

## **Area 76**

### **Service & Procedures Manual**

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#### **PURPOSE:**

**This Area 76 Service & Procedures Manual is offered as our accumulated experience, strength and hope in service at the Area level. The purpose is to facilitate the structure, procedures, policies, and effectiveness of our Area service activities and to align them with those of the General Service Conference of Alcoholics Anonymous as expressed in The AA Service Manual & Twelve Concepts for World Service.**

**> AREA 76 SUGGESTED DUTIES FOR AREA SERVICE POSITIONS:**

**PART OF THESE SUGGESTIONS ARE FROM THE AA SERVICE MANUAL AND SOME ARE FROM AREA 76 PAST PRACTICES.**

**> AREA DELEGATE: QUALIFICATIONS:**

- \* Five or Six years of continuous sobriety. Time available not only for the weeklong General Service Conference meeting in April but also for all the efforts needed before and after the Conference.
- \* Several years of active participation in local and area affairs as a GSR and as a committee member. Experience in chairing meetings. The ability to be open minded, to sit down with AAs in the area and with other Delegates to discuss and act on matters vital to AA. The ability to make and take suggestions - and criticisms.
- \* They should have a sound understanding of the Steps, the Traditions and the Concepts and experience in applying these principles in local and area problems.

**> DUTIES:**

- \* Attend the annual Conference meeting fully prepared.
- \* Every delegate is put on the GSO mailing list to receive Conference materials.
- \* Communicate the actions of the Conference to area committee members and encourage them to pass on this information with the delegate's enthusiasm, to groups and to intergroup/central office. If an area is too large for the delegate to cover in person, he or she will ask area officers and committee members to share the load.
- \* Be prepared to attend all area and regional service meetings and assemblies applicable to their respective area. Provide leadership in solving local problems involving the AA Traditions. Work closely with committee members and officers, sharing experience throughout the year.
- \* Visit groups and districts in the area whenever possible. After GSRs and committee members have reported on the Conference, learn from these AAs how groups and members have reacted.
- \* Assume added responsibility if the area chair and alternate chair are unable to serve or if an area or committee is not functioning effectively. The delegate may take an active role in remedying the situation.
- \* Remind GSRs to inform groups and individuals about the AA Grapevine and Conference-Approved literature.
- \* Late in the second term, work with newly elected delegates to pass along a basic knowledge of Conference proceedings and problems.
- \* Keep the Alternate Delegate fully informed and active, so that the alternate can replace the delegate in an emergency

**> AREA ALTERNATE DELEGATE:**

- \* The alternate serves as a valuable assistant, often traveling with the delegate or giving reports for them. In some areas, the alternate serves some special function of the committee.

**> AREA CHAIRPERSON: QUALIFICATIONS:**

- \* A solid period of sobriety (minimum 3-5 years) and experience in service work.
- \* They should have a sound understanding of the Steps, the Traditions and the Concepts and experience in applying the principles in local problems.
- \* Communication skills, leadership qualities and sensitivity to the wishes of the area are also important.

**> DUTIES:**

- \* Conducting the area assemblies. Be familiar with Robert's Rules of Order, the AA Service Manual, and the Area Guidelines. They should be familiar with all of the Area Guidelines and should assist with the Guidelines being followed.
- \* Participating in ongoing communication with the Area Committees. In our area, the chair selects the area's standing and ad-hoc committee chair people and sub-committee chairs and webmaster.
- \* Working with the host committee (in our area, both assemblies and conventions host committees), especially working with the delegate to ensure the flow of information within the area

**> AREA SECRETARY: QUALIFICATIONS:**

- \* A reasonable period of sobriety, (2-5 years). Some service in-group or central office or general service is useful. So is some background in general office work. More and more, computer knowledge is helpful.
- \* An effective secretary needs to have a sense of order and the ability to capture the essentials of what is happening at a meeting.
- \* The job is time consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available.

