

## **Suffolk County General Service Assembly of Alcoholics Anonymous Group Conscience**

**MISSION STATEMENT:** 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.

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**Suffolk County General Service Assembly of Alcoholics Anonymous** will be herein referred to as “**SGS.**”

#### **I. Agenda/Meeting Format**

- A. The SGS County Meeting will meet at the time and place specified by the DCMC.
- B. The Alternate DCMC will organize and run an “SGS Orientation” that typically is offered at 7:00PM, prior to each SGS County Meeting.
- C. The DCMC usually organizes and runs a DCM meeting at 7:15 PM to 7:45 PM, prior to each SGS County Meeting. However, the date and time may be changed at the DCMC's discretion.
- D. A Quorum for the County meeting shall consist of the following:
  - 1. The meeting Chairperson can only be the currently elected Chairperson, Alternate Chairperson or Registrar.
  - 2. At least one other elected officer shall be present, and a recording secretary appointed if necessary.
  - 3. At least twenty (20) registered District Committee Members (DCMs) and General Service Representatives (GSRs) in the aggregate shall constitute a Quorum.<sup>12</sup>
  - 4. A Quorum may conduct all the business of the Committee and make all financial expenditures.
- E. The current SGS DCMC will prepare and present a “Meeting Agenda” at each SGS County Meeting.
  - 1. Common SGS Meeting Agendas have included (but not limited to, or are restrained by this order), the following:
    - a. Moment of Silence, followed by Responsibility Declaration
    - b. Acknowledge Guests
    - c. Introduction of new GSR's and DCM's, AA Anniversary Announcements

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<sup>1</sup>08-20 Motion: “We suspend the need for a quorum while doing virtual meetings and re-look at the issue again when we return to meeting in person.”

<sup>2</sup> 01-21 Motion “Adopt updated SGS Group Conscience with Covid Quorum information.”

- d. Volunteers for cleanup and monthly greeters
  - e. Review of voting procedures
  - f. Acceptance or corrections to prior months minutes
  - g. Treasurer's report
  - h. 7th Tradition
  - i. Registrar's Report
  - j. Twelve Traditions
  - k. Officers' Reports
  - l. Committee Chair Reports
  - m. District Meetings
  - n. Old Meetings
  - o. New Business
  - p. Close meetings with Declaration of Unity
2. Variations in SGS Meeting Agenda may be affected by (but not limited to the following):
- a. Visit(s) from Delegates
  - b. Elections
  - c. Group Inventories

## **E. Rules of Order**

Suffolk General Service follows a loose knit version of Roberts Rules of Order. Courtesy suggests a member raise his/her hand and wait for the chair running the meeting to recognize them before they take the floor to speak. There are acceptable and expected exceptions to this. The following is a guide to help maintain healthy participation and understanding of the flow of the meeting.

### **1. Voting & Motions**

#### **a. Voting**

- i. Voting rights shall be as follows: all Officers (except the DCMC \*\*), Standing Committee Chairs, DCMs and GSRs shall have a vote. Alternate DCMs and GSRs will only have a vote if their Principals are not present. No votes will be permitted or accepted by proxy.
- ii. \*\* The DCMC may vote in the event of a tie, either simple majority or 2/3 majority. The DCMC may also vote in the County Elections.
- iii. A vote on the question is taken after sufficient discussion. The chair or the recording secretary reads the motion before the vote so the meeting is clear on the question. Whatever the basis for decision, the chair should assure the body is clear on the method for decision before the vote (i.e. simple majority or substantial majority). Except in the election of officers, the vote is by a show of hands. "Yes" votes, "No" votes and "Abstentions" are each counted for the record, but only Yes or No votes count toward the outcome on the question.
- iv. Any question on the floor that is determined to be procedural (procedure) will be decided by simple majority. Any question on the floor to create new group conscience (policy) and not affecting established group conscience, shall require a simple majority. Questions on the floor for a vote of established group conscience will be decided on the basis of a substantial majority (2/3 majority). Abstentions are not considered (counted) toward the decision, but may be recorded for the record.

