**Nassau County General Service Committee Meeting Guidelines:**

1. Our business meetings are not traditional A.A. group meetings for discussing Recovery, Traditions, or Concepts. They exist to share information, make decisions based on our collective group conscience, and to manage our resources in accordance with our 7th Tradition. We don’t “share” about recovery, but if you need to talk to someone one-on-one on a personal recovery matter outside the meeting, please raise your hand immediately and say so.
2. The running of A.A. business meetings is guided by the principles outlined in A.A.’s Three Legacies: Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. Among those principles:
3. We are reminded why we are here (A.A. Tradition 5).
4. We are reminded to act with humility in the greater interest of the area and A.A. as a whole (Traditions 1 and 12), and with faith (A.A. Tradition 2).
5. Where our principles & by-laws provide insufficient guidance, we fall back on the principles & procedures in the book Robert’s Rules of Order.
6. Who is entitled to participate & vote?
7. All registered GSRs and their alternates in Nassau County, but each group has only one vote.
8. All registered DCMs and their alternates in Nassau County, but each district has only one vote.
9. Elected Nassau County General Service officers and appointed standing committee chairs.
10. No person is allowed more than one vote .
11. Interested AA members are welcome and encouraged to attend our meetings, but they do not have a vote. They will may speak only after all voting members who wish to speak have done so, and if time permits. (Non-voting members are encouraged to make their opinions know to their GSR or DCM before or after the meeting.)
12. Our meeting procedures are based on our collective experience. Please remember common courtesy, common sense, and principles before personalities (Tradition 12). Our procedures are also designed to balance the need to conduct our business with equal/fair treatment of our members.
13. If you want to speak during the meeting, please raise your hand and wait to be called upon by the Chair. Please wait to be called on by the Chair before speaking.
14. Let others be heard once before seeking to be heard a second time on anything being discussed.
15. Keep your comments brief (suggested not more than 2 minutes) and to the item being addressed as described in the Agenda.
16. If another speaker has made your point, please don’t repeat it.
17. Voting members may ask questions when reports are made by our trusted servants, but must first be recognized by the Chair and may be limited to complete the meeting on time. Members are encouraged to ask questions after the meeting unless they’re certain it will be of common interest to most other members at the time.
18. Basic rules of order:
	1. The Chair is responsible for conducting the meeting on behalf of all members, and ensuring that we all follow our own principles and procedures to make good decisions through an informed group conscience. The Chair votes only in the case of a tie. Generally, the Chair does not participate in discussion. Members are expected to respect the decisions of the Chair. (A motion to overrule the decision of the Chair may be made, there is no discussion, and requires a ¾ vote.)
	2. No discussion is permitted on any subject until a **motion** is made by a voting member and **seconded** by a different voting member. Motions need to be acknowledged by the Chair - and seconded - before discussion can begin; the Chair facilitates the discussion.
	3. Motions may be **amended**. Amendments are motions to change the original motion . Request the Chair’s attention by saying “I propose an amendment to the motion.” A second is required. They are dealt with (by discussion & vote) before returning to the original motion. Amendments may be amended , but after that a new motion is required to make further amendments. (Amendments can get confusing, and often confound the discussion; the Chair will clarify what’s being voted before any vote is taken.
	4. A **motion to table or postpone** may be proposed to defer a vote and further discussion. It’s appropriate when a member wants to consult their group they represent before voting , or when more information is required, or when time runs out before discussion can be completed. To table means to set the question aside until a motion to take it up again is passed. To postpone means to set the question aside until a specified later meeting. A motion to take up a postponed question is not needed. The postponed question becomes “old business.”
	5. **Voting:**
		* 1. Decisions are reached by majority vote (either 2/3 or a simple majority) while allowing for minority opinion. Policy decisions are reached by 2/3 majority, because we want to have substantial unanimity before making major changes. (A.A. Concept 12)
			2. Most procedural questions can be decided by a simple majority.
			3. Officers, standing committee chairs, GSRs & DCMs may vote.
			4. Alternates vote only in the absence of their principal.
			5. Each voting member gets only one vote
			6. Each group gets only one vote
	6. A **point of order** allows members to ask a question about procedures, or calls a presumed procedural error to the Chair’s attention. The Chair accepts or rejects the point subject to appeal to the meeting.
	7. A **point of information** allows members to ask for information on something being presented or discussed. It is not appropriate to use a point of information to give information or offer an opinion, which would be done in the usual course of discussion.
19. “Throughout our structure, a traditional ‘Right of Appeal’ ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.” (A.A. Concept 5)
	1. Minority opinion invites anyone who voted on the minority side only to explain the reason for their vote , in an attempt to change the mind of those who voted on the majority side. (“Minority side” means those who voted on the “losing side”.)
	2. It is not a reopening of discussion.
	3. Please limit minority opinion to no more than two minutes.
	4. The chair will ask for “minority opinion “ after a vote on an “important matter’’. if anyone. If no one who voted in the minority wants to speak , the Chair will move onto the next Agenda item.
	5. If any member who voted with the majority decides to change their vote after hearing the minority opinion, they may offer a motion to reconsider the question. (Such a motion must come from the majority.) If seconded, an immediate vote will be held on whether or not to reopen discussion. it requires a simple majority to carry. If carried, the question is reopened to discussion and vote as if the original vote had not occurred.

(Adapted from : *Suggested Meeting Guidelines for SENY Committee Meetings*

**NASSAU COUNTY GENERAL SERVICE COMMITTEE**

**Standing Committee Chairs**

Standing Committees:

* + - * + Accessibility/Special Needs (ASN)
				+ Cooperation with the Professional Community (CPC)
				+ Corrections
				+ Literature/Grapevine
				+ Public Information
				+ Treatment Facilities

Standing Com

Committee Chair responsibilities:

1. Attend the respective SENY committee meetings to represent Nassau County General Service.
2. Educate NCGS members on the purpose, activities, and issues discussed by the SENY committee, the General Service Conference, and the General Service Board.
3. Collect information about group & district activities and communicate them to/from NCGS members.
4. Ask NCGS for guidance on decisions being considered by the SENY, General Service Conference, and General Service Board.
5. Report in writing to the DCMC (or First Alternate DCMC) about committee information two weeks before each NCGS meeting; request agenda time if desired.
6. Attend NCGS meetings.
7. Exhibit at NCGS meetings and events to attract participation by groups, districts, and members in Nassau County.
8. Attend SENY Assemblies.
9. Attend the New York State Informational Workshop on behalf of NCGS at least once during the two-year commitment, if possible.

