Legacy

Recovery and Unity are A.A.'s first two legacies. Our Third Legacy is Service, the sum total of all A.A. services, from a Twelve Step call to A.A.'s coast-to-coast and worldwide service activities.

Trustee

The usual term for a member of A.A.'s General Service Board. Some trustees are A.A.'s, some are nonalcoholic.

Abbreviation of Terms

| | |
|----------|---|
| A.A. | Alcoholics Anonymous |
| AAWS | Alcoholics Anonymous World Service |
| Big Book | The book entitled “Alcoholics Anonymous” |
| BTG | Bridging the Gap |
| CFC | Correctional Facilities Committee |
| CPC | Cooperation with the Professional Community |
| DCM | District Committee Member |
| GSB | General Service Board |
| GSC | General Service Conference |
| GSR | General Service Representative |
| GSO | General Service Office |
| GV | The A.A. Grapevine, a monthly magazine frequently called “a meeting in print” |
| GVR | Grapevine Representative |
| HMB | Hudson-Mohawk-Berkshire Area |
| PI | Public Information |
| TFC | Treatment Facility Committee |

The Twelve Traditions (Long Form)

Our A.A. experience has taught us that:

1. Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.
 2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience.
 3. Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.
 4. With respect to its own affairs, each A.A. group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighboring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect A.A. as a whole without conferring with the Trustees of the General Service Board. On such issues our common welfare is paramount.
 5. Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose—that of carrying its message to the alcoholic who still suffers.
 6. Problems of money, property, and authority may easily divert us from our primary spiritual aim. We think, therefore, that any considerable property of genuine use to A.A. should be separately incorporated and managed, thus dividing the material from the spiritual. An A.A. group, as such, should never go into business. Secondary aids to A.A., such as clubs or hospitals which require much property or administration, ought to be incorporated and so set apart that, if necessary, they can be freely discarded by the groups. Hence such facilities ought not to use the A.A. name. Their management should be the sole responsibility of those people who financially support them. For clubs, A.A. managers are usually preferred. But hospitals, as well as other places of recuperation, ought to be well outside A.A.- and medically supervised. While an A.A. group may cooperate with anyone, such cooperation ought never go so far as affiliation or endorsement, actual or implied. An A.A. group can bind itself to no one.
 7. The A.A. groups themselves ought to be fully supported by the voluntary contributions of their own members. We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other 2 outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise. Then too, we view with much concern those A.A. treasuries which continue, beyond prudent reserves, to accumulate funds for no stated A.A. purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.
 8. Alcoholics Anonymous should remain forever non-professional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we may otherwise have to engage nonalcoholics. Such special services may be well recompensed. But our usual A.A. "12th Step" work is never to be paid for.
 9. Each A.A. group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan area their central or intergroup committee, which often employs a full-time secretary. The trustees of the General Service Board are, in effect, our A.A. General Service Committee. They are the custodians of our A.A. Tradition and the receivers of voluntary A.A. contributions by which we maintain our A.A. General Service Office at New York. They are authorized by the groups to handle our overall public relations and they guarantee the integrity of our principle newspaper, the A.A. Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in A.A. are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.
- Area 48, District 2 Service Manual 16
10. No A.A. group or member should ever, in such a way as to implicate A.A., express any opinion on outside controversial issues—particularly those of politics, alcohol reform, or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters they can express no views what so ever.

11. Our relations with the general public should be characterized by personal anonymity. We think A.A. ought to avoid sensational advertising. Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never a need to praise ourselves. We feel it better to let our friends recommend us.