**> DUTIES:**

- \* Records and distributes minutes of area meetings. The Secretary is responsible for compiling the minutes of the Assembly and emailing it out to the membership no later than 30 days after the close of the assembly.
- \* Keeps mailing lists up to date and sends out area mailings:
- \* The secretary needs to remind the membership that Agenda items for Winter Assembly are to be submitted no later than February 20<sup>th</sup>, with the final agenda sent out to the membership no later than February 25<sup>th</sup>.
- \* The Agenda items for the Summer Assembly are to be submitted no later than June 1<sup>st</sup> with the final agenda being sent out to the membership no later than June 5<sup>th</sup>.
- \* The secretary should submit articles for publication to the Tributary prior to assemblies and conventions and be available to all members requesting information on current, updated mailing lists or past information on previous minutes."
- \* The secretary is in a good position to act as liaison between officers and committee members. The secretary is also responsible for participating in and taking notes for any additional gathering of the officers/committee chairs such as telephone conferences whenever requested.

**> AREA 76 TREASURER: QUALIFICATIONS:**

- \* A reasonable period of sobriety, (2-5 years).
- \* They should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.
- \* Persuasiveness, firmness and diplomacy will help the treasurer do the job.

**> DUTIES:**

- \* The treasurer keeps financial records for the Area and reports regularly to the assembly. As soon after January 1<sup>st</sup> as possible, meet with the outgoing treasurer to get past information including past budgets, past financial statements, checkbooks, tax info, etc.
- \* Get all contact information for area committees. Contact each member to see if they want to use the seed money. Send seed money out to these people, keeping an accurate log of all money sent out, to ensure accurate accounting at the end of your service.
- \* Discuss with finance committee chair how you will assist them with compiling budget items that are submitted from area committees. Submit your own budget as treasurer.

**> ANNUAL DUTIES:**

- \* Prepare a financial report for the assembly that shows a detailed record of all transactions since the previous assembly and a yearend total for the previous year if not already given
- \* Before April 15<sup>th</sup> every year, we must file a tax return to stay current with the IRS. (FOR MORE INFORMATION READ FINANCIAL GUIDELINES).
- \* Work with the finance committee chair to bring agenda items to finance committee, discuss important issues with the committee and be fully prepared to answer any questions about the financial state of the area.

**> MONTHLY DUTIES:**

- \* When you receive a statement in the mail, reconcile the account on Quicken; send a copy of the statement and a copy of the register to Finance Committee Chair and Area Chair, either by snail mail or email.

**> AS NEEDED:**

- \* Make deposits. Write checks to committee members and officers that submit expenses to you, get a signature from Area Chair or Secretary on each check you send out. Send with the check a copy of the expense reimbursement form so they always have a copy.
- \* Give assembly committee chairs and convention committee chairs seed money per (FINANCE GUIDELINES) check in with them to see if they need any financial guidance or assistance.

**> AREA ARCHIVIST: QUALIFICATIONS:**

- \* This is an appointed (permanent) position by the area chair and not appointed every 2 years.

**> DUTIES:**

- \* Gathers and preserves material and historical data about AA of interest to Area 76 for display and use by AA at Assemblies, Conventions, at other Area Standing Service Committees, and other interested people as appropriate.
- \* The Chair maintains these archives and makes acquisitions for these archives in order to enlighten and fulfill the ongoing continuity of the history of AA in Area 76.
- \* Storing & preserving material & histrionic data, displaying the historic material at the area assembly & conventions.

**> AREA 76 REGISTRAR: QUALIFICATIONS:**

- \* A reasonable period of sobriety, (2-5 years).
- \* They should be organized enough to keep good records, and have a background in computer knowledge.

**> DUTIES:**

- \* Develop and maintain records of all groups in the area, including group name, meeting, location, time and GSR or group contact.
- \* Registrars may also be responsible for names, addresses and phone numbers of the GSRs, DCMs, district and area officers and area committee members.
- \* They may provide mailing labels for area publications such as a monthly newsletter or a mailing of minutes.

