

**Service
Handbook
and
Articles of Association
and By-Laws**

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

Eleventh Edition, April 2018

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, 2016-2018 Edition*. The following are highly recommended Conference-approved pamphlets as reading for any member new to service or assuming a new service role beyond the home group:

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

South Eastern New York Area Committee and Assembly of AA, April 2018

Street address: 199 Lincoln Avenue, Suite 302/318 Bronx, NY 10454
Tel.: (718) 665-1253

Mailing address: PO Box 571, New York, NY 10116-0571
www.aaseny.org
info@aaseny.org

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Editor's note— The material in this handbook has been pulled together relying on a variety of sources and multiple writers and editors over a period of many years. In doing so we have attempted to fairly and accurately reflect attribution, and, more importantly, to respect the spirit and context of the work at hand. To the extent 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."

Contents

AA Preamble, Unity Declaration and the Responsibility Statement

Section 1– Getting Started **4**

- First Steps
- How to Register a New Group or As a New GSR or DCM
- The General Service Structure in SENY
- Evolution of a Conference Advisory Action

Section 2- from Home Group to District to County **7**

- The GSR – General Service Representative (Group)
- The DCM - District Committee Member (District)
- Getting an Inactive District Up and Running
- The DCMC- District Committee Member Chair (County)
- Contacting Your County Committee and Its DCMC
- The AGSR/ADCM/ADCMC- Alternate GSR/DCM/DCMC
- Who Pays the Expenses of the GSR/DCM/DCMC?

Section 3– SENY Officers and Committee Chairs **14**

- Job Descriptions— Area Officers
 - Delegate
 - Alternate Delegate
 - Chair
 - Registrar
 - Treasurer
- Job Descriptions
 - Recording Secretary and the Standing Committee Chairs
- Funding for Area Officers and for the Standing and Ad Hoc Committee Chairs
- Contacting the Area Officers and the Standing and Ad Hoc Committee Chairs

Section 4– Other SENY Committees and Functions **28**

Section 5– Other Service: Intergroup **33**

- Relationship Between SENY and the Intergroups

Section 6– Articles of Association and By-Laws of the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous **36**

Articles of Association
By-Laws

Section 7– Other Useful Information **44**

Frequently Asked Questions

- What if my group isn't interested in General Service?
- What is a service sponsor?
- What is a group service number?
- Who owns the money in the basket? How is it used for self-support?
- 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"?
- What is the "Third Legacy Procedure"?
- What guidelines does SENY follow in electing its officers?
- What is a district "cluster" meeting and where does it fit in the service structure?
- What is an "ad hoc" committee?

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

Section 8– In Closing **57**

Dr. Bob's Farewell Talk

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

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

1 Copyright© by the AA Grapevine Inc. Reprinted with permission.

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

First Steps

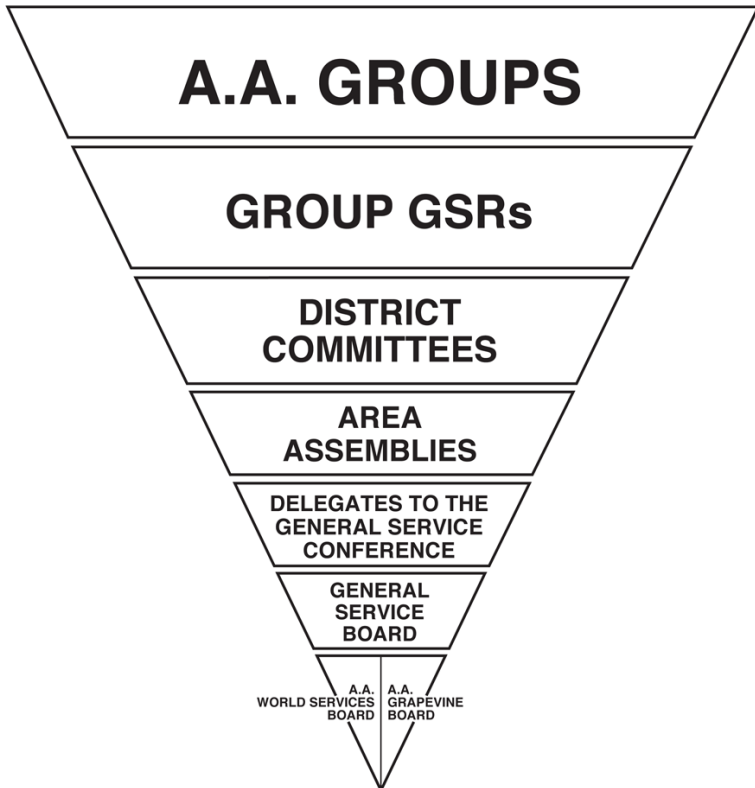
How to Register a New Group or as a New GSR or DCM