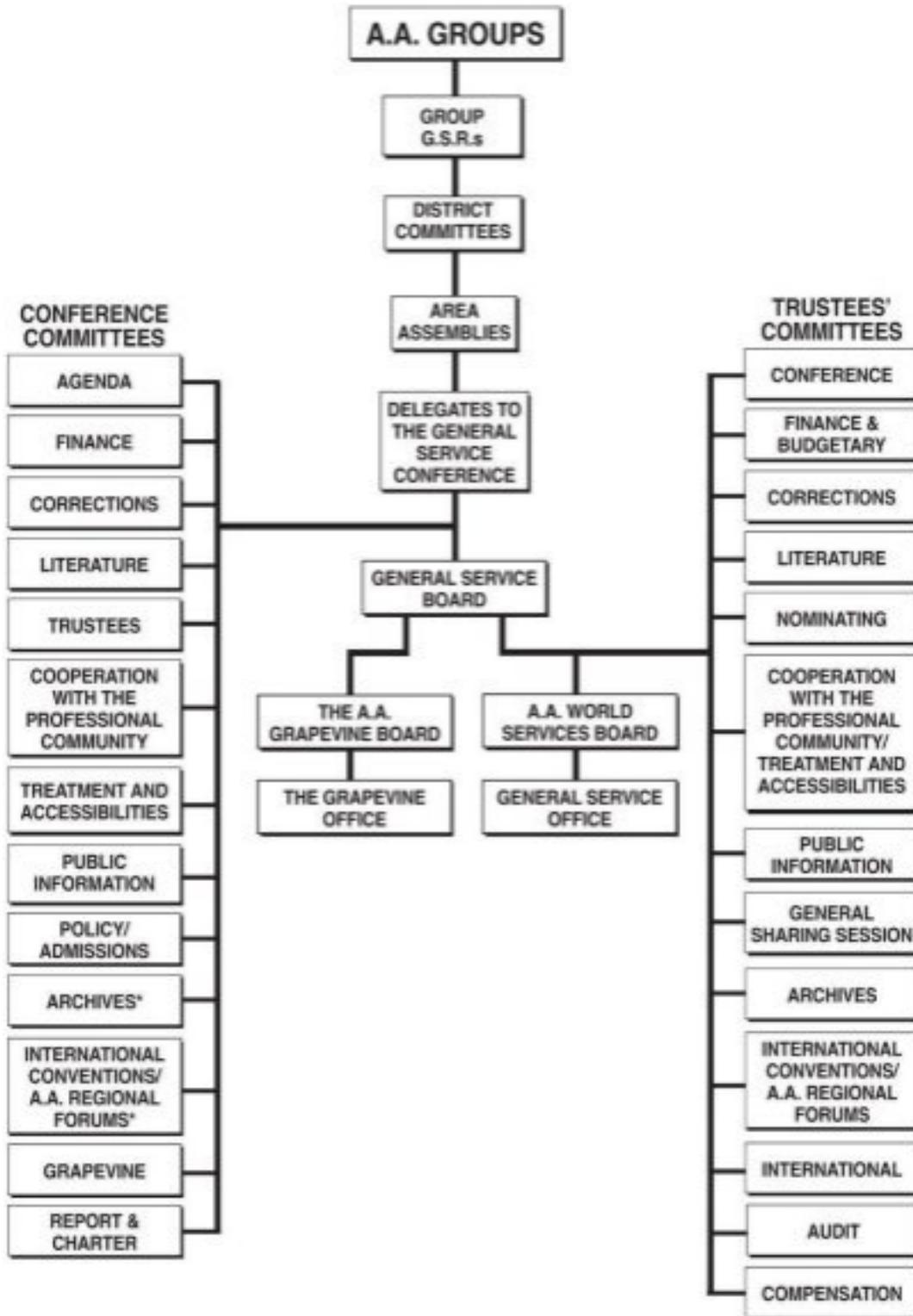
12. And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.

The Twelve Concepts for World Service (Short Form)

The Twelve Concepts for World Service were written by A.A.'s co-founder Bill W., and were adopted by the General Service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience. The short form of the Concepts reads:

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

The General Service Conference Structure (U.S. and Canada)



*Secondary committees.

Chart 1.1 - GSC Structure