

Manhattan General Service Meeting (MGSM) of Alcoholics Anonymous

Service Handbook; Articles of Association & Bylaws

September 2019

Manhattan General Service Meeting Position Descriptions

This service handbook is offered as a guideline for Manhattan General Service Meeting (MGSM) and provides position descriptions of MGSM officers and committee chairs; it serves as a service tool for all trusted servants. These descriptions represent the shared experience of previous officers, committee chairs and are approved by substantial unity by a two-thirds vote of the MGSM voting members.

The MGSM handbook is a complementary service tool rather than a substitute for the Area 49 South Eastern New York (SENY) handbook and the A.A. Service Manual. All officers and committee chairs are encourage to become familiar with the MGSM handbook.

The handbook is to be used along with the A.A. Service Manual/Twelve Concepts for World Service and is highly recommended for MGSM members new in service below the group level, GSRs, DMCs, MGSM officers and committee chairs.

A background in general service is recommended but not required for eligibility to serve as a MGSM officer or committee chair.

Officers

The following is a list of duties common to all MGSM officers:

- Meets with predecessor to review service position responsibilities;
- Becomes familiar with the service literature, including the A.A. Service Manual and SENY Handbook, and especially those sections relating to their commitment;
- Attends Northeast Regional Forum. (NERF)

DCMC

dcmc@manhattan.aaseny.org

1. Chairs MGSM.
2. Attends SENY Service Participation Committee meetings and any SENY ad hoc meetings on which they are asked to serve.
3. Attends SENY Assemblies and SENY Committee Meetings.
4. Submits articles to *The Link*, Area 49 newsletter.
5. Coordinates with Treasurer to create budget.
6. Is a co-signatory on MGSM bank account.
7. Coordinates oversight of bank account and debit card with Alternate DCMC and Treasurer.
8. Stays in touch with other officers and committee chairs between meetings.
9. Maintains analog and/or digital archive of material (copies of *The Link*, agendas, minutes, etc.) from their term to be passed on to their successor.
10. Serves as a liaison between the SENY officers and the county in the communication of information, upcoming events, etc.
11. Serves as a liaison with District 614, the non-geographical, linguistic district.
12. Secures location for MGSM.
13. Appoints a two-person Ad Hoc Finance Committee to audit the bank account records twice a year and to perform other finance oversight related tasks as defined by the DCMC.
14. Appoints any other ad hoc committees and/or committee chairs as necessary.
15. Coordinates with the MGSM Archives committee chair regarding administration of the storage unit account and access to the storage unit.

Alternate DCMC

alt-dcmc@manhattan.aaseny.org

1. Chairs meeting in the absence of the DCMC.
2. Attends SENY Assemblies and Committee Meetings.
3. Serves on SENY ad hoc committees, if asked.
4. Chairs MGSM DCM/GSR Participation Meeting.
5. Is a co-signatory on MGSM bank account.
6. Coordinates oversight of MGSM bank account and debit card with DCMC and Treasurer.
7. Is responsible for chartering buses for members of MGSM to SENY Assemblies in outlying areas.
8. Serves as New York Inter-Group Liaison. Duties include:
 - a. Is familiar with A.A. Guidelines and other literature regarding Central or Inter-Group Offices.
 - b. Responsible for keeping communication lines open between the MGSM and New York Inter-Group, while fostering a spirit of cooperation between the two entities.
 - c. Attends the New York Inter-Group quarterly meeting and reports back information to the MGSM.
 - d. Cooperates with various service committees (ex. YPAA or any New York Inter-Group, District, or County Event Planning Committees).

Treasurer

treasurer@manhattan.asseny.org

1. Coordinates with DCMC to create annual budget.
2. Picks up group contributions and other mail from post office.
3. Tracks income and expense against budget.
4. Acknowledges group contributions.
5. Is a co-signatory on MGSM bank account.
6. Coordinates oversight of bank account and debit card with DCMC and Alternate DCMC.
7. Maintains and adds analog and/or digital records (treasurer reports, receipts of expenses, bank statements) from their term to be passed on to their successor.
8. Disperses funds in accordance with annual budget established by MGSM
9. Presents Treasurer's Report at each MGSM meeting.
10. Makes available all pertinent documents, receipts and reports to the Ad Hoc Finance Committee for semiannual audit.