To register or update your information, and that of your group, go to <http://www.aaseny.org/register>

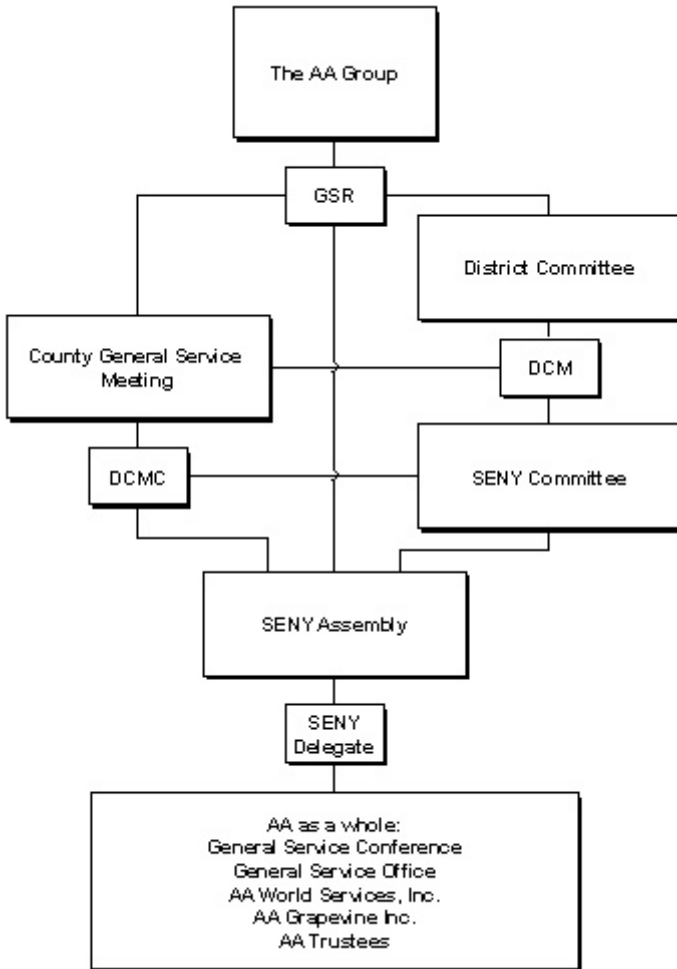
This will update all levels of general service including GSO, so you won't have to register in multiple places.

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. This 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. Districts meet separately in addition to the County meeting. In other counties (about another half) the county serves as the district. In one county, the districts hold their 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?

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

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

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

A sense of self-humor is most important to our service commitment and sobriety. We take our program of recovery and our sobriety seriously, we do not take our personal hurts or the rejection of our opinions too seriously.

As a preliminary matter:

- GSRs must know that they will be available before accepting the office for the two-year term.
- In the absence of an active DCM, they contact other GSRs in their district and the county District Committee Member Chair(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. The process has been streamlined in our Area.
- 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:

1. we have a county service structure, and in about half the counties the county serves as the district;
2. registration and changes are made through our Area Shared Database System (approved June 2017); and
3. the DCM is a voting member of the SENY Committee, and is expected to attend all assemblies, 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. The cluster is not a separate service entity, and each district in the cluster remains autonomous. The cluster does not act as a block in deciding issues (for example, in voting on questions at area assemblies). On matters affecting a single district in a cluster (for example, election of a DCM), only the members of that district vote. A district may withdraw from the cluster when it thinks it should do so. In lieu of having districts meet in clusters, some counties have their districts meet in conjunction with the county meeting while others hold periodic "district service participation" meetings with DCMs and GSRs.