**> AREA 76 STANDING COMMITTEE CHAIRS:**

**> GENERAL DUTIES:**

- \* Meet with the outgoing chair and exchange information; pass on any literature, workbooks, etc. that would be helpful
- \* Conduct committee meetings at all Area Assemblies. If you are unable to attend an Assembly, please have someone attend who is informed and prepared to chair in your place.
- \* Work with the Area Chair and Secretary to develop your Committee's portion of the Assembly agenda to accommodate items of concern from both the AREA and GSC.
- \* Report committee recommendations and considerations to the Area.
- \* Become familiar with the scope and responsibilities of your committee.
- \* Discuss any changes that may improve the functioning of your committee and assist in creating any recommendations concerning those changes.
- \* Establish and maintain communication with corresponding District Committee Chairs; these chairs, as well as their interested members, are your committee. Year-round communication and activities will increase the committee' continuity and effectiveness in doing its work.
- \* Respond to any "calls for sharing" on topics that fall within the scope of your committee. This includes distributing any information about the topic and gathering that sharing from the Area enabling the voice of an informed Area 76 to be heard.
- \* Communicate with the Area chair about overall Area activities, concerns or ideas about Area Committee improvement, and needs of your Committee. Assist in effective functioning of the Committee system in Area 76.
- \* Share this information with the Area and the Delegate through the committee and assist in sharing information that may lead to proposed Conference agenda items. Assist the delegate on any items that fall within the scope and responsibility of your committee.
- \* Contribute to the Tributary concerning Committee activities.
- \* Assist in the transition to new leadership at rotation

**> THOUGHTS FOR AREA COMMITTEE CHAIRS:**

- \* From The AA Service Manual on the Area Committee, page S42 of the '07-'08 edition:  
"Perhaps more than any other group of people in AA, the Area Committee is responsible for the health of the Conference structure and thus growth and harmony in the AA Fellowship,"
- \* From page S37, "Every AA member has something to say about the Fellowship's present and future - and AA's welfare is central to the agenda of every General Service Conference. Thus, one of the most important program items for an assembly (or a district meeting) is a good look at what might help AA on a broad basis," and
- \* From page S34, "In the beginning, general service assemblies were held only to elect committee officers and the delegate to the Conference meeting, and without such meetings, there might be no area service structure today. Now, assembly meetings consider a variety of issues, from the General Service Conference business to area problems and solutions and financial affairs, while sharing sessions, public information

programs, workshops, and video programs keep AA strong and participation in service growing."

**> AREA 76 STANDING COMMITTEES**

**> THE SERVICE OBJECTIVES OF EACH AREA 76 STANDING COMMITTEE:**

**> THE ARCHIVES CHAIR:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Gathers and preserves material and historical data about AA of interest to Area 76 for display and use by AA at Assemblies, Conventions, at other Area Standing Service Committees, and other interested people as appropriate.

\* The Committee maintains these archives and makes acquisitions for these archives in order to enlighten and fulfill the ongoing continuity of the history of AA in Area 76.

**> THE CORRECTIONS CHAIR:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Encourage A.A. members to assume responsibility for carrying the message to alcoholics behind the walls, reviews all aspects of service to A.A. groups in correctional facilities, and makes recommendations for changes and/or improvements. It is also concerned with clarifying what A.A. can and cannot do, within the Traditions, to help inmate alcoholics both inside and upon release.

**> THE C.P.C. / P.I. CHAIR**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Responsible for suggesting policies and recommending activities that will help carry the message to the still-suffering alcoholic. Sharing information about the A.A., program with professional groups and individuals who have contact with alcoholics. Furthering mutual understanding and cooperation between A.A. and professionals. Increasing awareness of members and outside groups and organizations on ways of cooperating with others without affiliating.

\* Responsible for creating greater understanding of and preventing misunderstandings of the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups.

**> THE FINANCE CHAIR:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Develops the annual Area budget and the upper and lower cash balance limits, and, based on analysis of Area finances, assists Area 76 in making financial decisions. Specific details are given in **(THE FINANCIAL GUIDELINES)**.