## **b. Motions**

- i. **Definition-** A **motion** is a formal proposal by a member that the group take a certain action. A motion brings business before the meeting. Good motions are simple, clearly stated. Compound motions, those with sub-sections, are allowed, but may make discussion and decision making more difficult. The substance of the motion is referred to as the **question** before the body.

A **motion requires a second** in order to be further considered. That is, it needs a second member's agreement that it should be considered. The "second" is simply be called out after the motion is made without waiting to be recognized by the chair.

The right to make or second a Motion accrues to all voting members on hand; thus the same protocols follow as in the above voting rights. No motions will be brought to the floor by proxy.

- ii. **Amendments to Motions-** Motions may be changed before they go to a vote. An amendment to a motion on the floor must be germane to the motion (that is, involve the same question). Amendment requires a specifically worded motion saying exactly how the motion in question is to be reworded (amended). A motion to amend must be seconded, then may move to discussion and vote. A simple majority decides. If approved, the amended motion is restated by the chair, and debate on the motion as amended moves on.
- iii. **Discussion of Motion/Question-** Debate is the discussion of the question. It is suggested members limit their comments on a question to two minutes and to not speak a second time until those who wish to have been able to speak a first time. The chair may suggest the closing of debate to move the meeting along once it appears the meeting has had its say. Some procedural motions (see below) are not debatable, but simply move to a vote if seconded.
- iv. **Motion to Call the Question-** A motion to call the question asks that debate be halted while the meeting decides to proceed to the vote on the question or not. The chair may disallow such a motion if it appears premature. After a second, the motion is not debatable and requires a 2/3 vote to pass.
- v. **Motion to Table-** A motion to table or to lay on the table a motion asks the meeting to **postpone** further discussion of the question to an unspecified later time. After a second, the motion is not debatable and requires a simple majority to pass. To later consider the tabled motion, a motion to take the motion from the table must be made and seconded. It is not debatable, and Is passed by a simple majority.
- vi. **Motion to Postpone-** A motion to postpone asks the meeting to **postpone** further discussion of the question to a specified time. After a second, the motion is not debatable and requires a simple majority to pass. The motion to postpone will be revisited at the time specified as old business.
- vii. **Minority Opinion-** After a vote, a minority opinion, additional sharing from a member who voted on the non-prevailing side of the question, is allowed/invited. After hearing the minority opinion or in possession of other new information on the question, a motion for reconsideration may be made by a member who voted on the prevailing side of the

question. It may be seconded by any member (either non-prevailing or prevailing side). If adopted after discussion, the meeting returns to the point in procedure Just before the vote on the question and continues.

- viii. **Point of Order-** A Point of Order supersedes a motion and can be called any time a member has reasonable cause to believe the rules of order have not been properly applied. The member will identify the specific breach of the rules of order to the Chair. An obvious breach of the rules of order can simply be accepted and the proper rules of order applied. If the Chair disagrees with the members Point of Order, the Chair will then refer to the written rules of order and specifically reference the applicable rule and then move forward on the question.
- ix. **Point of Information-** A Point of Information can be made anytime a question is on the floor and request any specific background information about the question on the floor. In this case, the member is just looking for either the question be reread or has a question to clarify the sum and substance of the question. The Chair will move once they feel the Point of Information has been sufficiently provided.

## **II. Elections, County Inventory and Appointments**

### **A. Elected Positions**

1. All officers except the Recording Secretary will be elected by the “Third Legacy Procedure” which is a special electoral procedure considered to be unique to AA. This procedure is detailed in the AA Service Manual.
2. Officers’ elections will be held in October in even numbered years. The meeting will be run by a past officer along with volunteers all of whom are not voting members.
3. Roster of all the eligible candidates shall be provided by the Registrar: The following shall be the Order of Elections:
  - DCMC
  - ADCMC
  - Treasurer
  - Registrar

### **B. Appointed Positions**

All standing and Ad-Hoc Committee Chairs, Liaisons, and the Recording Secretary shall be appointed by the DCMC and approved by the Body via simple majority.

- C. County Inventory-** A SGS County Inventory will be conducted in the month of November in even number years, after SGS County Elections.