The County and the District Committee Member Chair (DCMC)

In SENY, the large number of groups in a relatively small area has led to the conclusion that there are certain activities that are best carried out at the county level. In consequence, the 12 counties in SENY have their own county General Service meetings and officers. Each county is primarily responsible for redistricting consistent with general guidelines suggested by the area assembly and The AA Service Manual. Although each county organization is structured differently, with committees paralleling some or all of the SENY committees discussed below, in general the DCMCs:

- Are voting members of the SENY committee and assembly.
- Are members of the SENY Ad Hoc Service Participation Committee.
- Participate in share-a-days and spiritual breakfasts.
- Chair all county meetings.
- Prepare all agendas for the county meetings and send them to the county secretary for distribution along with 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.
- Assist 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 representative of those Spanish-speaking groups which may not fully participate in a geographical county structure. The Hispanic Districts DCMC perform the same duties as the county DCMCs.

Contacting Your County Committee and Its DCMC

Your county General Service committee and its principal officer (DCMC) may be reached by mail, e-mail or phone in most cases. The phone number for your DCMC may be obtained from the listing in our area newsletter, The Link, or through the area registrar. Mail and e-mail addresses are given below, if available. Please note: Not all e-mail 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

Districtos 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 their term. It is suggested to 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}

Job 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 need.
6. Reminds GSRs to tell the groups and individuals about the AA *Grapevine/La Viña* and Conference-approved books and pamphlets.
7. Cooperates with the GSO in obtaining information.
8. Reminds everyone that the GSO is an information center on AA matters.
9. Tries to resolve local problems involving traditions.
10. Visits groups and districts in the area whenever possible.
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. Maintains communication during the year with the GSO.
16. Shows any of the AA filmstrips or videos upon request of any group, county, or district meeting.
17. Signs contracts and any similar documents on behalf of the area.

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 and the Historian whose term of office remains undecided) to begin January of every odd-numbered year. (See also, Articles V and IX of the By-Laws.) Mid-term vacancies are filled consistent with the By-Laws and the job descriptions.

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 of the AA filmstrips or videos upon request of any group, county, or district meeting and leads group conscience meetings when asked.
6. Works with the Intergroup Liaison to provide speakers for group tradition meetings and group officer workshops.
7. 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 job.
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 with the consent of the SENY Committee; appoints the recording secretary and provides for cooperation with the email update editor and postal mailings coordinator.
17. Appoints the members of the Ad Hoc Finance Committee and the Archives Advisory Group.
18. Appoints annually a liaison to the Al-Anon convention and any other

- special or ad hoc committee chairs not otherwise selected.
19. Designates a person to maintain the office computer system.
 20. Designates a person to pick up and distribute the mail from the area's PO Box.
 21. Late in the second year, works with the newly elected chair to pass along a basic knowledge of the job.
 22. Maintains contact with the area's insurance agent, and the landlords for the committee meeting and the area's office.
 23. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

Registrar

registrar@aaseny.org

1. Maintains the database system shared by the area and counties, including regularly backing it up.
2. Updates GSO's database.
3. Provides DCMs / DCMCs with access to the data for their district / county.
4. Creates sign-in sheets for Assemblies and Committee meetings and coordinates the sign-in process.
5. Coordinates replies to voicemails and text messages directed to the Area's phone number.
6. Late in the second year, works with the newly elected registrar to pass along a basic knowledge of the job.

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. Late in the second year, works with the newly elected treasurer to pass along a basic knowledge of the job.
10. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.

Job Descriptions— Recording Secretary and the Standing Committee Chairs

Recording Secretary

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. Makes hard copies of draft minutes for distribution at committee and assembly meetings.
5. Once minutes are approved by the body, provides e-copies of approved minutes to the web 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 job.

Accessibility/Special Needs

asn@aaseny.org

1. Helps develop and reports on suggestions from the Accessibility/Special Needs Committee on better ways to carry the AA message to alcoholics with special needs.
2. Chairs the Accessibility/Special Needs Committee meeting.
3. Works with county Accessibility/Special Needs Committee chairs.
4. Develops and maintains an area workbook.
5. Works with county Accessibility/Special Needs chairs to develop and maintain lists of home-bound members who would like phone calls.
6. Coordinates a periodic area Accessibility/Special Needs workshop.
7. Is familiar with the Accessibility/Special Needs Workbook.
8. Cooperates with other area and local service committees.
9. Automatically serves as a member of the SENY Convention Committee.
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 ASN chair to pass along a basic knowledge of the job.