- \* Reviews the budget and financial reports of A.A. World Services and the Grapevine, and reviews or initiates Conference recommendations that involve finances. The Finance Committee, since it first convened in 1951, has kept abreast of the movement's needs: it has looked into annual budgets, been concerned with the income needed to carry out service work, and has almost invariably recommended the expansion of services to groups and to the public.

#### > **THE GRAPEVINE CHAIR:**

- \* **Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**
- \* Informs groups and individuals of the benefits of using the AA Grapevine magazines.
- \* The committee encourages groups and individuals to subscribe to our “meeting in print,” urges AA members to contribute articles for publication, and provides a structure for the group Grapevine Representatives.

#### > **THE GUIDELINES / REPORT & CHARTER CHAIR:**

- \* **Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**
- \* Drafts amendments to Area 76 guidelines in response to policies approved by the Area in concert with others.
- \* The committee reviews proposed policy changes for possible conflicts with Area 76 Guidelines and/or the AA Service Manual.
- \* The committee assists in reviewing other Area 76 documents for possible conflicts with the Area 76 Guidelines / Report & Charter and/or the AA Service Manual.

#### > **THE LITERATURE CHAIR:**

- \* **Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**
- \* Informs Area 76 of the status of new and revised AA literature and of proposals for the printing of new literature.
- \* The committee provides current information to literature chairs at the group level, makes presentations, and displays literature at Area Assemblies and other AA functions.

#### > **THE GAP CHAIR.**

- \* **Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**
- \* Reviews all Area & GSC advisory actions pertaining to Agenda, Polices, Admissions, Trustees, International Conventions and Regional Forum Committees.



**> TRIBUTARY CHAIR:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Includes articles and items of general interest to Area 76.

**> THE TREATMENT FACILITIES CHAIR:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Contact all new district treatment chairs; give them your name, snail mail address, email, and phones number.

\* Try to contact each district at least two times per year.

\* Respond to inquiries from treatment professionals, provide AA information and literature, and refer to local committee whenever appropriate.

\* Makes presentations to administrators and participants in treatment facilities meetings to familiarize them with what AA has to offer them upon discharge.

**\* THE WEBMASTER:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Manages the Area's internet website. The primary purpose of the website is to facilitate communication within Area 76 and between Area 76 and AA members.

\* A webmaster, selected or hired by the Area Chair with the approval of the officers, develops and maintains the website at the direction of the Website Chair, with input from the CPC / PI committee

**> THE AD-HOC COMMITTEE:**

**\* Read Area 76 Standing Committee Chairs General Duties & Thoughts for Committee Chairs. (pg. 6)**

\* Ad-hoc Committees are temporary committees formed by the Area Chair with approval of the Officers for a specific purpose, situation, or question that are not normally dealt with by a Standing Committee.

\* An Ad-hoc committee remains in existence until its purpose is accomplished or until the Area Chair with approval of the Officers dissolves it.

\* Recommendations and/or conclusions are reported at Area assemblies and Area Committee meetings.

**> THE GENERAL SERVICE REPRESENTATIVE and ALTERNATE (GSR):**

**\*READ (THE GROUP and its GSR) IN THE AA SERVICE MANUAL:**

**> THE DISTRICT COMMITTEE MEMBER and ALTERNATE (DCM):**

**\*READ (THE DISTRICT and the DCM) IN THE AA SERVICE MANUAL:**

## **> AREA 76 ASSEMBLY PROCEDURES:**

- \* **ALL A.A. MEMBERS HAVE A VOICE AT AREA 76 ASSEMBLIES.**
- \* **ELECTIONS ARE DONE ON THE ODD NUMBER YEAR AT THE SUMMER ASSEMBLY.** Elected positions will be voted on according to “**THE THIRD LEGACY PROCEDURE**” as described in The AA Service Manual.