**NASSAU COUNTY GENERAL SERVICE COMMITTEE**

Responsibilities & Committees Assignments – DCMC & Alternates

DCMC – ( ) (nassau@aaseny.org)

* By Laws & Guidelines:
* Budget & Financial Review:
* Also chairs NCGS meetings & sets agenda; has signatory authority for NCGS (with one Alternate or Treasurer); appoints all NCGS committee chairs; ex oficio member of all NCGS committees
* Also serves as: *voting member of SENY Area Committee, ex oficio non-voting member of Nassau Intergroup Steering Committee, Nassau representative on SENY Service Participation Committee*

1st Alternate DCMC – ( ) (Nassau-alt-1@aseny.org)

*• Accessibility/Special Needs \* \*\**

*• Cooperation with the Professional Community\* \*\**

*• Corrections \* \*\**

*• Literature/Grapevine/Link\* \*\**

*• Public Information \* \*\**

*• Treatment Facilities \* \*\**

*• NCGS 2014 Unity Breakfast -*

* Serves as County Chair if DCMC is unavailable. Also has signatory authority for NCGS (with DCMC or Treasurer) .
* Also serves as a member of NCGS & SENY Service Participation Committees & SENY Area Committee (non-voting if DCMC is present); represents NCGS when DCMC is unavailable.

2nd Alternate DCMC – ( ) (Nassau-alt-2@aseny.org)

*• Service Participation:*

*• Service Education & Sponsorship \*:*

*• Nassau County General Service Archives:*

*• Nassau County Big Meeting (2014):*

*• Long Island Spirituality Through Service Workshop (LISTS) Representative:*

*• NCGS Website\* :*

*• Newsletter:*

* Serves as County Chair if DCMC & 1st Alternate DCMC are unavailable. Also has signatory authority for NCGS (with DCMC or Treasurer). Serves as liaison with Nassau Hispanic District (214), LICYPAA, Nassau Share-A-Day, & Al-Anon
* Also serves as a member of the NCGS & SENY Service Participation Committees & SENY Area Committee (non-voting if DCMC is present); represents NCGS when DCMC & 1st Alt. are unavailable

\* Committee chair also serves as NCGSC representative on the respective SENY committee

\*\* Committee chair also serves as NCGSC liaison to the corresponding Nassau Intergroup committee

--------- New committee in 2013

The **Third Legacy Procedure\*-**

1. **A candidate must receive 2/3 of the total vote to be elected.** The results of each ballot will be posted.
2. After the second ballot, any candidate who received less than 1/5 of the total vote will be withdrawn, except the top two candidates must remain; in the event of a tie, all candidates tied for second place remain .
3. After the third ballot , any candidate who received less than 1/3 of the total vote will be withdrawn, except the top two candidates must remain ; in the event of a tie, all candidates tied for second place remain.
4. After the fourth ballot:

(1) The candidate with the smallest number of votes will be withdrawn, except the top two candidates must remain; in the event of a tie, all candidates tied for second place remain .

(2) The chair will ask if there is a motion to go to a fifth ballot.

* + - 1. If such a motion is made and seconded , a simple majority will be needed to take the election to the fifth ballot.
			2. In the absence of such a motion passing , the election will be decided by lot, that is, it “goes to the hat.”
1. If no candidate receives 2/3 of the vote on the fifth ballot, the election will be decided by lot.
2. For example: If 100 votes are cast ,

2/3 = 67 votes ; 1/5 = 20 votes ; 1/3 = 34 votes

\* from, The AA Service Manual, pp. S20-S21.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

Article I

 The name of the organization shall be the Nassau General Service Group of Alcoholics Anonymous (hereinafter referred to as NGSG).

Article II

The purpose of the organization is to serve the needs of the Alcoholics Anonymous® (AA) groups within its geographical area and to act as a constituent part of South Eastern New York Committee and Assembly of Alcoholics Anonymous. It shall function within the guidelines and spirit of:

• The AA Service Manual

• The Twelve Concepts for World Service

• The Twelve Steps and The Twelve Traditions of AA, and

• The General Warranties of the General Service Conference of AA

• SENY Service Handbook

Article III

The area served by the NGSG shall be Nassau County, New York , USA.

Article IV

The members of the NGSG shall be:

• The District Committee Member Chairperson (DCMC),

• The Alternate District Committee Member Chairperson (Alt. DCMC),

• The Treasurer,

• The Secretary,

• The Chairpersons of the Standing Committees,

• The District Committee Members (DCMs), and

• The General Service Representatives (GSRs)

Article V

 The terms of office of NGSG officers (except for the appointed Chairperson of the ad hoc Unity Breakfast Committee, and the Co-Chairperson of the ad hoc Big Meeting) shall be two years. The duties of the NGSG officers (with the exception of the appointed Chairperson of the ad hoc Unity Breakfast Committee, and the Co-Chairperson of the ad hoc Big Meeting Committee) shall be as specified in the AA Service Manual.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

Article VI

The Standing Committees shall be:

• Archives

• Cooperation with the Professional Community

• Correctional Facilities

• Grapevine/La Viña

• *Gazette*

• Intergroup Liaison

• Literature

• Public Information

• Special Needs Committee

• Treatment Facilities

The *ad hoc* Committees shall be:

• Unity Breakfast

• Big Meeting

Article VII

 The NGSG shall be divided into geographical districts consisting of varying numbers of AA groups (approximately 15 groups per district). Each district is entitled to be represented at the NGSG by a DCM elected by the GSRs within each district. The DCM shall serve as a link between the NGSG and the GSRs. When the number of groups within a district exceeds 15 the DCM in the district may choose to redistrict (see pages S51, and S52 in the AA Service Manual for recommended procedural suggestions) with the consent of the DCMC and neighboring districts. If a DCM is not active in the Committee and fails to attend three or more NGSG meetings in succession the GSRs in the district may elect another DCM on their own initiative or at the request of the NGSG or DCMC.

Article VIII

 The GSRs are to be elected by their AA groups and 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 DCM and to the DCMC, who pass them on to the South Eastern New York Committee and Assembly of Alcoholics Anonymous.