Agenda

agenda@aaseny.org

1. Prepares the agenda for committee and assembly meetings and workshops in consultation with and subject to the final approval of the area Chair.
2. Helps coordinate SENY activity dates by maintaining a calendar of scheduled events.
3. Provides a monthly calendar of events to The Link editor and for the area website.
4. Cooperates with other area and local service committees.
5. Passes along communications and requests from
6. AAWS/Grapevine of possible interest to the membership.
7. Early in the next rotation, works with the newly appointed agenda chair to pass along a basic knowledge of the job.

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 job.

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 job.

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 job.

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 job.

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 job.

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, Accessibility/ Special Needs and PI.
4. Cooperates with other area and local service committees.
5. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
6. Early in the next rotation works with the newly appointed successor intergroup liaison chair to pass along a basic knowledge of the job.

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 job.

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 job.

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 job.

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 job.

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 job.

Treatment Facilities (TF)

tf@aaseny.org

1. Coordinates the Bridging the Gap program between treatment and AA through temporary contact programs where not provided by intergroups.
2. Maintains a list of all of the area's treatment facilities.
3. Works with county treatment facilities chairs.
4. Explains the purpose of AA when invited to speak to treatment facilities staffs.
5. Is familiar with the *Treatment Facilities Workbook*.
6. Cooperates with other area and local service committees.
7. Passes along communications and requests from AAWS/Grapevine of possible interest to the membership.
8. Collects used issues of *Grapevine* and *La Viña* and donates them to county committees and meeting facilitators for distribution at institutions.
9. Early in the next rotation, works with the newly appointed TF chair to pass on a basic knowledge of the job.

Website

web@aaseny.org

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

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. 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; maintenance of the area e-mail system.
4. Appointing other trusted servants to assist with the responsibilities.
5. Cooperating with other area and local service committees.
6. Passing along communications and requests from AAWS/Grapevine of possible interest to the membership.
7. Early in the next rotation works with the newly appointed web chair to pass on a basic knowledge of the job.

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 (see Section 4) committee chairs at local, state and regional events are available from the area chair or treasurer.

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

Members may reach the SENY officers and the standing and ad hoc committee chairs through the e-mail addresses provided with each job description or on aaseny.org, by mail through the SENY PO Box, 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 such a group was needed on a permanent basis to assure continuity throughout rotations and 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, and are appointed by the area chair. For each, if no suitable replacement is available the area chair may reappoint the person holding the position in one-year intervals. No member may serve concurrently as an area officer or standing committee chair. The role of an historian has yet to be developed in 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@aasenya.org

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

At the joint request of the area chair, 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 committee chair is the alternate delegate.

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 job.

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. The responsibility is to create and deploy email updates about area events and business.

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. Using USPS Business Gateway to create mailing labels;
2. Ordering envelopes, postage, labels, and printing as needed;
3. Coordinating execution of physical mailings;
4. Maintaining up-to-date contact information for the area's USPS account.

Section 5– Other Service: Intergroup

Relationship Between SENY and the Intergroups

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

In addition, many intergroups also carry out public information functions providing speakers on request for schools and other non-alcoholic groups seeking information about AA. In many counties, intergroups also bring meetings to hospitals, rehabilitation and detoxification centers and prisons.

In those few counties where intergroups do not carry out some or all of the above functions, the county General Service committee, with the 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.nassauny-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 Association⁷

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.*⁸

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 From, *The AA Service Manual/Twelve Concepts for World 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 IV⁹

The members of the Committee and Assembly shall be:

The Delegate

The Alternate Delegate

The Chair

The Registrar¹⁰

The Treasurer

The District Committee Members

The Chairs of the Standing Committees

The past delegates

County District Committee Member Chairs and the Hispanic Districts Committee Member Chair.¹¹

The Recording Secretary, who shall prepare (after consultation with the Delegate and Chair) and transmit the requisite copies of the minutes of Committee and Assembly meetings to the Email Update Editor and Postal Mailings Coordinator for distribution.^{12, 13}

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.

9 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.

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

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

12 Role of the Recording Secretary amended 1/1/93.

13 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.

