

Queens County General Service Assembly Handbook

Revised April 2018

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.

I AM RESPONSIBLE ...
WHEN ANYONE, ANYWHERE,
REACHES OUT FOR HELP, I WANT
THE HAND OF AA ALWAYS TO BE THERE.
AND FOR THAT: **I AM RESPONSIBLE.**

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Spirituality in Action

I am convinced that God's hand was never more apparent in all of Bill's writings than it is in our blessed third legacy. It is totally a spiritual document, and I think of service as spirituality in action.

Bill said our third legacy is that "least possible organization will maintain us in effectiveness and unity." That must mean that our least possible organization is intended to bind our groups together, in loving and purposeful communication, in about the same manner as individual members are bound together in an AA group.

Originally, our "least possible organization" was a means of electing delegates to a Conference. Today, we see it differently. Bill challenged us to produce a reliable, 12-months-of-the-year, continuing operation, capable of supporting a full measure of service responsibility. But I can't do "your job." Delegates should not do committee members' jobs; they should delegate. The power and importance of AA's basic principles take on new meaning for our service people in the careful consideration of watchwords like "rotation" and "anonymity" and "leadership."

Leadership is a continuing problem just as Bill foretold. If you want better trustees, we need better delegates. If we want better delegates we need better committee members. If we want better DCM's we need better GCR's. Better service suggests better unity. Better unity suggests better recovery.

What is important is that we grow under God quietly and calmly and in freedom. We have no doctrine that has to be maintained. No membership that has to be enlarged. No authority that has to be supported. No prestige, power or pride that has to be satisfied. No property or money worth quarreling about. These are the advantages of which we should make the best possible use.

(By a former General Service Trustee, Canada)

WHAT IS THE ROLE OF THE GSR (GENERAL SERVICE REPRESENTATIVE) IN AA'S SERVICE STRUCTURE?

The GSR is the link between “an informed group conscience” and AA as a whole. The nonexistent or inactive GSR deactivated the check and balance system for group self-honesty. Experience seems to indicate, especially in our Area, that “the good intentions” of the group were often the enemy of “what was the best” for the fellowship as expressed in the Traditions and Concepts. The active GSR ensures the liaison between the group and the worldwide fellowship starting with group discussions that share the group’s experience of “carrying the message” at the district and area levels.

The GSR’s in a sense are “service sponsors” of their groups. They are as kind, nonjudgmental 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; 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 GSR’s do their job is 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 and emotional maturity to carry the message of service. Experience and AA history provide this confidence.

A sense of self-humor was most important to our service commitment and sobriety. We take our program of recovery and our sobriety seriously; we do not take our personal hurts or the rejection of our opinions too seriously. As Dr. Bob said, “Let us also remember to guard that erring member the tongue. And if we must use it, let’s use it with kindness and consideration and tolerance.

AS A PRELIMINARY MATTER

- GSR's must know they are available before accepting the office for a two-year term usually starting the first of January;
- In absence of an active DCM, they should contact other GSR's in their district and activate the district committee as outlined in the Service Manual;
- They should be informed of the responsibilities before taking the job;
- They are willing to learn to act to the "best" of their conscience;
- It is suggested that they have an open mind and project positive ideas of the Traditions and the Concepts'
- In reality the GSR is a messenger, an agent for AA and a communicator.

THE GSR'S GROUP RESPONSIBILITIES

- Regularly attends group meetings, especially business meetings;
- Regularly reports to group meetings on all service meetings and service activities;
- Sponsors group interest in Box 4-5-9 and other service news;
- Encourages voluntary contributions to all service areas
- Returns a factual group registration card to GSO on time;
- Knows simple AA history;
- Distributes Link to group;
- Is available to serve, and cooperate and share with other group officers on sponsorship, literature, institutions and GSO;
- Sits in as a regular member of the group steering committee;
- Arranges for group inventory at least once a year;
- Arranges for regular Traditions meetings at least once annually;
- Keeps informed of group's affair's affecting other groups or AA.