In all matters brought before the NGSG, the voting members shall be limited to:

• The Alt. DCMC, Treasurer and Secretary shall each have one vote,

• The Chairpersons of the Standing Committees shall each have one vote,

• The DCM, and GSR shall each have one vote,

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

Article VIII (Cont’d)

• The Alt. DCM shall each have one vote IF their respective DCM is not present,

• The Alt. GSR shall each have one vote IF their respective GSR is not present,

• The DCMC shall have one vote ONLY to break a tie,

• One vote per group, and

• No proxy vote.

Article IX

 The NGSG shall meet at least five (5) times per year. Additional meetings may be called at the discretion of the DCMC. Every even numbered year, at the next-to-last scheduled meeting, the NGSG shall elect its DCMC and officers for a term to commence January 1 following the election.

 The order of business shall be at the Chairperson’s discretion and will generally be as follows:

• Call to order/Preamble/ “I am responsible... “ Declaration (Optional),

• Reading and approving the minutes of the previous meetings,

• Reading and approving the Treasurer’s report,

• Reports of the remaining Officers and Standing Committee shall be presented,

• Reports of the ad hoc Committees, shall be presented,

• Reports from invited guests (at the discretion of the DCMC) shall be presented,

• Old (unfinished) business,

• New business,

• Open discussion,

• Adjournment/Serenity Prayer (Optional).

Article X

 Every AA group in Nassau County is entitled to choose a GSR to be sent the NGSG meeting for the purpose of representing their group and electing new NGSG officers. Unless otherwise amended by the by-laws, the process of electing NGSG officers and the related officer’s qualifications shall be as outlined in Chapter IV of the AA Service Manual.

Article XI

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

* + - * + The meeting Chairperson can only be the current elected DCMC, Alt. DCMC, Treasurer, or Secretary,
				+ At least one other elected officer shall be present, and a Recording Secretary appointed if necessary,
				+ At least one or two registered DCMs shall be present, and
				+ At least 10 registered GSRs shall be present,
				+ A quorum may conduct all NGSG business and approve all financial expenditures.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

Article XII

• The financing of NGSG activities shall be primarily from voluntary contributions of the groups and organizations within AA; and, secondarily be the net surplus derived from such projects and activities as authorized by the NGSG.

• Personal and in-memoriam donations by individual AA members may be accepted to the extent of the maximum annual amount suggested by AA’s General Service Conference .

• Outside contributions from any non-AA source are prohibited.

• The NGSG shall not accumulate funds beyond those needed for current necessities, a stated AA purpose, and a prudent reserve (generally four month’s expenses).

• Excess funds may be distributed to the Districts (geographical districts, consisting of varying numbers of AA groups) in Nassau County, the South Eastern New York Area 49 Committee and Assembly of AA, the General Service Office of Alcoholics Anonymous, or such other AA service entity as the NGSG shall designate.

• The NGSG shall not act as a trustee of any trusts or funds; nor shall the NGSG participate in such trusts or funds.

• No debt, or continuing obligation, shall be incurred without NGSG consent.

• If, for any reason, the NGSG shall cease to function, all moneys, records, and other property held in its name shall become the property of South Eastern New York Area 49 Committee and Assembly of AA or the General Service Office of Alcoholics Anonymous.

Article XIII

 The GSRs of primarily Spanish speaking groups and the DCM elected by them constitute the Hispanic District Committee of the General Service Conference of South Eastern New York, Area 49 of Alcoholics Anonymous and may elect a Spanish DCMC. The Spanish DCMC shall be invited to coordinate matters of interest with the NGSG.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

Article XIV

• The NGSG does not generally participate in non-AA events, however through Public Information and Cooperation with the Professional Community Standing Committee service activities NGSG voluntarily offers assistance to individuals who are referred to AA; is available to help professionals in correctional, educational and treatment facilities interested in learning about AA; upon invitation attend health fair events; and bring awareness to the general public of what AA is and what AA does not do;

• The NGSG shall not place any of its members in a position of unqualified authority over others;

• Will not perform any acts of government or be involved with any political activities whatsoever .

• The Articles of Association and By-laws can only be amended by a two-thirds vote of NGSG voting members.

• By-laws amended and adopted this day: April 21, 2008.

Brenda P. Kevin M.

DCMC Nassau 2007/2008 Alt. DCMC Nassau 2007/2008

Pauline T.

Secretary 2007/2008

(AA and Alcoholics Anonymous are registered trademarks® of Alcoholics Anonymous World Services, Inc.)

Guidelines for Nassau County General Service Committee Chairs

As suggested by our November 2012 Inventory & subsequent discussions, these guidelines are intended to provide guidance to our committee chairs. They’re numbered only to provide for easy reference.

1. Nassau County General Service committees operate within the guidelines and spirit of The AA Service Manual, The Twelve Concepts for World Service, The Twelve Steps and The Twelve Traditions of AA, The General Warranties of the General Service Conference of AA, SENY Service Handbook, and the Articles Of Association And By-Laws Of The Nassau General Service Group Of Alcoholics Anonymous. All committees will issue a report in writing to the DCMC (or designated Alternate DCMC) at least two weeks before our scheduled business meetings on their activities, new questions for our members’ input, or other information for our members and their groups.
2. Committee chairs and committee members are generally selected from current or past members of Nassau County General Service. The DCMC (or designated alternate) will approve the appointment of committee members [for event committees?]
3. Every committee chair serves on behalf of the GSRs as representatives of the members of the groups in Nassau County. Committee chairs are appointed by, and may be removed by the DCMC.
4. Standing Committee Chairs (Accessibility/Special Needs, Archives, Cooperation with the Professional Community, Corrections, Grapevine/La Viña, Gazette, Intergroup Liaison, Literature, Public Information, and Treatment Facilities) are appointed for two-year terms which run concurrently the terms of county officers. Also appointed for two-year terms are: Budget & Financial Review, Website, and Service Sponsorship. The First Alternate DCMC chairs the Service Participation Committee.
5. Committee Chairs report progress (or none) to our members in writing (to be submitted to the Secretary by email) at least two weeks before each scheduled Business Meeting. Business meetings are the 3rd Monday of February, April, June, August, October, and December. Committee Chairs will also consult with the DCMC about the amount of time to be devoted to the discussion of their report on the agenda. The purpose of the time devoted to the committee chair at the business meeting is for our members to ask questions or offer comments; the written report will not be read aloud at the meeting.
6. Any proposals or changes in responsibilities that differ from, or are not addressed by our By Laws or by established group conscience (as described in the minutes of previous meetings) will be discussed with the DCMC (or assigned Alt. DCMC) before presentation to our members. If the matter can be decided by the DCM C, it will be submitted to our member in writing; if not, it may be considered under Old Business or New Business, if any action is required.
7. The right of decision is invested in the DCM C, who may devolve the right of decision to the Committee Chair in specific ways, but subject to review by the DCMC. Our members will be informed of the decision by email and given the opportunity for discussion at the next business meeting.
8. Committee meetings are open to any member of A.A. Where possible, meetings will be scheduled at a convenient central location & recurring time (e.g., 2nd Sunday at 11 am). Requests to hold meetings at the Nassau Intergroup Office must be made through the DCMC (or Intergroup Liaison Chair).
9. Standing Committee Chairs’ commitment includes representing Nassau County GS on SENY committees, so they can synthesize and share information with our GSRs (and through them, with their groups). For those who are unable to fund the costs of their participation, NCGS will pay for their transportation (at $.40/mile and tolls for their scheduled SENY committee meetings on which they serve.
10. NCGS Committee Chairs may receive additional financial support by submitting a written budget for expenses associated with performing their duties for planning & executing approved events