Article V

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

Article VI

The Standing Committees shall be:

- Corrections¹⁴
- Public Information
- Cooperation with the Professional Community
- Literature
- Convention
- Agenda
- Newsletter (*The Link*)
- Archives
- Grapevine/La Viña¹⁵
- Office Manager
- Intergroup Liaison
- Treatment Facilities
- Accessibility/Special Needs¹⁶
- Website¹⁷
- Translation¹⁸

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

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

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

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

18 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.¹⁹ 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.

¹⁹ Minimum number of annual committee meetings amended from ten to seven, 10/15/02.

Article X

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

Article XI

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

- A. The meeting Chair can only be the currently elected Chair, Delegate, Alternate Delegate or Registrar.
- 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 XIII²⁰

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

Article XIV

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

²⁰ See footnote #9, page 37.

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

Anytown Group (0123456) (49) (123)

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

Who owns the money in the basket? How is it used for self-support?

AA experience seems to clearly indicate that the group, meeting, or 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 in the following publications available through AAW S, through some

intergroups or through SENY:

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

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

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

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

Groups have also asked if a contribution sent to GSO for instance is then divided up and shared with SENY, the local intergroup and the local General Service district according to either of the suggested pie charts in the *Self-Support* pamphlet. The answer is, "No." If you want your group's contribution to be distributed among the various AA service entities, you must make the distribution yourself by sending out separate donations to each entity. Also, contributions are not shared with the AA Grapevine which is supported entirely through magazine subscription sales and sales of related literature and other items.

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

Your intergroup at the address listed on pages 33 - 35.

AAWS/GSO

PO Box 459
Grand Central Station
New York, NY 10163

SENY

PO Box 571
New York, NY 10116-0571

Your county General Service Committee through your DCMC. See “Contacting Your county committee and its DCMC” pages 11 - 12.

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

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

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.”²¹

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?

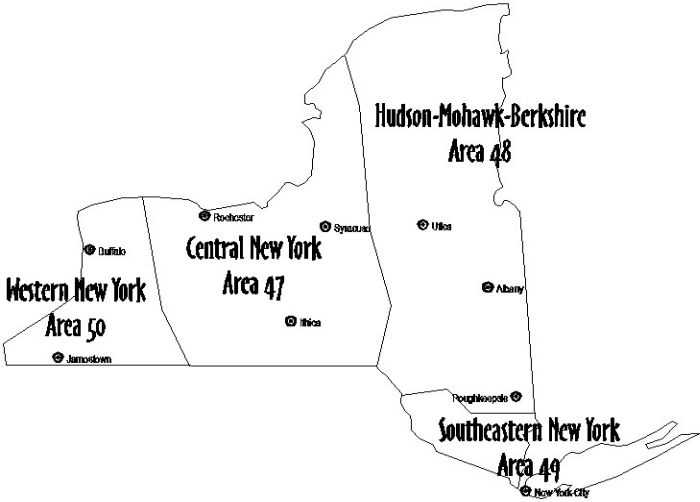
Beyond participating at the annual General Service Conference with all 93 delegate areas, SENY works especially with the other three areas in NY State:

- 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 state-wide projects like the “Bridging the Gap/Re-Entry Program” under corrections, and also on one recurring state-level special event, the annual NY State Informational

²¹ *The AA Group*, “Group inventory,” page 29.

Workshop (NYSIW) which SENY hosts every four years; last hosted by SENY in 2015, and next hosted 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. . . .”²² 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.²³ 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 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.

²² From The AA Service Manual p. S45

²³ The Conference rules are set out in the handout “Summary of Conference Procedures,” available at most area meetings. The area’s modifications [11/11/06] replace the definition of a quorum with that given in Article XI of the area’s By-Laws, and also eliminate the item on the “Committee System.”

What is the “Third Legacy Procedure”?

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

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

“[The Third Legacy Procedure] has proved highly successful in eliminating the influence of factions or parties. . . . The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.”²⁴

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, registrar 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, DC-MCs, area officers, standing committee chairs— may stand for office, the delegate and past delegates (also current committee members) customarily do not stand. No candidate may stand in absentia. The assembly may also allow past committee members to stand.

There is a roll call of all current committee members before the first ballot for delegate; those members are asked to answer “available” or “not available” for office as their names are called; thereafter, that same list is eligible to also stand for any remaining office. After the roll call, those not called in the roll call but also eligible and willing to stand are invited to add their names. There are no nominations from the floor.