RELATIONSHIP OF GSR TO DISTRICT AND COUNTY

The GSR:

- Attends all district and county meetings and motivates involvement in service;
- Keeps the group GSR handbook with all minutes of district, County and Area meetings up-to-date for successor and group reference;
- Reports to the district on the group conscience;
- Shares with other GSR's
- Is available to serve in such district and County activities as required;
- Assists in maintaining the group history and records.

RELATIONSHIP OF GSR TO AREA AND SUGGESTED TRAINING

The GSR:

- Attends orientation sessions, County and Area workshops;
- Attends and participates in Area Assemblies;
- Studies the Traditions, "The AA service Manual," the "G.S.R." pamphlet, the "The AA Group" pamphlet, and other service literature;
- Becomes an active, knowledgeable and effective GSR;
- Shares with and familiarizes the alternate with all the duties and resources, including the group's GSR handbook, service manual, etc.;
- Utilizes the services of an alternate for the duration of the term.

JOB DESCRIPTIONS OF QUEENS COUNTY OFFICERS AND COMMITTEE CHAIRS

WHAT IS THE DCMC?

In Southeast New York (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, 13 counties in Southeast New York have their own County General Service Meetings and officers. Each County is primarily responsible for redistricting in compliance with general guidelines suggested by the Area Assembly and Service Manual. Although each County organization is structured differently, with committees paralleling some or all of the SENY committees discussed below, the DCMCs:

1. Are a voting member of the SENY Committee;
2. Are a voting member of the SENY AdHoc Committee on Service Participation;
3. Participate in Share-A-Days and spiritual breakfasts;
4. Chair all county meetings;
5. Prepare all agendas for the County Meetings and send them to County Secretary for distribution along with his/her minutes;
6. Notify all County officers, alternate officers, and Standing Committee Chairs of upcoming meetings by phone at least 3-5 days prior to the County meeting;
7. Make themselves available to county DCMs and GSRs;
8. Submit monthly article to the Link editor and County newsletter;
9. Communicate with County Treasurer re: condition of County bank account, countersign County checks, and help the Treasurer keep the County solvent;
10. Are available to do group inventories, settle Tradition questions and discuss Tradition breaks;
11. Keep County aware of Area, national, and international AA information and functions;
12. Help new groups register with General Service, SENY, County, and update group information, GSR records, etc.;
13. Is a signatory on the County bank account

A 1993 Amendment to the SENY Articles of Association and By-laws recognized the Spanish General Service Meeting and the Spanish DCM-at –Large for those Spanish – speaking groups which do not participate in the county structure. They perform essentially the same function as the county meetings.

THE ALTERNATE GSR/DCM/DCMC

The alternate assists and becomes familiar with the work of the GSR/DCM, fills in when the GSR/DCM is unavailable, and normally replaces that person at the end of their term with the approval of the group or district. If for any reason the GSR/DCM lacks the sponsorship or continuity that comes with the office such as being the “first” or succeeding another unexpectedly, it is suggested they go to the Area Assembly, ask for and receive a temporary sponsor.

It is suggested that the GSR and their alternate have a minimum of two years sobriety. It is suggested that the DCM and their alternate have a minimum of four to five years sobriety so they are eligible to stand for delegate.

It is suggested that the GSR/DCM and their alternates have developed a practice of “emotional sobriety” mentioned in Step Ten, have developed a personal sense of humor, have learned not to take themselves too seriously, and have developed a thick skin.

The alternate DCMC serves as the coordinator for Area Assembly Transportation. The alternate DCMC sits in for the County DCMC where he or she is unavailable and sometimes attends committees such as service structure subcommittees, and performs any other functions delegated by the County General Service Assembly.

A NOTE TO ALL HOLDING SERVICE POSITIONS:

In the spirit of the Traditions we are autonomous except in matters affecting AA as a whole; thus, we need to cooperate with all other service board/entities. At the same time, for the sake of unity, we must also remember to adhere to the conscience of the County Assembly.

SHARE-A-DAY

1. Chairs all the Share-A-Day Committee's meetings;
2. Reports to the County Assembly the progress of the Share-A-Day Committee;
3. Responsible for coordination of each Share-A-Day subcommittee chair's activities;
4. Is liaison with the Share-A-Day location.

SPECIAL NEEDS

Investigates and reports on ways to help carry the message to those alcoholics with special needs (effective 1/1/93).