associated with their committee work. Budgets are submitted for approval to the DCMC (or designated Alt. DCMC) in a format provided by the Treasurer and the Budget & Financial Review Committee. Expenses can be authorized by a 2/3 vote of our members, or in accordance with a budget approved by 2/3 of our members, or by authorization of the DCMC if necessary between meetings.

1. NCGS does not pay NYS sales tax. Tax Exempt forms are available from the Treasurer and must be signed by the DCMC.
2. NCGS Event Chairs of any event or activity sponsored by NCGS will prepare and submit to the DCMC (or designated Alternate DCMC) within one month of their appointment:
	1. the event purpose, stated in terms of serving one or more of these purposes:
		1. attract participation in A.A. General Service as a GSR or DCM
		2. educate A.A. members on General Service (including our Traditions and Concepts)
		3. attract participation by local groups in activities associated with our Fifth Tradition and Twelfth Step supported suggested by our standing committees (e.g., Accessibility/ Special Needs, Cooperation with the Professional Community, Corrections, Public Information, Treatment Facilities)
	2. who the target audience is,
	3. expected attendance
	4. date and time,
	5. location,
	6. opportunities for other NCGS or SENY committees to exhibit and/or attract participation, and,
	7. a budget in a format determined by the Budget & Financial Review Committee that recognizes our desire to minimize expenses and risk and is mindful of our financial limitations, and includes:
		1. an explanation of how funds will be spent,
		2. a comparison of alternative vendors/providers/quotes when expenses are involved
		3. sources and amount of income (if any),
		4. no expenses that would be paid to a committee member or their employer
3. Only the Treasurer can make deposits or write checks on behalf of NCGS or events in its name. No other bank accounts may be established or used by our committees.
4. Reimbursements for expenses of any kind will be made using the NCGS Reimbursement Request Form and providing written receipts within one month after incurred.
5. Event chairs will provide a comprehensive written final financial report to the Treasurer and DCMC within one month after the event, using the format of the budget approved for that event. The Treasurer will report on the financial results, and the Event Chair will be available to answer questions at the first business meeting at which the information in the written report is reported by the Treasurer.
6. Any contracts or legal documents required for any purpose must be approved by 2/3 of our members and signed by the DCMC and an Alternate DCMC.

**How We Run Our Meetings**

* + - 1. Our business meetings are not traditional A.A. group meetings for sharing about our recovery. They exist to share information, make decisions based on our collective group conscience, and to manage our resources in accordance with our 7th Tradition. While we don’t “share” about recovery in the meeting, please raise your hand immediately and tell us if you need to talk to someone one-on-one (outside the meeting) on a personal recovery matter.
			2. The running of A.A. business meetings is guided by the principles outlined in A.A.’s Three Legacies: Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. Among those principles:
	1. We are reminded why we are here (A.A. Tradition 5).
	2. We are reminded to act with humility in the greater interest of the area and A.A. as a whole (Traditions 1 and 12), and with faith (A.A. Tradition 2).
		+ 1. Where our principles & by-laws provide insufficient guidance, we use the principles & procedures described in the book *Robert’s Rules of Order*.
			2. Who is entitled to participate & vote?
	3. All registered GSRs and their alternates in Nassau County, but each group has only one vote.
	4. All registered DCMs and their alternates in Nassau County, but each district has only one vote.
	5. Elected Nassau County General Service officers and appointed standing committee chairs.
	6. No person is allowed more than one vote.
	7. Interested AA members are welcome and encouraged to attend our meetings, but they do not have a vote. They may speak only after all voting members who wish to speak have done so, and if time permits. (Non-voting members are encouraged to make their opinions known to their GSR or DCM before or after the meeting.)
		+ 1. Our meeting procedures are based on our collective experience. Please remember common courtesy, common sense, and ‘principles before personalities’ (Tradition 12). Our procedures are also designed to balance the need to conduct our business with equal & fair treatment of our members.
		1. If you want to speak during the meeting, please raise your hand and wait to be called upon by the Chair. Please wait to be called on by the Chair before speaking.
		2. Let others be heard once before seeking to be heard a second time on anything being discussed.
		3. Keep your comments brief (suggested not more than 2 minutes) and to the item being addressed as described in the Agenda.
		4. If another speaker has made your point, please don’t repeat it.
		5. Voting members may ask questions when reports are made by our trusted servants, but must first be recognized by the Chair and may be limited to complete the meeting on time. Members are encouraged to ask questions after the meeting unless they’re certain it will be of common interest to most other members at the time.