24 From, *The AA Service Manual*, p. S21.

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.

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

The Third Legacy Procedure (*The AA Service Manual*) 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 the 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

ASN- Accessibility/Special Needs— Broadly, a term applied to those who may have more than the usual barriers to accessing the AA message or meetings. The term is also applied to the extra efforts made within the fellowship to recognize and to counter those barriers.

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 believe in the

AA recovery program.

Class B Trustee— AA member trustee elected either regionally (Regional Trustee), nationally (Trustee at Large for the United States or Canada) or from among current or past non-Trustee directors at AAW S 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 AAW S, 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 AAW S/GSO Records Department's group database.

GSB— General Service Board— The service entity with responsibility for custodial oversight for all AA service activities through AAW S, 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”;²⁵ the guiding conscience of the fellow- ship, 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. www.aa.org

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. aagrapevine.org

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

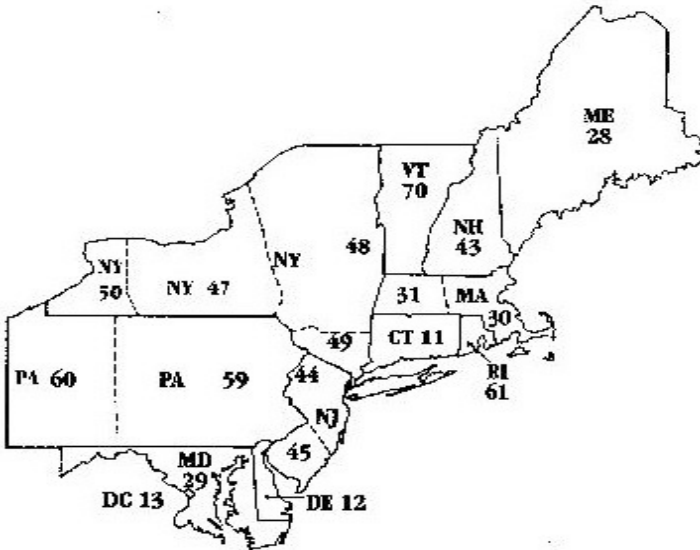
²⁵ From, *The AA Service Manual*, page S96.

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 and Long Island, NY. (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 Talk²⁶

My Good Friends in AA and of AA . . .

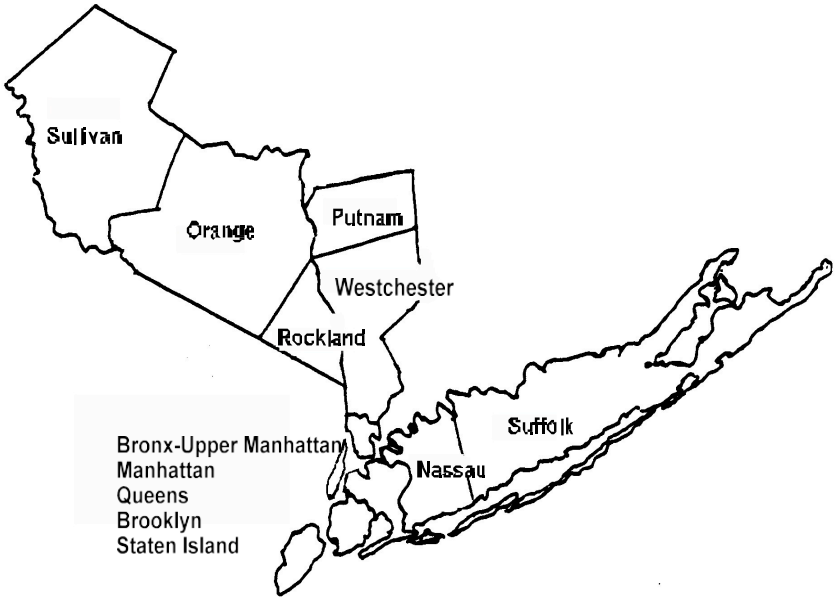
I get a big thrill out of looking over a vast sea of faces like this with a feeling that possibly some small thing I did a number of years ago played an infinitely small part in making this meeting possible. I also get quite a thrill when I think that we all had the same problem. We all did the same 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.

²⁶ 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 | <i>see Note below</i> |

* 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's 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.