## **III. Finances**

Two signatures are required on all checks and authorized signatories should not sign their own checks for reimbursement.

1. The Treasurer in consultation with the DCMC and SGS officers meet annually, usually in December, to plan the SGS budget for the following year.
  - a. Income expectations are based on the current year’s actual income figures projected through the end of the year, and further adjusted as reasonable. Income expectations should be conservative.
  - b. Expense expectations are based on the current year’s actual expense figures projected through the end of the year, and modified to allow for anticipated

- additional or reduced expenses line by line for the coming year.
- c. Suggestions from the planning meeting are worked into a balanced budget by the Treasurer for final approval by the SGS body in January's next rotation.
  - d. Suffolk County will use Air Table<sup>3</sup>
2. Once the budget is approved, officers and standing committees are expected to work within budget.
  3. For unexpected expenses, the officers and standing committee chairs should come to the body to request additional funding before spending money not authorized.
    - a. A request for additional funding should include an explanation where and how any additional funding will be spent.
    - b. Where circumstances reasonably prevent coming to the body for a budget amendment before spending money not authorized, the officer or standing committee chair should come to the body as soon as possible, and certainly before accruing more than petty expenses.
  4. Amendments by the body to the budget after initial approval should consider from where any additional funding offered will come. Are income expectations being raised? If so, there should be a justification. Will another budget line be reduced, or is the area prepared to dip into the reserve?
  5. Officers and standing committee chairs are expected to travel via the least expensive mode of transportation. Travel expense is reimbursed at 40c per mile plus tolls and parking regardless of the mode of transportation. However, if a more costly mode of transportation is more practical (e.g., air travel or train for great distances) then the cost can be preapproved by the body .
  6. Officers and standing committees are funded as follows:
    - a. The DCMC and Alternate DCMC are funded to attend most regional, state and area service meetings. The DCMC and Alternate DCMC are encouraged to alternate attendance at some events where possible.
    - b. No officer is funded to attend any International Event (Convention, Conference, etc.)
    - c. Some standing committee chairs may be funded to attend special events such as the Intergroup Liaison for the Intergroup Seminar, the Corrections Chair for Bridging the Gap and the Archives Chair for the Archives Seminar. These authorizations should be made in advance of the event.
    - d. When considering requesting funding for other special events, is the event a working event for the attendee? Is attendance optional? Are other SGS officers or standing committee chairs already covering the event?
    - e. Separate budget lines are set for the expenses of the Technology Committee and the Website Reserve.
    - f. Ad hoc committees have no budget. Limited funding for these committees is added to the DCMC's budget.
  8. Officers and standing committee chairs may use their budgets as needed for service activities in good faith. The DCMC and treasurer may wish to consult with individual officers or standing committee chairs where funding is being exhausted too quickly, or to help plan for unexpected activities. The DCMC and assembly are entitled to question any expenditure. There is budget line for DCM workshops, anything exceeding the budget line must go before the body for approval.

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<sup>3</sup> 08-16 Motion: "Suffolk County will adopt the Air Table."

9. That the Literature Chair and Grapevine Chair maintain an inventory and cash to total \$600 and \$300 respectively and these be reconciled with the Suffolk General Service Treasurer on an annual basis. In addition, the chairs shall make a monthly written financial report available to the body. Income from the sale of AAWS and Grapevine Literature by those standing committees as a routine part of their service activity should be used to replace inventory only and should not be used to reimburse the expenses of those committee.<sup>4</sup>
10. The Literature and Grapevine/LaViña standing committees should provide the treasurer with an inventory of literature on hand at the beginning of each year.
11. For printing, postage and literature purchases:
  - a. Expenses for printing, postage and literature (not literature expressly purchased for resale by the Literature and Grapevine/LaViña standing committees) will be listed against individual standing committee budget lines.
  - b. SGS level printing and postage expenses for officers are listed against the general printing and postage lines, not the officers' individual budget lines.
12. SGS is exempt from the payment of NYS sales tax. An exempt certificate is available from the chair or treasurer. Purchases made under SGS's exempt certificate may be made only by SGS check or cash, not personal check, credit or debit cards as this may cause the area problems with the State authorities. If needed, advances of funds are available from the treasurer. Please track use of any advanced funds and return receipts for purchases and any unused funds to the treasurer promptly.
13. Officers and standing committees are encouraged to use any accounts designated by the Treasurer when making purchases for SGS. These are not charge accounts. They exempt the purchases from NYS sales tax, and should be used only for SGS (i.e., not for home group, intergroup, district, county or personal use). You will still need to pay for any purchase and be reimbursed later, but SGS will save the sales tax on the purchase. Treasurer has tax exempt forms for purchases made on behalf of the county.
14. By SGS group conscience, SGS maintains a reserve of 50% (6 months) of the annual operating budget.<sup>5</sup> (The prudent reserve was amended at the 3/29/21 SGS meeting.) Funds accumulated in excess of that amount are reviewed for possible area use or redistribution (contribution).<sup>6</sup>