1. Reports on suggestions developed by Special Needs Committee with respect to improvement to ways to carry the AA message to alcoholics with special needs;
2. Chairs County Special Needs Committee;
3. Attends SENY Special Needs Committee Meeting;
4. Maintains and updates area phone list on home-bound members who would like phone calls;
5. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Special Needs Chair with report.

TREATMENT FACILITIES

1. Bridges the gap between treatment and AA through temporary contact programs where not provided by intergroups;
2. Maintains a list of all the County's treatment facilities;
3. Chairs a County Treatment Facilities Committee;
4. Attends SENY Treatment Facilities Committee Meetings.
5. Explains the purpose of Alcoholics Anonymous when invited to speak to treatment facility staffs;
6. Is familiar with the Treatment workbook;
7. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Treatment Facilities Chair with report.

WEBSITE

1. Develops suggested guidelines and procedures for County Website.
2. Ongoing development and day to day maintenance of the QCGSA website as a tool for carrying the AA message in County Service.
3. Keeps County informed on developments in software and new technology which may affect the County's use of internet and related information management tools.
4. With the approval of the DCMC; passes along communications and requests from other service entities of possible interest to the membership.

CORRECTIONAL FACILITIES

1. Coordinates correctional information with GSO;
2. Keeps prisoner correspondence list up-to-date and coordinates Bridging the Gap program;
3. Chairs a County Correctional Facilities Committee;
4. Attends SENY Correctional Facilities Committee Meetings;
5. Is familiar with Correctional Workbook;
6. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Correctional Facilities Chair will report.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

1. Arranges for and provides staffing and literature for exhibits at professional meetings in County;
2. Responds to requests for speakers from County professional programs;
3. Recruits volunteers on a County level for exhibit-staffing and speaking commitments;
4. Follows up on requests for information and Share-A-Day information by GSO and Intergroups;
5. Cooperates with area Intergroups;
6. Is familiar with CPC Workbook;
7. Chairs a County CPC Committee;
8. Attends SENY CPC Committee Meetings;
9. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate CPC Chair with report.

INTERGROUP LIAISON

1. Responsible for keeping communication lines open between the Area intergroups;
2. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Intergroup Liaison with report.

NEWSLETTER

1. Solicits submissions to the newsletter including news and information of interest to the membership.
2. Edits the newsletter
3. Oversees the layout and printing of the newsletter including publication of an online edition.
4. Oversees the distribution of the newsletter
5. Sees that the newsletter is published 6 times annually and that it is available at County Meetings.

GRAPEVINE

1. Coordinates the Grapevine exhibit;
2. Sells Grapevine literature;
3. Attends Share-A-Days, spiritual breakfasts, and other county events with the Grapevine exhibit;
4. Chairs a County Grapevine Committee;
5. Attends SENY Grapevine Committee Meetings;
6. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Grapevine Chair with report.

LITERATURE

1. Buys Conference approved literature for the County;
2. Brings the literature display to all county Share-A-Days;
3. Chairs a County Literature Committee;
4. Makes a report at every County meeting. If not available to report, contact the DCMC and the alternate Literature Chair with report.

MEETING PLACE MANAGER

1. Coordinates use of County A/V equipment.
2. Sets Up A/V equipment for County Meetings.
3. Sets up refreshments for County Meetings.

PUBLIC INFORMATION

1. Maintains a display for all public information functions, such as health fairs, in the County area;
2. Chairs a County Public Information Committee;
3. Attends SENY Public Information Committee Meetings;
4. Is familiar with the PI Workbook;
5. Makes a report at every County Meeting, If not available to report, contacts DCMC and Alternate PI Chair with report.

RECORDING SECRETARY

1. Records, edits (in consultation with DCMC) and duplicates minutes for distribution at County meetings.
2. Makes Minutes available to Registrar and Web Chair for mailing and posting.

REGISTRAR

1. Works with the DCMC to update group data;
2. Gets necessary supplies and equipment together for the county mailings;
3. Coordinates sign-in sheets at the County meetings;
4. Handles correspondences;
5. Is a signature on the County bank account;
6. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Secretary with report.