Page 1 of 2 -- How we Run Our Meetings - Nassau County General Service -- last revised 12 /2013

* + - 1. Basic rules of order:
1. The Chair is responsible for conducting the meeting on behalf of all members, and ensuring that we all follow our own principles and procedures to make good decisions through an informed group conscience. The Chair votes only in the case of a tie. Generally, the Chair does not participate in discussion. Members are expected to respect the decisions of the Chair. (A motion to overrule the decision of the Chair may be made, there is no discussion, and requires a ¾ vote.)
2. No discussion is permitted on any subject until a motion is made by a voting member and seconded by a different voting member. Motions need to be acknowledged by the Chair -­ and seconded -- before discussion can begin; the Chair facilitates the discussion.
3. Motions may be **amended** . Amendments are motions to change the original motion. Request the Chair’s attention by saying “I propose an amendment to the motion.” A second is required. They are dealt with (by discussion & vote) before returning to the original motion. Amendments may be amended, but after that a new motion is required to make further amendments. (Please note: Amendments can get confusing, and often confound the discussion; the Chair will clarify what’s “on the floor” before any vote is taken.
4. A **motion to table or postpone** may be proposed to defer a vote and any further discussion. It’s appropriate when a member wants to consult the group they represent before voting, or when more information is required, or when time runs out before discussion can be completed. To table means to set the matter aside until a motion to continue discussion is passed. To postpone means to set the matter aside until a later meeting. A motion to take up a postponed question is not needed. The postponed question becomes “old business.”
5. **Voting:**
	1. Decisions are reached by majority vote (either 2/3 or a simple majority) while allowing for minority opinion. Policy decisions are reached by 2/3 majority, because we want to have substantial unanimity before making major changes. (A.A. Concept 12)
	2. Most procedural questions can be decided by a simple majority.
	3. Officers, standing committee chairs, GSRs & DCMs may vote.
	4. Alternates vote only in the absence of their ‘principal’.
	5. Each voting member gets only one vote
	6. Each group gets only one vote.
6. A point of order allows members to ask a question about procedures, or calls a presumed procedural error to the Chair’s attention . The Chair accepts or rejects the point subject to appeal to the meeting. A Point of Order is appropriate at any time you want to ask the Chair about procedure.
7. A point of information allows members to ask for information on something being presented or discussed. It is not appropriate to use a point of information to give information or offer an opinion, which would be done in the usual course of discussion.

7. “Throughout our structure, a traditional ‘Right of Appeal’ ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.” (A.A. Concept 5)

1. Minority opinion invites anyone who voted on the minority side only to explain the reason for their vote, in an attempt to change the mind of those who voted on the majority side. (“Minority side” means those who voted on the “losing side”.)
2. It is not a reopening of discussion.
3. Please limit minority opinion to no more than two minutes.
4. The chair will ask for “minority opinion” after a vote on an “important matter”. If no one who voted in the minority wants to speak, the Chair will move onto the next Agenda item.
5. If any member who voted with the majority decides to change their vote after hearing the minority opinion, they may offer a motion to reconsider the question. (Such a motion must come from the majority.) If seconded , an immediate vote will be held on whether or not to reopen discussion. it requires a simple majority to carry. If carried, the question is reopened to discussion and vote as if the original vote had not occurred.

(Adapted from: Suggested Meeting Guidelines for SENY Committee Meetings )

Page 2 of 2 -- How we Run Our Meetings - Nassau County General Service -- fast revised 12 /2013

Nassau Intergroup of Alcoholics Anonymous, Inc.

361 Hempstead Turnpike

West Hempstead, NY 11552-1342

**Elected Officers**

Because Nassau InterGroup is incorporated as a non-profit in the State of New York, members becoming officers should understand that their names and addresses must, by regulation, be filed with the State Charities Bureau and that the Bureau makes this information available for public inspection.

Similarly, members becoming signators on NIAA bank accounts must be fully identified to the bank under Federal and State regulations.

**It is expected that all officers and appointed chairs**

**be in attendance at all Steering Committee (last Thu) and Representatives Meetings (1st Thu).**

As stated in our By-Laws:

*Article VI Steering Committee*

*Section 3. Any member of the Steering Committee who shall fail to attend three (3) consecutive Steering Committee meetings may be removed by the Chairperson with the approval of the Committee.*

Chairperson

* Officiates at both the steering committee and representatives meeting
* Appoints committee chairs (except where recommended by the respective committee , i.e.: Share-A-Day, Institutions) subject to the approval of the InterGroup representatives.
* Is available to help all other committee chairs with their jobs, to share some experience, with managing them.
* Is available with other committee members to help groups with inventories, workshops and any other events, when asked or invited.
* Has signatory authority for all NIAA’s accounts, and signs leases, contracts, etc.
* Reports at bi-monthly General Service meetings.

1st Vice Chair

* Officiates in the absence of the Chairperson
* Available to help the Chair as needed.
* Signatory on several accounts of Nassau InterGroup.
* Oversees specific committees as appointed by Chair.
* If Chair becomes vacant, automatically succeeds to that position.

2nd Vice Chair

* Officiates in the absence of the Chair and 1st Vice Chair.
* Coordinates the efforts of the Zone Coordinators.
* If Chair becomes vacant, and 1st Vice is unable to assume the Chair, automatically succeeds to Chair.

Secretary

* Takes, edits and disseminates minutes for all NIAA Steering Committee and Representatives meetings.
* Ensures copies of all minutes are placed in Archives.

Treasurer

* Arranges timely deposits of contributions to NIAA to the General Account, and for transfers among NIAA accounts as required.
* Arranges for payment of NIAA obligations.
* Maintains all financial records of NIAA. Reports on financial activities at monthly Steering Cmt & InterGroup Rep’s meetings.
* Works with the Financial Review committee in preparing annual budget.
* Assures preparation and submission of annual income and expense statements with IRS (form 990) and State (form CHAR500), and completion and distribution of any required form 1099 (Federal income report) in consultation with the accountant.
* Signatory on all accounts of Nassau InterGroup.

Committee Chairs

It is hoped, that in addition to the required responsibilities of their individual commitment.

all Officers and Committee Chairs will also lend their support and participation to ALL activities of Nassau InterGroup.

**Attendance Codes:**

**√ Expected (Expenses to be reimbursed)**

**s Strongly Encouraged (Expenses to be reimbursed)**

**e Encouraged**

**r Recommended , but Personal**

**p Strictly Personal (No reimbursement).**

Reimbursable expenses include travel by most economical and practical method (usually mileage, tolls and parking reimbursement; air or rail fare for greater distances), lodging and meals at current government allowance or a lesser rate as determined by NI.