#### **IV. GSR's, DCM's and Districts**

##### **A. GSR's Responsibilities**

1. GSRs must know that they will be available before accepting the office for the two-year term.
2. 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.
3. They are informed of the responsibilities before taking the job;
4. They are willing to learn to act to the best of their group's conscience;

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<sup>4</sup> 03-25 Motion: "That the Literature Chair and Grapevine Chair maintain an inventory and cash to total \$600 and \$300 respectively..."

<sup>5</sup> 03-21 Motion: "To increase prudent reserve from 25% to 50% of annual budget."

<sup>6</sup> 02-23 Motion: "That up to \$3,500.00 of the Suffolk County General Service funds in excess of our prudent reserve be used to serve food at the monthly meetings in 2023." Due to the success of the Hospitality initiative, Hospitality has been designated a budget line.

5. They must be able to accept criticism and be willing to motivate and project positive ideas of the Traditions and Concepts;
6. In reality, the GSR is a messenger, an agent for AA, and a communicator.
7. Attends and participates in area assemblies.
8. Attends orientation sessions, and county and area workshops.
9. Studies the Traditions, The AA Service Manual/Twelve Concepts for World Service and other service literature.
10. Obtains the services of an alternate GSR— at least during the second year of the term.
11. Familiarizes and shares with the alternate GSR (Alt. GSR) with all GSR duties and resources, including the SENY Service Handbook, The AA Service Manual/Twelve Concepts for World Service, etc.

**B. 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.
4. Holds District meetings at the SGS County meeting and informs GSRs in their district and silent districts of SGS and SENY business.
5. DCMs in SGS provide workshops in their respective districts that are of interest to the groups. Workshops presented at all levels shall be communicated to DCMC and ALT DCMC for approval.<sup>7</sup>

**C. Districts-** SGS Contains 16 numbers Districts 105, 106, 107, 108, 109, 110, 111, 112, 113, 115, 116, 117, 118, 119, 120, and the Hispanic District (114).

## V. Position Responsibilities

### A. District Committee Member Chairperson (DCMC)

1. Prepare the agenda and chair the SGS monthly meetings.
2. Consults with treasurer on yearly proposed budget.
3. Keeps the Alternate DCMC informed of all County matters.
4. Participates in all County activities through personal attendance at area functions, planning committees and being available to support standing committee chairs.
5. Calls meetings of officers and standing committee chairs for informational and planning purposes as needed.
6. Appoints Committee Chairs with the approval of the body and forms *Ad Hoc* Committees and appoints their chairs based on County needs or at the request of the body.
7. Explores possibilities of cooperation with Suffolk inter-group.
8. Obtains and distributes county and SENY newsletters to all DCM's, to groups without a GSR and districts without a DCM.

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<sup>7</sup> 03-24 Motion: "Workshops presented at all levels shall be communicated to DCMC and ALT DCMC for approval. Confirmed with the area calendar and county calendar nothing else is happening. If you have a draft copy of the flier, please submit for approval."

9. Provides support and fills in for Standing Committee Chairs as necessary.
10. Appoints Big Meeting and Unity Breakfast Committee Chairs.
11. Appoints the members of the *Ad Hoc* Committee on Finance to ensure prudent fiscal planning and documentation.
  12. Audits bank records to ensure conformity with the treasurer's report and also is alternate signer on all county accounts.
  13. Appoints liaisons for SIA, Share-a-thon, LYCYPAA, LISTS, and the Hispanic District.
  14. Appoints Third Legacy Facilitator to conduct the SGS County Inventory on even number years.