TREASURER

1. Receives and accounts for all group contributions;
2. Dispenses funds in accordance with the annual budget established by the County;
3. Maintains full financial records on all transactions and reports to the County;
4. Is responsible for Post Office Box key and the retrieval of incoming mail;
5. Is a signature on the county bank account;
6. Makes a report at every County meeting. If not available to report, contacts the DCMC and the alternate Treasurer will report.

ARCHIVES

1. Collects and preserves historical data that is pertinent to the County;
2. Chairs a County Archives Committee;
3. Attends SENY Archives Committee Meetings;
4. Mounts an Archives display when asked;
5. Displays Archives at all County functions upon request;
6. Makes a report at every County meeting. If not available to report, contacts the DCMC with report.

SERVICE SPONSORSHIP MEMBER

We encourage members assuming new service responsibilities to get a service sponsor. The County Service Sponsorship member (appointed by the DCMC) is available to help with this, may participate in new member orientations at County assembly meetings. Early in the next rotation the Service Sponsorship member works with the newly appointed service sponsorship member to pass on a basic knowledge of the job.

What is a Service Sponsor?

A service sponsor is a person who takes on the role of guide to the person new to service, sharing experience, strength and hope in service. It is a long-term relationship, usually initiated at the request of the member to be so sponsored. In selecting a service sponsor the new GSR should try to find someone whose service attitudes, experience and style he or she admires. Review the pamphlet Questions and Answers on Sponsorship pps. 28-30. There it is suggested that, “A service sponsor is usually someone who is knowledgeable in AA history and has a strong background in the service structure.”

(Service Sponsorship Member information taken from the SENY handbook page 40 and page 53 respectively)

**ARTICLES OF ASSOCIATION AND BY-LAWS
OF
THE QUEENS COUNTY GENERAL SERVICE
ASSEMBLY**

Article I

The name of the organization shall be the Queens County General Service Assembly.

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 function within the guidelines and spirit of the AA General Service Manual, the AA Concepts for World Service, the Twelve Steps and Twelve Traditions of Alcoholics Anonymous, and the General Warranties of the General Service 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”.

Article III

The members of the Assembly shall be:

1. The DCMC
2. The Alternate DCMC
3. The Registrar
4. The Alternate Registrar
5. The Treasurer
6. The Alternate Treasurer
7. The District Committee Members (DCM's)
8. The General Service Representatives (GSR's) elected by the AA Groups of Queens County
9. The Chairpersons of the Standing Committees

Article IV

QCGSA elections are held at the October County Meeting in even years. Elections may be held following the third legacy procedure found in the AA Service Manual. The terms of the office of Assembly members, with the exception of the appointed Chairperson of the Share-A-Day Committee, shall be two years. The term of Share-A-Day Committee Chairperson shall be one year. The duties of the officers, committee members, and assembly members shall be as specified in the AA Service Manual. If an officer or committee member fails to attend three or more committee meetings in succession, the GSR's and DCM's of the Assembly may elect another on their own initiative or by request of the Committee or Chairperson. Officer and Committee Chair positions that go unfilled in the election may be appointed by the DCMC so that work may commence on January 1st with the new rotation. Any such appointment would go before the body for approval at the next County Meeting.

Article V

The Standing Committees shall be:

1. Archives
2. Cooperation with the Professional Community
3. Correctional Facilities
4. Grapevine
5. Intergroup Liaison

6. Literature
7. Meeting Place Management
8. Newsletter
9. Public Information
10. Share-A-Day
11. Treatment Facilities
12. Recording Secretary
13. Special Needs Committee (effective 1/1/93)
14. Website Chair
15. Service Sponsorship Member

Article VI

The County 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 GSR's in the District may elect another on their own initiative or by request of the Committee or Chairperson.

Article VII

The General Service Representatives are to be elected by the 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 GSR's shall represent their group at the Assembly and elect new Committee members and Delegates.

Article VIII

The County shall meet a minimum of five times each year. Additional meetings may be called at the discretion of the DCMC. Every even numbered year, in October/November, the County shall elect its Delegate, officers, and standing committee chairs for a term to commence January 1 following the election.