Current practice is to send (at NIAA expense) the Chair and 1st Vice Chair to:

1. the InterGroup Seminar wherever it may be held (rotates around the country) and

2. the Biennial Regional Forum (rotates around the NorthEast Region).

Substitutions may be made subject to the approval of the InterGroup Representatives.

In addition one or two Committee Chairs may be sent to the

1. Annual NYS Informational Workshop (rotates around New York State) .

Conventions (Area, State, Regional, National or International) are strictly personal expenses.

**INFORMATION & RESOURCE GUIDE FOR NASSAU COUNTY GSRs**

* Nassau County General Service (“NGS”} meets the 3rd Monday of February, April, June, August, October, & December at 7:30 pm at the Nassau Intergroup Office, 361 Hempstead Turnpike, West Hempstead, NY. An orientation for new GSRs is at 7 pm. We also offer workshops, roundtables, and other special events throughout the year.

Registered General Service Representatives (“GSRs”), District Committee Members (“DCMs”), and NGS officers (DCMC/Chair, Alternate DCMC, Treasurer, & Secretary) are voting members of NGS; any member of A.A. may attend any of our meetings.

* GSRs can register with all A.A. general service organizations (A.A.’s General Services Office, SENY (“South Eastern New York Area Committee and Assembly of Alcoholics Anonymous”, also A.A. Area 49), Nassau County General Service, and the local district) by completing a Nassau General Service Registration Form at a county meeting.
* NGS communicates with our registered members by email, and by handouts at our meetings.

We also publish *The Gazette.*

* **Do you have a Service Sponsor?** -- “A service sponsor is usually someone who is knowledgeable in A.A. history and has a strong background in the service structure. Service sponsors can impart to their sponsees the pleasure of involvement in the work of Alcoholics Anonymous.” (pages 25 & 27, Questions and Answers on Sponsorship, AA pamphlet P-15)

Nassau General Service maintains a list of service sponsors; contact Nassau@aaseny.org. Or, email sponsorship@aaseny.org for help finding a sponsor outside Nassau County.

* For questions about A.A. general service, GSRs, DCMs, Traditions, Concepts, or your general service participation 4Nassau County General Service -- email: nassau@aaseny.org or by US mail: c/o Nassau Intergroup, 361 Hempstead Turnpike, West Hempstead, NY 11552-1342

**ADDRESSES OF NASSAU COUNTY A.A. SERVICE ORGANIZATIONS:**

Nassau County General Service:

 c/o Nassau Intergroup, 361 Hempstead Turnpike, West Hempstead, NY 11552-1342

A.A. Area 49 (SENY): PO Box 571, New York, NY 10116-0571 www.aaseny.org

A.A. General Service Office: PO Box 459, Grand Central Station, New York, NY 10163 or

 www.aa.org or 212-870-3400

Nassau Intergroup: 361 Hempstead Turnpike, west Hempstead, NY 11552-1342

-- Please use the organization names above for correspondence or checks --

**OTHER RESOURCES FOR GSRS:**

* *G.S.R. May Be the Most Important Job in A.A.* 4 The A.A. Conference-approved answer to the question “What am I supposed to do as a GSR?”. “For a new general service representative, this

leaflet outlines responsibilities and useful sources of information; for a group, what to keep in mind when electing a GSR. “Find it at a general service meeting or online at the Alcoholics Anonymous main website, www.aa.org 4 FOR AA GROUPS AND MEMBERS 4 GETTING INVOLVED IN GENERAL SERVICE 4 G.S.R . - GENERAL SERVICE REPRESENTATIVE

* *Alcoholics Anonymous main website*, [www.aa.org](http://www.aa.org/) 4FOR AA GROUPS AND MEMBERS 4 many resources are available by clicking on several areas, especially: “Is Your Group Connected to A.A. As a Whole?”, and “Getting Involved in General Service” 4 click on the items on the left for information & resources for you and your group
* *GSO GSR Kit,* available from GSO (available from A.A.’ s General Service Office) - you’ll get one from GSO after you register as a GSR
* *The A.A. Service Manual Combined with Twelve Concepts for World Service*, readable at the A.A. website (included in the GSO GSR Kit)
* *SENY GSR Toolkit* (online) -- http://aaseny.org/en/serviceresources/gsrtoolkit.html (see also the following pages for a printout of the main page)
* *SENY (A.A. Area 49)* website - [www.aaseny.org](http://www.aaseny.org)
* *Your Service Sponsor*

***The following information is from the SENY Website: (www.aaseny.org):***

ABOUT SENY: We are the South Eastern New York Area Committee and Assembly of Alcoholics Anonymous, known more simply as SENY or Area 49. SENY is one of 93 “Delegate Areas” in the General Service Conference of the United States and Canada which serve as the framework through which the “General Services” of AA are carried out. General Services are those functions which as a practical matter local AA members and groups cannot enact.

Below is a brief welcoming orientation to SENY, as well as suggested resources for learning more about the AA service structure, General Services and the General Service Conference. If you are a new General Service Representative (GSR) or District Committee Member (DCM), you may want to jump right to our online GSR/DCM Toolkit or one of the other items in [www.aaseny.org/en/serviceresources.html](http://www.aaseny.org/en/serviceresources.html)

INTRODUCTION TO SENY: Area 49 seeks to involve all AA groups in the City of New York (the counties of Queens, Brooklyn, Richmond, New York and the Bronx), Long Island (Suffolk and Nassau counties) and the lower upstate New York counties of Westchester, Putnam, Rockland, Orange and Sullivan in AA General Services. The Area also includes a non-geographical Hispanic Districts. In all, about 1,800 AA groups and well over 57,000 members are included in SENY. The Area closely communicates with the General Service Conference as well as the groups, districts and counties within the area. General Services depend on smooth and close communication and connection at all levels.

SENY WEBSITE: The rest of SENY’s website offers links to some of our Area efforts and activities. Highlights include our Calendar of Events, our newsletter (The Link), the work of our various officers and service committees, and links to general information about the AA program and finding help through AA. SENY’s Bulletin Board, also part of our site, provides a forum for interested A.A. member to share their experience, strength, and hope on topics covering AA’s Three Legacies of Recovery, Unity, and Service.