**B. Alternate District Committee Member Chairperson (Alt. DCMC)<sup>8</sup>**

1. Serves as assistant to the DCMC, filling in for him or her in whatever way is most helpful.
2. Preside over the County meetings in the event the DCMC cannot.
3. Takes notes at all committee and assembly meetings and presents reports at Suffolk General Service meetings.
5. Sets up and maintains the county communication tree and chain.
6. Works on special projects at the request of DCMC or the body.
7. Arranges for orientation sessions for new GSRs and DCMs.
8. Acts as temporary service sponsor to all new GSRs.
9. Assists with the area inventories, visits to districts and groups without DCM's and/or GSR's and distribution of materials as needed.
10. Lends support to all county activities.
11. Arranges carpools to area events, assemblies, and committee meetings.

**C. Registrar**

1. Maintains and distributes updated records of County GSR's, DCM's, Alternates and officers and standing committee chairs.
2. Coordinates and forwards routine group record changes with SENY and GSO.
3. Coordinates sign in sheets at Suffolk General Service meetings.
4. Distributes information received from GSO or the SENY secretary regarding area or group activities.
5. Coordinates with the DCMC and collects GSO annual one-sheet-per-group forms from DCM's and other individuals designated to assist in this undertaking.
6. Attends meetings with other County secretaries and SENY as requested.
7. Provides roster for county elections.

**D. Recording Secretary**

1. Records and keeps minutes for all County meetings
2. Distributes minutes and upcoming meeting agenda to attendees in a timely manner via the internet.

**E. Treasurer**

1. Coordinates the county bank accounts; obtains and sees to the completion of the bank signature cards with the DCMC, Alternate DCMC, and Treasurer.
2. Prepares the budget in consultation with the DCMC and committee and presents budget to the body for approval in December of each year.
3. Maintains checking account(s) on behalf of the SGS.
4. Travels to post office to pick up mail in PO Box.

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<sup>8</sup> 09-23 Motion: "Use Bus Budget Line item to reimburse GSRs for mileage to assemblies." Bus use discontinued.



5. Deposits in SGS bank account all group contributions and acknowledges them in a timely fashion. Note that website contributions automatically are deposited in SGS bank account and a group contribution acknowledgment is sent automatically.
6. Dispenses funds in accordance with the annual budget established by the County committee.
7. Maintains full financial records of all transactions and presents the treasurer's report at Suffolk General Service meetings.
8. Is available to groups to share on the 7th tradition and on committee financial practices at the County.
9. As per the 7<sup>th</sup> Tradition, will pass the basket during SGS County Meetings and then collect funds.
10. Secures and pays general liability insurance policy, pays rent and Grapevine subscription.

**F. Standing Committee Chairs and Liaisons-** Chairs attend all SENY committee meetings pertaining to their respective committee. Chairs seek out Suffolk Inter-group counterparts and coordinate their work. The following responsibilities are committee/liaison specific:

**1. Archives**

- a. Collects and preserves historical data that is pertinent to Suffolk County area.
- b. Displays archives at all County functions and at group functions upon request.

**2. Cooperation with the Professional Community (CPC)**

- a. Arranges for and provides staffing and literature for exhibits at professional meetings arranged in Suffolk County.
- b. Responds to request for speakers from County professional programs.
- c. Is proactive and reaches out to the professional community programs via mailings and workshops.
- d. Recruits volunteers for exhibit staffing and speaking commitments as needed.
- e. Is familiar with the CPC Workbook and AA Guidelines for CPC.

**3. Correctional Facilities (CF)**

- a. Coordinates correctional information with SENY and GSO.
- b. Keeps the correctional correspondence list up-to-date and coordinates the Bridging the Gap program.
- c. Is familiar with correction al Facilities Workbook. And AA Guidelines for CF.
- d. Collects grapevines and AA literature for local inmates.