Recording Secretary

rec-secretary@manhattan.aasseny.org

1. Takes MGSM-minutes and maintains analog and digital archive that is passed on to successor.
2. Creates minutes for distribution.
3. Emails Minutes to DCMC and Registrar for review prior to distribution

Registrar *(Secretary Title changed to Registrar 2018)*

registrar@manhattan.aasseny.org

1. Maintains Manhattan County portion of the SENY contacts database. This automatically updates the SENY and GSO databases accordingly.
2. Keeps current a roster of all MGSM officers and committee chairs and makes it available at each MGSM. Registers officers with GSO and with SENY.
3. Coordinates sign-in sheets at MGSM and updates the database with information obtained on the sign-in sheets.
4. Works with Recording Secretary to do mailings.
5. Distributes and collects registration forms for new trusted servants at MGSM and subsequently updates the database with the gathered information.
6. Produces copies of hand outs for MGSM and arrives at meeting no later than time of new GSR orientation to set up hand outs and sign-in sheets.
7. Coordinates and sends information to the entire County at the direction of the officers (approximately once a month).
8. Distributes meeting minutes from previous MGSM and agenda for the upcoming MGSM approximately one week prior to MGSM.
9. Produces and ships hard copy mailings.
10. Maintains service sponsorship list.

Manhattan General Service Meeting

Committee Chairs

The Following is a list of duties common to all committee chairs:

Meets with predecessor to review job responsibilities;

Registers name, address and service position with the General Service Office;

Accessibilities/Special Needs

asn@manhattan.aaseny.org

1. Is familiar with the Accessibilities Workbook (M-48I)
2. Cooperates with the Area 49 (SENY) Accessibilities/Special Needs Committee.
3. Coordinates and assists with activities sponsored by New York Inter-Group, SENY and the General Service Office (GSO).
4. Coordinates Accessibilities/Special Needs workshops at the group, district, or county level.
5. Follows up on requests for presentations at schools for the blind, the deaf and hard-of-hearing, centers and schools for those with developmental disabilities, etc. given directly to the committee or forwarded from the GSO, New York Inter-Group, or the SENY service committees. When there is a need for a presentation, arranges for at least two people to present information about A.A.
6. Works closely with the MGSM PI and CPC Committees to inform the public and appropriate agencies that A.A. is accessible to alcoholics with physical, emotional, and mental challenges.
7. Serves as the contact and referral person for all individuals in the county with special needs.
8. Ensures that the homebound list, the list of ASL-interpreted meetings, and the list of wheelchair-accessible meetings remain current.
9. Compiles a list of special needs volunteers and ASL interpreters.

Archives

archives@manhattan.aaseny.org

1. Is familiar with the Archives Workbook (M-44I)
2. Preserves and adds to the existing archives of material of historical value pertaining to Manhattan A.A.
3. Is chief custodian of the MGSM storage unit.
4. Coordinates with the DCMC regarding administration of the storage unit account and access to the storage unit.
5. Requests material from the Fellowship of historical value pertaining to Manhattan A.A., such as back issues of the Link, old meeting books, group minutes, etc.
6. Is available to display archival material at A.A. events such as group anniversaries.
7. Makes recordings of old-timers sharing about A.A. history, with their permission.

Cooperation with the Professional Community – CPC

cpc@manhattan.aaseny.org

1. Is familiar with the Cooperation with the Professional Community Workbook (M-41I).
2. Provides outreach within the spirit of the Eleventh Tradition (“Our public relations policy is based on attraction rather than promotion”) to professionals located within the MGSM geographic area, the purpose of such outreach being to inform professionals and future professionals about A.A. - what we are, where we are, what we can do, and what we cannot do.
3. Attempts to establish better communication between A.A.s and professionals within the MGSM geographic area, and to find simple, effective ways of cooperating without affiliating
4. Follows up on requests for presentations to the professional community given directly to the committee or forwarded from GSO, New York Inter-Group, or the SENY service-committees. When there is a need for a presentation, arranges for at least two people to present information about A.A.
5. Arranges for committee participation to staff CPC tables at professional events.
6. Arranges for committee participation at District, County or Area events.