Article IX

Every AA group in Queens County of New York is entitled to choose a General Service Representative to be sent to the S.E.N.Y. Assemblies for the purpose of representing their group and electing new Committee members. Unless otherwise amended in the by-laws, the Area Committee elections and officer qualifications shall be as outlined in Chapter IV of the AA Service Manual.

Article X

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

- A. The meeting chairperson can only be the currently elected DCMC, alternate DCMC, Secretary or alternate Secretary.
- B. At least one other elected officer shall be present, and a recording secretary appointed if necessary.
- C. At least 12 registered District Committee Members/General Service Representatives shall be present.
- D. A quorum may conduct all the business of the Committee and make all financial expenditures.

Article XI

If for any reason the organization shall cease to function, all moneys, 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 XII

The General Service Representatives and District Committee Members of the Queens County shall constitute the county General Service Assembly and shall elect a DCMC who shall serve as chairperson. Eligibility for DCMC shall be as follows:

- A. In order to be elected as DCMC the candidate must be a current DCM or past DCM.
- B. In case no past DCM's are available, full term GSR's and past officers become eligible.

Article XIII

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

Area Assembly Transportation Policy

In our efforts to maximize participation by GSRs and DCMs representing groups and districts in Queens County and also to encourage participation of County Standing and Ad Hoc Committee Chairpersons at SENY Area Assemblies; Queens County maintains the following transportation expense reimbursement policy for car pools travelling to and from SENY Area Assemblies.

Queens County will reimburse car pools (cars travelling with 3 or more participants in the Queens County General Service Assembly) in the amount of .40 cents per mile travelled plus tolls paid to and from Area Assemblies of South Eastern New York Area Assembly of Alcoholics Anonymous (Area 49).

Those who provide the car shall submit the transportation reimbursement form and obtain reimbursement.

In order to avoid any potential depletion of the county treasury, the Queens County General Service Assembly will maintain a budget line for Transportation Expense to be approved by the body with the annual budget. Should that budget line be expended prior to the end of the budget year, travel expense will be suspended and the body will be notified of the suspension until such time as the Queens County General Service Assembly allows for an increase to the Transportation Expense budget.

It is suggested that anyone seeking reimbursement from the Queens County treasury first request reimbursement from your respective group or groups that are represented in the car. Additionally, mileage and tolls will not be reimbursed for travel to events in Queens, Brooklyn or Manhattan because these areas are easily accessible by public transportation.

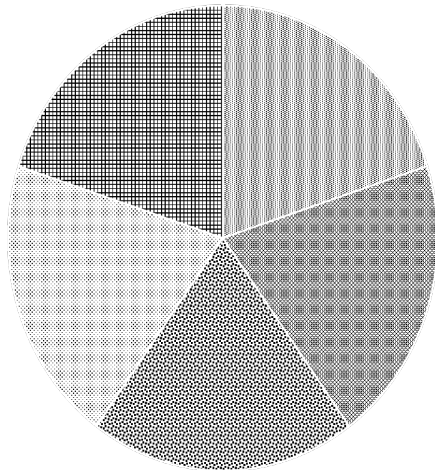
SAMPLE PRUDENT RESERVE WORKSHEET

XYZ Group Prudent reserve worksheet								
Monthly Rent = \$100.00 payable every 3 months								
Month	Income	Expenses	Balance		Amount over Prudent Reserve			
January	400	400	0					
February	400	100	300		2175.00			
March	400	100	300		1212.50			
April	400	400	0		962.50			
May	400	100	300					
June	400	150	250					
July	400	400	0					
August	400	75	325					
September	500	100	400					
October	350	400	-50					
November	300	100	200					
December	250	100	150					
Year end total	4600	2425	2175					
6 Month Prudent Reserve = yearly expenses divided by 2 = $2425 \div 2 = 1212.50$								

Sample Pie Chart Distribution
6 Month prudent reserve

Each Entity Gets
20%
= \$192.50

DONATIONS



■ GSO ■ SENY ■ QCGSA ■ QIAA ■ DISTRICT/CLUSTER

Please note: These are a few of the many service entities accepting 7th Tradition contributions.

Dr. Bob's Farewell Talk 30

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.

30 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

NOTES