**4. Grapevine/La Vina (GRV)**

- a. Coordinates and provides Grapevine/La Vina exhibits at every Suffolk General Service meeting.
- b. Sells Grapevine/La Vina literature and regularly submits revenue to the county treasurer.
- c. Attends all County functions and assemblies with the Grapevine/La Vina exhibit and at group functions upon request.
- d. Helps to get Grapevine Representatives (GVR's) from groups within the County Structure.
- e. Provides annual Grapevine/La Vina inventory report for accounting purposes.

**5. Inter-Group Liaison (IL)**

- a. Responsible for attending Suffolk Inter-group meetings and reporting to Suffolk General

Service.

**6. Literature (LIT)**

- a. Coordinates AA World Services literature exhibits.
- b. Sells AA World Service literature at Suffolk General Service meetings and regularly submits revenue to the County Treasurer.
- c. Attends all Suffolk County functions and assemblies with the AA World Services literature exhibit and at group functions upon request.
- d. Provides annual literature inventory report for accounting purposes.

**7. Public Information (PI)**

- a. Gives timely reports on PI activities at Suffolk General Service meetings.
- b. Maintains and provides a display for County PI activities upon request.
- c. Maintains a list of PI volunteers.
- d. Works with area, county, and districts on media public service announcements (PSA's).
- e. Is familiar with the PI Workbook and AA Guidelines for PI.

**8. Accessibility**

- a. Helps develop and reports on suggestions from Accessibility Committee on better ways to carry the AA message to alcoholics with special needs.
- b. Chairs the Accessibility Committee meeting and holds periodic County Accessibility workshop.
- c. Is familiar with the area workbook. (This is what the area uses for developing ideas/projects for county chairs.)
- d. Develops a list of homebound members who would like phone calls.
- e. Develops a list of volunteers willing to bring meetings to homebound AA's.
- f. Cooperates with other area and local service committees such as CPC, PI, Treatment Facilities, Bridging the Gap.

**9. Treatment Facilities (TF)**

- a. Bridges the gap between treatment and AA through temporary contact programs where not provided by SIA.
- b. Maintains a list of all the area's treatment facilities.
- c. Explains the purpose of AA when invited to speak to treatment facilities staffs.
- d. Is familiar with Treatment Facilities workbook and AA Guidelines.

**11. Technology Chair**

- a. Maintains content of the website in line with AAWS Internet Guidelines and the Traditions with the preservation of anonymity as a first priority.
- b. Hold committee meetings and conduct tech training workshops.
- c. Update content on website, including front page, AA events, posts, pages, assembly documents and committee reports, menus, contacts, website links, etc.
- d. Develop policy and strategy for the website in line with the group conscience of the body for the website and providing status reports on the website to the County.
- e. Is responsible to maintain website security, user account administration, SSL certificates, back end software updates, database maintenance and system administration (such as backup and recovery).
- f. Manage the 7th Tradition contribution system (Give), including monitoring of payment / credit card processing via Stripe and PayPal.
- g. Manage the e-ticketing system (Tickera) for large events (such as Unity Breakfast).

- h. Budget and engage in vendor relationship management to ensure all website and technology related expenses are paid in a timely fashion. All recurring payments have been modified to use are made with the new SGS debit card.
- i. Administer the online meeting platform (SGS currently uses Zoom).
- j. Engages with Officers, the DCMs, the Committee Chairs, and the GSRs to explore ways to facilitate their service work using the website, including email communication with GS members via Mail Chimp.
- k. Maintain a secure hosting environment (currently with IONOS). This includes setting up and maintaining Suffolk GS email addresses for officers, DCM's and Committee Chairs.
- l. Represents the County on the SENY Web Committee and reports back to the County on area web initiatives.
- m. Maintains liaison with other local AA web committees where appropriate.

## VI. Website & Technology

The Technology Committee<sup>9</sup> has the overall responsibility for managing the County's web presence as a vehicle to promote service, education, communication, and participation.