Correctional Facilities

corrections@manhattan.aaseny.org

1. Is familiar with the Corrections Workbook (M-45I)
2. Cooperates with the Area 49 (SENY) Corrections Committee.
3. Coordinates *Bridging The Gap* activities with SENY Corrections Committee and GSO.
4. Coordinates corrections correspondence between A.A. members in the MGSM geographic area and those in correctional facilities.
5. Maintains a corrections correspondence list.
6. Provides outreach within the spirit of the Eleventh Tradition (“Our public relations policy is based on attraction rather than promotion”) to New York State correctional facilities located within the MGSM geographic area, the purpose of such outreach being to provide information about what A.A. can and cannot do to help inmate alcoholics both inside and upon release-
7. Arranges for committee members to participate in presentations at District, County, or Area events.
8. Coordinates Corrections workshops at the group, District, or County level.

Grapevine/La Viña

grapevine@manhattan.aaseny.org

1. Is familiar with the Grapevine Guide and Handbook.
2. Stays up-to-date with Grapevine News, "Noticias desde La Viña", and AA Grapevine Inc.'s monthly update email in order to keep the fellowship informed.
3. Coordinates Grapevine/La Viña exhibits and activities with the SENY Grapevine/La Viña Committee.
4. Makes available Grapevine/La Viña subscriptions and issues at the Manhattan General Service Meeting, Manhattan Share-a-Day, workshops and at other service events within the MGSM geographic area.
5. Encourages groups within the MGSM geographic area to have active Grapevine and/or La Viña Representatives.
6. Seeks ways to work with other MGSM committees with the aim of increasing the use of the Grapevine and La Viña as tools in carrying the A.A. message.

Manhattan Share-a-Day Chair (MSAD)

sad@manhattan.aaseny.org

1. Appoints Treasurer and subcommittee chairs. The subcommittees could be, but are not limited to, the following: Setup/Signs, Program, Publicity, Registration, Food, Hospitality, Accessibilities/Special Needs, Door Monitors, Child Care, Cleanup, Videos.
2. Coordinates with the Manhattan Share-A-Day (MSAD) Treasurer to create budget and oversee MSAD bank account.
3. Schedules kick-off meeting at least five months prior to MSAD.
4. Holds regularly scheduled planning meetings.
5. With the committee, selects MSAD date (and alternate date) and location. Rents school or other site (should include auditorium, meeting rooms, kitchen, and dining area).
6. Checks SENY calendar to ensure that there are no serious conflicts with any Area or County meetings or events.
7. Selects or arranges for selection of morning & afternoon MSAD "Big Meeting" speakers.
8. Extends invitation to District 614 (the non-geographical Spanish District), AI-Anon, and Spanish AI-Anon to participate.
9. Sends out requests for contributions.
10. Coordinates with MGSM Web Chair regarding contributions through the MGSM website.
11. Assembles subcommittee reports and presents final report at the MGSM directly following the event, and has the MSAD Treasurer present his/her report
12. Maintains an archive of material (such as minutes, agendas, treasury reports, flyers, permits, correspondence, schedules, calendars, contact information, or any other useful information necessary for the planning and execution of MSAD) to be passed on to his or her successor.

Literature

literature@manhattan.aaseny.org

1. Is familiar with the general contents of all conference approved literature, in order to provide information to inquirers.
2. Informs groups within the MGSM geographic area through displays and other suitable methods, of all available Conference-approved literature, audiovisual materials and other special items.
3. Stays up-to-date on any additions to or changes in Conference-approved literature, A.A. Guidelines and audiovisual material.
4. Cooperates with Area 49 (SENY) Literature Committee.
5. Holds workshops in order to inform the groups within MGSM geographic area about A.A. books, pamphlets, guidelines, audiovisual and service material; and to inform the groups about where A.A. literature comes from and the Conference process.
6. Encourages groups to maintain adequate displays of General Service, Conference-approved literature.
7. Sets up displays of books, pamphlets, audiovisual and service material at functions which may include District, County or Area events.
8. Seeks ways to work with other MGSM committees with the aim of increasing the use of both service and recovery literature as tools in carrying the A.A. message.