CONTACT SENY -- You may direct any questions or comments to us at: info@aaseny.org; telephone: 718-665-1253; mail: PO Box 571, New York, NY 10116-0571

See also the “Contact SENY” page on the website for a list of e-mail addresses for our officers, standing and ad hoc/special committee chairs, and other trusted servants. Individual contact phone numbers may be found in the printed edition of our newsletter, The Link.

AA BEYOND SENY: On the AA World Services (AAWS) website, www.aa.org, you’ll find many useful AA publications, resources and information including The AA Service Manual combined with Twelve Concepts for World Service. That manual covers everything else you may need to know in order to get involved with AA service beyond the home group.

**SENY GSR/DCM TOOLKIT:**

The **General Service Representative (GSR)** and the **District Committee Member (DCM)** serve vital roles in establishing and maintaining the two-way flow of communication within the General Service structure. That flow helps keep AA unified, both in a practical sense and spiritually.

This online toolkit for new GSRs and DCMs provides a brief overview of the role and function of each . Following that is information to help you make your initial connection with the General Service Office (GSO), SENY, your county (most areas do not have county-level committees) and district service committees, and your local Intergroup/Central Office. In addition to some tips on getting started, we also provide links so you can download some useful resources .

**THE GSR**

GSRs connect their groups with the rest of the Fellowship, mainly through active and thoughtful participation at service meetings. The flow of information, ideas and points of view back and forth through the GSR supports the development of an informed group conscience at all levels of AA: home group, district, county, area (SENY) and ultimately the General Service Conference (US/Canada) of which we are a part. Although this sharing of information is crucial , the GSR is more than just a conduit.

An effective GSR will become particularly familiar with each of AA’s Three Legacies: Recovery (as reflected in the Twelve Steps), Unity (as reflected in the Twelve Traditions) and Service (as reflected in the Twelve Concepts) along with the related AA literature. (See some suggestions below.) A good jumping off point for beginning to understand the role of the GSR is the AAWS pamphlet , GSR May Be the Most Important Job in AA.

**THE DCM**

Also an important part of the two-way communication in General Service , DCMs serve as a support and resource for the GSRs in the districts, and as constituent members of the area’s (SENY’s) committee and assembly meetings. An important activity for DCMs is engaging groups to become involved in the service structure by fielding a GSR. Active districts can support a range of local AA projects such as helping place “Big Books” in libraries or assisting local Public Information and other service committees.

DCMs too need to be familiar with our Three Legacies and our literature. The new DCM may want to start with the AAWS pamphlet, Your DCM.

**THE DCMC**

In SENY there is also a county level service committee intermediate between the districts and the area led by a District Committee Member Chair (DCMC), or County Chair. For more on the DCMC, see pages 20-21 of The SENY Service Handbook.

To complete your linkage with the service structure, you may also want to register with your local Intergroup/Central Office if your group is not already known to them. Mailing addresses are found on pages 41-42 of the SENY Service Handbook. Each Intergroup/Central Office will have its own registration procedure. Outside SENY, similar channels are available for hooking into the service structure. You may want to check your area’s website or use GSO as a starting point .

**A FEW SUGGESTIONS**

Begin to attend local service meetings: district and county meetings and area assemblies (for GSRs and DCMs) and area committee meetings (for DCMs). The districts, counties and SENY also host informative service workshops from time to time. You can find out more about locally scheduled AA activities by checking SENY’s Calendar of Events. Feel free to question and challenge, particularly if you hear something in a service meeting you do not understand or with which you do not agree. Remember, the informed group conscience develops in an atmosphere willing to take the time to answer questions and to listen to and consider the minority voice. A service sponsor can also help smooth your entry and continuing participation.

**RESOURCES**

*The AA Service Manual combined with Twelve Concepts for World Service* (published and updated annually by AAWS) and *The SENY Service Handbook and Articles of Association and By-Laws*, taken together, will answer many questions. Sections 1 and 2 in *The SENY Service Handbook* (pages 7-24) will be particularly helpful in getting a new GSR or DCM going. Some additional resources from AAWS supporting GSR and DCM service work include:

*• GSR May Be the Most Important Job in AA (P-19)*

*• Your DCM (F-12)*

*• AA New Group Form (GSO)*

*• AA Group Information Change Form (GSO)*

*• AA District Information Change Form (GSO)*

*• The AA Group… Where it all begins (P-16)*

*• Questions and Answers on Sponsorship (P-15) - Includes a section on service sponsorship.*

*• AA’s Legacy of Service (P-44)- Forward to The AA Service Manual by Bill W.*

*• The Twelve Traditions Illustrated (P-43)*

*• Traditions Checklist (SMF-131)- From, The AA Grapevine*

*• The Twelve Concepts for World Service Illustrated (P-8)*

*• Concepts Checklist (SMF-91)*

*• Circles of Love and Service (P-45) - an outline of the General Service structure*

*• Box-4-5-9: News and Notes from GSO- Bimonthly bulletin from GSO.*

4We recommend the following pages on the SENY website under “Service Resources” - “ About SENY” or in the SENY Digital Archive: Service Handbook, Articles of Association, Rules of Order, Elections, and “A.A.’s General Service Structure , General Services Office, & The Grapevine” (video).

*last revised 11/23/2011*

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

**Article I**

 The name of the organization shall be the Nassau General Service Group of Alcoholics Anonymous (hereinafter referred to as NGSG).