### **\* WHO CAN VOTE?**

- \* GSRs (alternate GSR if the GSR is not present)
- \* DCMs (alternate DCMs if the DCM is not present)
- \* Committee and Sub-Committee Chairs & Area Officers

### **\* WHO CANNOT VOTE?**

- \* Past Delegates

## **> CONCEPT XII, WARRANTY FOUR:”**

- \* That all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity." Substantial unanimity means 2/3 of the voters present. On very important matters, the chair may request substantial unanimity be 3/4.
- \* Less Important matters can be decided on a simple majority.
- \* Motions require seconds, discussions and votes:

### **\* GENERALLY, THE AREA 76 FOLLOWS ROBERT'S RULES OF ORDER:**

- \* And proceeds as informally as possible consistent with the rights of all concerned. Over the years, the Area has adopted some exceptions to Robert's Rules that help it to proceed more closely in accord with the Twelve Traditions & Twelve Concepts.

## **> COMMITTEE SYSTEM**

- \* To the extent possible, important matters to come before the Assembly will be handled via the "Committee system:" this assures that a large number of questions can be dealt with during the Assembly.
- \* Each Committee considers carefully the items before it and presents its recommendations to the Assembly as a whole for acceptance or rejection.
- \* Committee Recommendations from Assembly committees are automatically motions that have been made and seconded, motion requiring discussion and vote.
- \* Members are urged to resist the temptation to edit recommendations on the floor.
- \* Additional Considerations are all other items discussed in committee not being put on the floor for a vote. **(General Service Conference agenda items will be read out as additional considerations)**
- \* The Committee Chair will read the report then share anything significant on each agenda item and the floor will be opened for the Assembly to ask any questions of the committee. Then the floor will once again be opened for discussion on the item so the Delegate can get a sense of the Assembly.

## **>SUBSTANTIAL UNANIMITY**

- \* All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action or motions that might result in such an action, also require a *two-thirds majority*.
- \* Because the number of members present in the hall during the week of Conference varies from time to time, the phrase *two-thirds majority* is taken to mean *two-thirds* vote of the Assembly members voting, as long as the total vote constitutes an Assembly quorum.

## **> MINORITY OPINION**

- \* After each vote on a matter of policy, the side, which did not prevail, will always be given an opportunity to speak to their position.
- \* If the motion passes with *two-thirds* vote, the minority may speak.
- \* If the motion receives a majority vote, but fails to pass for lack of a *two-thirds* vote, the majority may speak.
- \* Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Assembly body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

## **> GENERAL RULES OF DEBATE AND VOTING:**

- \* The Area Chair conducts an orderly meeting following the agenda.
- \* People who wish to speak line up at the microphones and are called on in order. No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
- \* Voting is usually by voice-vote or show-of-hands. The Chair has the discretion to choose the method of voting as described in Robert's Rules of Order.

## **> MOTIONS: (The chair handles motions from the members as follows):**

- \* The Chair has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly.
- \* The Chair asks for a second for the motion. All motions must be seconded for further action.
- \* Following the seconding of a motion, a discussion is held where members of the assembly, when recognized by the Chair, may address the motion, propose amendments, and move to table it, or call the question.

## **> TABLING A MOTION**

- \* Tabling a motion (postponing discussion to a later time during the same Assembly):
- \* Must be made without comment.
- \* Requires a second.
- \* Is not debatable.
- \* Needs only a *simple majority* to pass.

**> MOTIONS TO AMEND:**

- \* May be made from the floor with a second.
- \* Require agreement by the originator of the motion.
- \* Debate commences on the amendment until the question is called and the amendment is voted on.
- \* If passed, debate resumes on the amended motion until the question is called.
- \* If defeated, debate resumes on the original motion until the question is called

**> CALLING THE QUESTION:**

- \* Brings debate to a halt while members decide whether to proceed directly to a vote (the question) or go on with the debate.
- \* Must be made in order at the microphone. Speaking on a topic may not be followed by calling the question at the same turn at the microphone.
- \* Requires a second is not debatable. Requires a *two-thirds* vote.