Public Information (PI)

pi@manhattan.aaseny.org

1. Is familiar with the Public Information Workbook (M-271)
2. Coordinates PI workshops that may include one or more of the following:
 - a. Informs A.A.s about the work and purpose of Public Information
 - b. Informs A.A.s about Public Information issues reviewed by the annual General Service Conference
 - c. Trains A.A.s to speak before non-A.A. audiences.
3. Follows up on requests for presentations given directly to the committee or forwarded from the General Service Office (GSO), New York Inter-Group, or the Area 49 (SENY) service-committees. When there is a need for a presentation, arranges for at least two people to present information about A.A.
4. Maintains a list of Public Information volunteers.
5. Coordinates and assists with activities sponsored by New York Inter-Group, SENY, and GSO.
6. Provides outreach community groups in Manhattan within the spirit of the Eleventh Tradition ("Our public relations policy is based on attraction rather than promotion"), the purpose of such outreach being to increase public understanding of A.A. or preventing misunderstanding of the A.A. program

Treatment Facilities

tf@manhattan.aaseny.org

1. Is familiar with the Treatment Committee Workbook (M-401)
2. Cooperates with the Area 49 (SENY) Treatment Facilities Committee.
3. Coordinates and assists with activities sponsored by New York Inter-Group, SENY and the General Service Office (GSO)
4. Follows up on requests for presentations to treatment facilities given directly to the committee or forwarded from the GSO, New York Inter-Group, or the SENY service committees. When there is a need for a presentation, arranges for at least two people to present information about A.A.
5. Arranges for committee members to participate in presentations at District, County, or Area events.
6. Arranges for relevant literature and other materials to be made available to treatment facilities; and to group, District, or County events within the MGSM geographical area.
7. Provides outreach to treatment facilities in Manhattan within the spirit of the Eleventh Tradition ("Our public relations policy is based on attraction rather than promotion"), the purpose of such outreach being to inform professionals and future professionals about A.A. - what we are, where we are, what we can do, and what we cannot do with treatment facilities.

Web Chair *(Web Chair adopted in 2015)*

web@manhattan.aaseny.org

1. Appoints an MGSM web committee.
2. Develops suggested guidelines and procedures for the MGSM website.
3. Supports District level web committees and initiatives.
4. Selects website and email vendors, coordinating with Area level vendor selection.
5. Posts Manhattan General Service related material to the County Website.
6. Supports Manhattan Share-A-Day web initiatives, when requested.
7. Maintains and administers service email system.
8. Informs MGSM of new technologies in use by the A.A. service structure, highlighting risks and benefits.
9. Coordinates with MGSM officers to provide technical support as needed.
10. Maintains MGSM web registration portal.
11. Coordinates with SENY Web Chair as needed.
12. Regularly attends MGSM, issuing reports.
13. Regularly attends Area assemblies.

Ad Hoc Finance/Audit Committee *(Ad Hoc Committee Adopted 2018)*

1. The DCMC shall appoint an ad hoc finance/audit committee each year, and submit the names of its members not later than the second MGSM.
2. The purpose of the Ad Hoc Finance/Audit Committee shall be as follows:
 - a. To perform an annual audit of the MGSM financial-records, reports, and documents to ensure that they are in compliance with the MGSM Financial Guidelines and Generally-Accepted Accounting Procedures ("GAAP").
 - b. To meet between the December MGSM of the year audited and the February MGSM of the following year
 - c. To provide a written and verbal report at the February MGSM following their review of the financials
 - d. To review and recommend financial records, reports, and documents at other times as requested by the DCMC and/or approved by the MGSM.
 - e. To review and recommend changes to the MGSM Financial Guidelines as necessary and/or appropriate.
3. The Finance/Audit Committee shall be comprised of 3 members with at least one of the following experience:
 - a. A GSR having served a term of no less than one (1) year as GSR or Alternate GSR for a group served by the MGSM;
 - b. A current DCM or Alternate DCM having served a term of no less than two (2) years as Alternated DCM, GSR or Alternate GSR for a district or group served by the MGSM;
 - c. A former DCM who served no less than a two (2) year term in a district served by the MGSM;
 - d. A former DCMC of the MGSM who served no less than a two (2) year term.
 - e. A former Treasurer of the MGSM who served no less than a two (2) year term.
4. The DCMC shall not appoint the following:
 - a. A current elected, appointed, or acting officer of the MGSM;
 - b. Two GSRs and/or Alternate GSRs.
5. The MGSM Treasurer shall make available to the Ad Hoc Finance/Audit Committee for their review
 - a. The audited year's treasurer's reports
 - b. The audited year's bank statements
 - c. Any other financial records or documentation available to the Treasurer required by the Committee to adequately and reasonably fulfill their audit
6. The MGSM Recording Secretary shall:
 - a. Provide the Finance/Audit Committee with a comprehensive summary of finance/spending decisions approved by MGSM in the audit year.
 - b. Make available to the Committee any meeting minutes of the audit year requested by the committee or any minutes from previous years that are requested by the Committee to adequately and reasonably fulfill their audit.