- A. SGS shall have an independent website.
- B. SGS currently uses WordPress as the content management system.
- C. The SGS website will have a link to Suffolk Intergroup Association's website.
- D. SGS shall provide anonymous email service on the internet for all County Officers, DCMs, Committee Chairs, and any other member deemed to need it.
- E. The purpose of the website will be to encourage service participation by:
  - 1. Keeping the County informed about service opportunities and events at all levels of the AA service organization;
  - 2. Providing information about the Traditions, the Concepts and service roles and responsibilities;
  - 3. Promoting engagement with the website as a tool for service.
- F. The content on and the capabilities of the website will be governed by the group conscience of the County as managed by a standing Web Committee.
- G. The website's operating guidelines will be published on the website. Changes to the guidelines will be made only with the approval of the County.
- H. The Suffolk County GS Website will have the capability to accept 7th Tradition contributions online. Contribution by check or cash will still be accepted via US mail or In person at the monthly assembly.<sup>10</sup>
- I. Current guidelines posted on the website as of 1/1/2019 are:
  - 1. The use of newer web technology and multimedia devices will only be permitted provided they usually do not divert us from our primary purpose. Functionality of the web site takes precedence over the visual effect of the website.
  - 2. The SGS Website will only use first names and last initials to identify people. The use of an "identifier" such as "James the Plumber" will be prohibited. In addition, phone numbers and personal email addresses are prohibited. The SGS website email addresses will be used to contact the SGS officers, chairpersons, and DCMs.
  - 3. The SGS Website will post a disclaimer which indicates that the website is neither endorsed nor approved by AA World Services Inc. or any other AA Entity.
  - 4. The SGS Website shall maintain external links to the following: AA World Services, AA Grapevine, SENY, and Suffolk Intergroup Association.

<sup>9</sup> 09-20 Motion: "To change the name of the Web Committee to the "Technology Committee."

<sup>10</sup> 01-16 Motion: "Enhance the Suffolk County GS Website with the capability to accept 7th Tradition contribution online. Contribution by check or cash will still be accepted via US mail or in person at the monthly assembly."

5. The SGS Website will be reviewed as part of the SGS County Inventory every two years.
6. Oversight of the SGS Website shall be the responsibility of the Suffolk County General Service acting through the SGS Technology Committee.

## **VII. Events<sup>11</sup>**

### **A. Unity Breakfast**

1. SGS shall host an annual “Unity/Spiritual Breakfast” (02/1998)
2. All attempts shall be made for equal distribution of tickets to all the AA Groups throughout Suffolk County.
3. The Unity Breakfast Chair shall be appointed by the current DCMC.
4. Any remaining funds from the Unity Breakfast shall be returned to the SGS general fund.
5. Any funds in excess of the \$3000 seed money accrued from the Unity Breakfast shall be returned to the SGS general fund.<sup>12</sup>

### **B. Bi-Annual Big Meeting-** In cooperation with Suffolk Intergroup Association (SIA), Suffolk County will host a “Big Meeting” each year. SGS and SIA will host respectively this event every other year.

1. The Big Meeting budget line will be permanent budget line of \$700.<sup>13</sup>

### **C. LISTS**

1. SGS shall participate in the LISTS Workshop.
2. SGS shall *financially* participate in the LISTS Workshops. SGS will pay a greater share when it hosts the Workshop and a lesser equal share when participating with the other non-hosting General Service counties.

### **D. SGS Workshops**

1. See III. Finances, Paragraph 8.

### **E. Area Events Hosted by SGS**

1. SGS will host SENY Assemblies respective to the rotation on the SENY Assembly Calendar.

## **VIII. Transportation<sup>14</sup>**

### **A. Mileage**

1. All mileage reimbursement will be at the rate of \$0.40 per mile

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<sup>11</sup> 01-20 Motion: “Suffolk County General Service Discontinue the Annual recurring event “The Birthday Brunch.”

<sup>12</sup> 06-24 Motion: “Increase annual Suffolk County General Service seed money for the Unity Breakfast from \$1,500 to \$3,000, due to inflation.”

<sup>13</sup> 04-24 Motion: “Propose a permanent budget line for \$700 for Big Meeting.”

<sup>14</sup> 05-23 Motion: “Develop a committee to evaluate transportation options to SENY events 2023.”