**> MOTIONS TO RECONSIDER:**

- \* A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but may be seconded by anyone.
- \* Only, a *simple majority* is required. If the majority votes to reconsider, full debate on the original motion is resumed. No action may be reconsidered twice.

**> FLOOR ACTIONS:**

- \* Floor actions may be introduced at any time during the Conference except at the Sharing Sessions.
- \* Must be submitted in writing by the maker to the Conference secretary.
- \* Must be made without comment.
- \* Requires a second.
- \* Is not debatable.
- \* Will come up for deliberation after all Committee reports have been heard.
- \* When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action. After which the chair shall ask if there is a motion that the Assembly decline to consider the floor action. A motion to decline to hear a floor action:
- \*Requires a *two-thirds majority*.

**> BIDS FOR ASSEMBLIES AND CONVENTIONS DECIDED ON SIMPLE MAJORITY.**

**REVISED & APPROVED MARCH 2015**

**> THE TWELVE TRADITIONS (LONG FORM):**

**> OUR AA EXPERIENCE HAS TAUGHT US THAT:**

1. Each member of Alcoholics Anonymous is but a small part of a great whole. AA must continue to live or most of us will surely die. Hence, our common welfare comes first. However, individual welfare follows close afterward.
2. For our group purpose there is but one ultimate authority a loving God as He may express Himself in our group conscience.
3. Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wishes to recover. Nor ought AA membership to ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group) provided that) as a group) they have no other affiliation.
4. With respect to its own affairs) each AA group should be responsible to no other authority (pg 9 & 10) than its own conscience. However, when its plans concern the welfare of neighboring groups also) those groups ought to be consulted. In addition, no group) regional committee) or individual should ever take any action that might greatly affect AA as a whole without conferring with the trustees of the General Service Board. On such issues, our common welfare is paramount.
5. Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose - that of carrying its message to the alcoholic who still suffers.
6. Problems of money) property) and authority may easily divert us from our primary spiritual aim. We think) therefore) that any considerable property of genuine use to AA should be separately incorporated and managed) thus dividing the material from the spiritual. An AA group) as such) should never go into business. Secondary aids to AA) such as clubs or hospitals which require much property or administration) ought to be incorporated and so set apart that) if necessary) they can be freely discarded by the groups. Hence, such facilities ought not to use the AA name. Their management should be the sole responsibility of those people who financially support them. For clubs) AA managers are usually preferred. However, hospitals) as well as other places of recuperation) ought to be well outside AA - and medically supervised. While an AA group may cooperate with any one) such cooperation ought never to go so far as affiliation or endorsement) actual or implied. AND TO ONE OWN SELF BE TRUE.
7. The AA groups themselves ought to be fully supported by the voluntary contributions of their own members. We think that each group should soon achieve this id Public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise. Then, in addition, we view with much concern those AA treasuries, which continue, beyond prudent reserves, to accumulate funds for no stated AA purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.
8. Alcoholics Anonymous should remain forever nonprofessional. We define professionalism as the occupation of counseling alcoholics for fees or hire. However, we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage non-alcoholics. Such special services may be well recompensed. Nevertheless, our usual AA Twelfth Step work is never to be paid for.

9. Each AA group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee and the groups of a large metropolitan area their central or intergroup committee, which often employs a full-time secretary. The trustees of the General Service Board are, in effect, our AA General Service Committee. They are the custodians of our AA Tradition and the receivers of voluntary AA contributions by which we maintain our AA General Service Office at New York. They are authorized by the groups to handle our overall public relations and they guarantee the integrity of our principal newspaper, the AA Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in AA are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.
10. No AA group or member should ever, in such a way as to implicate AA, express any opinion on outside controversial issues - particularly those of politics, alcohol reform, or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters, they can express no views whatever.
11. Our relations with the general public should be characterized by personal anonymity. We think AA ought to avoid sensational advertising. Our names and pictures as AA members ought not to be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us.
12. And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.