**Article II**

 The purpose of the organization is to serve the needs of the Alcoholics Anonymous® (AA) groups within its geographical area and to act as a constituent part of South Eastern New York Committee and Assembly of Alcoholics Anonymous. It shall function within the guidelines and spirit of:

• The AA Service Manual

• The Twelve Concepts for World Service

• The Twelve Steps and The Twelve Traditions of AA, and

• The General Warranties of the General Service Conference of AA

• SENY Service Handbook

**Article III**

 The area served by the NGSG shall be Nassau County, New York, USA

**Article IV**

The members of the NGSG shall be:

• The District Committee Member Chairperson (DCMC),

• The Alternate District Committee Member Chairperson (Alt. DCMC),

• The Treasurer,

• The Secretary,

• The Chairpersons of the Standing Committees,

• The District Committee Members (DCM’s), and

• The General Service Representatives (GSR’s)

**Article V**

 The terms of office of NGSG officers (except for the appointed Chairperson of the ad hoc Unity Breakfast Committee, and the Co-Chairperson of the ad hoc Big Meeting) shall be two years. The duties of the NGSG officers (with the exception of the appointed Chairperson of the ad hoc Unity Breakfast Committee, and the Co-Chairperson of the ad hoc Big Meeting Committee) shall be as specified in the AA Service Manual.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

**Article VI**

The Standing Committees shall be:

• Archives

• Cooperation with the Professional Community

• Correctional Facilities

• Grapevine/La Viña

• Gazette

• Intergroup Liaison

• Literature

• Public Information

• Special Needs Committee

• Treatment Facilities

The ad hoc Committees shall be:

• Unity Breakfast

• Big Meeting

**Article VII**

 The NGSG shall be divided into geographical districts consisting of varying numbers of AA groups (approximately 15 groups per district). Each district is entitled to be represented at the NGSG by a DCM elected by the GSR’s within each district. The DCM shall serve as a link between the NGSG and the GSR’s. When the number of groups within a district exceeds 15 the DCM in the district may choose to redistrict (see pages S51, and S52 in the AA Service Manual for recommended procedural suggestions) with the consent of the DCMC and neighboring districts . If a DCM is not active in the Committee and fails to attend three or more NGSG meetings in succession the GSR’s in the district may elect another DCM on their own initiative or at the request of the NGSG or DCMC.

**Article VIII**

 The GSR’s are to be elected by their AA groups and 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 DCM and to the DCMC, who pass them on to the South Eastern New York Committee and Assembly of Alcoholics Anonymous.

In all matters brought before the NGSG, the voting members shall be limited to:

• The Alt. DCMC, Treasurer and Secretary shall each have one vote,

• The Chairpersons of the Standing Committees shall each have one vote,

• The DCM, and GSR shall each have one vote,

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

**Article VIII (Cont’d)**

• The Alt. DCM shall each have one vote IF their respective DCM is not present,

• The Alt. GSR shall each have one vote IF their respective GSR is not present,

• The DCMC shall have one vote ONLY to break a tie,

• One vote per group, and

• No proxy vote.

**Article IX**

 The NGSG shall meet at least five (5) times per year. Additional meetings may be called at the discretion of the DCMC. Every even numbered year, at the next-to-last scheduled meeting, the NGSG shall elect its DCMC and officers for a term to commence January 1 following the election.

 The order of business shall be at the Chairperson’s discretion and will generally be as follows:

• Call to order/Preamble/ “I am responsible ... “ Declaration (Optional),

• Reading and approving the minutes of the previous meetings ,

• Reading and approving the Treasurer’s report,

• Reports of the remaining Officers and Standing Committee shall be presented,

• Reports of the ad hoc Committees, shall be presented,

• Reports from invited guests (at the discretion of the DCMC) shall be presented,

• Old (unfinished) business,

• New business,

• Open discussion,

• Adjournment/Serenity Prayer (Optional).

**Article X**

 Every AA group in Nassau County is entitled to choose a GSR to be sent the NGSG meeting for the purpose of representing their group and electing new NGSG officers. Unless otherwise amended by the by-laws, the process of electing NGSG officers and the related officer’s qualifications shall be as outlined in Chapter IV of the AA Service Manual.

**Article XI**

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

• The meeting Chairperson can only be the current elected DCMC, Alt. DCMC, Treasurer, or Secretary,

• At least one other elected officer shall be present, and a Recording Secretary appointed if necessary,

• At least one or two registered DCMs shall be present, and

• At least 10 registered GSRs shall be present ,

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

**Article XI (Cont’d)**

• A quorum may conduct all NGSG business and approve all financial expenditures.

**Article XII**

* The financing of NGSG activities shall be primarily from voluntary contributions of the groups and organizations within AA; and, secondarily be the net surplus derived from such projects and activities as authorized by the NGSG.
* Personal and in-memoriam donations by individual AA members may be accepted to the extent of the maximum annual amount suggested by AA’s General Service Conference.
* Outside contributions from any non-AA source are prohibited.
* The NGSG shall not accumulate funds beyond those needed for current necessities, a stated AA purpose, and a prudent reserve (generally four month’s expenses).
* Excess funds may be distributed to the Districts (geographical districts, consisting of varying numbers of AA groups) in Nassau County , the South Eastern New York Area 49 Committee and Assembly of AA, the General Service Office of Alcoholics Anonymous, or such other AA service entity as the NGSG shall designate.
* The NGSG shall not act as a trustee of any trusts or funds ; nor shall the NGSG participate in such trusts or funds.
* No debt, or continuing obligation, shall be incurred without NGSG consent.
* If, for any reason , the NGSG shall cease to function , all moneys, records, and other property held in its name shall become the property of South Eastern New York Area 49 Committee and Assembly of AA or the General Service Office of Alcoholics Anonymous.

**Article XIII**

 The GSR’s of primarily Spanish speaking groups and the DCM elected by them constitute the Hispanic District Committee of the General Service Conference of South Eastern New York, Area 49 of Alcoholics Anonymous and may elect a Spanish DCMC. The Spanish DCMC shall be invited to coordinate matters of interest with the NGSG.

**ARTICLES OF ASSOCIATION AND BY-LAWS OF THE**

**NASSAU GENERAL SERVICE GROUP OF ALCOHOLICS ANONYMOUS**

**Article XIV**

* The NGSG does not generally participate in non-AA events, however through Public Information and Cooperation with the Professional Community Standing Committee service activities NGSG voluntarily offers assistance to individuals who are referred to AA; is available to help professionals in correctional, educational and treatment facilities interested in learning about AA; upon invitation attend health fair events; and bring awareness to the general public of what AA is and what AA does not do;
* The NGSG shall not place any of its members in a position of unqualified authority over others;
* Will not perform any acts of government or be involved with any political activities whatsoever .
* The Articles of Association and By-laws can only be amended by a two-thirds vote of NGSG voting members.
* By-laws amended and adopted this day: April 21, 2008.

Brenda P. Kevin M.

DCMC Nassau 2007/2008 Alt. DCMC Nassau 2007/2008

Pauline T.

Secretary 2007/2008

(AA and Alcoholics Anonymous are registered trademarks® of Alcoholics Anonymous World Services, Inc.)