Bylaws of the Manhattan General Service Meeting

Article I

The name of the organization shall be the Manhattan General Service Meeting of Alcoholics Anonymous (hereinafter referred to as MGSM).

Article II

The purpose of the organization is to serve the needs of the Alcoholics Anonymous (A.A.) groups within its geographical area and to act as a constituent part of the South Eastern New York Area 49 Committee and Assembly of A.A. (hereinafter referred to as SENY). It shall function within the guidelines and spirit of the following materials:

- A.A.-Service-Manual
- A.A.-Twelve Concepts for World Service
- Twelve Steps and Twelve Traditions of A.A.
- General Warranties of the General Service Conference of A.A.
- S.E.N.Y. Service Handbook and Articles of Association and Bylaws

1. Article III

The area served by MGSM shall be within the Borough of Manhattan from Battery Park up to and including West 179 St., County of New York State of New York, USA.

2. Article IV

The members of MGSM shall be:

- The District Committee Member Chairperson (DCMC)
- The Alternate District Committee Member Chairperson (Alt-DCMC)
- The Treasurer
- The Registrar *(Secretary changed to Registrar 2018)*
- The Recording Secretary
- The Chairpersons of the Standing Committees
- The Chair and Alternate Chair of Manhattan Share-a-Day
- The Web Chair *(Web Chair adopted in 2015)*
- The District Committee Members (DCMs)
- The General Service Representatives (GSRs)

Article V

The MGSM Committees of shall be as follow;

- Accessibility/Special Needs
- Archives
- Cooperation with the Professional Community
- Correctional Facilities
- Grapevine / La Vina
- Literature
- Manhattan Share-a-Day
- Public Information
- Treatment Facilities
- Web Chair (*Web Chair adopted in 2015*)

The Ad Hoc Committees shall be: (*Ad Hoc Committee Adopted 2018*)

- Ad Hoc Finance/Audit Committee

Article VI

The MGSM officers of shall be as follow:

- The DCMC
- The Alt-DCMC
- The Treasurer
- The Registrar (*Secretary Title changed to Registrar 2018*)
- The Recording Secretary
- The Chairpersons of the Committees.

Their terms of office shall be two years, and their duties shall be as specified in The A.A. Service Manual, with the exception of the Chair and Alternate Chair of Manhattan Share-a-Day, who shall hold terms of office of one year.

Article VII

MGSM shall be divided into geographical districts consisting of varying numbers of A.A. groups (approximately 35 to 40 groups per district). Each district is entitled to be represented at MGSM by a DCM elected by the GSRs within each district.

The DCM shall serve as a link between MGSM and the GSRs and between SENY and the GSRs. When the number of groups within a district exceeds 40, the DCMC a longer with DCMs in the county may choose to redistrict (see also the A.A. Service Manual for recommended procedural suggestions) with the consent of MGSM and neighboring districts.

If a DCM is not active and fails to attend three or more MGSM meetings in succession, the GSRs in the district may elect another DCM on their own initiative or at the request of MGSM or the DCMC. If the GSRs of a district are unable to elect a DCM, an interim DCM maybe elected by MGSM to serve until a DCM can be elected by the district.

Article VIII

1. The GSRs are to be elected by their A.A. groups and serve for a term of two years.
2. In all matters brought before MGSM, no individual may cast more than one vote on any given matter, and only those individuals who are physically present may vote (no proxies are allowed).
3. The voting members of MGSM shall consist of:
 - The officers of MGSM
 - The DCMs
 - The GSRs
 - Alternate DCMs (only if the district's DCM is not present)
 - Alternate GSRs (only if the group's GSR is not present).

Article IX

MGSM 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, MGSM shall elect its DCMC and other officers for a term to commence January 1st following the election.

Article X

Every A.A. group in Manhattan is entitled to choose a General Service Representative (GSR) to be sent to MGSM meeting & SENY Assembly for the purpose of representing the group and electing new MGSM & SENY officers, unless otherwise amended by these By-Laws, the process of electing these officers and the related officers' qualifications shall be as outlined in Chapter IV of the A.A. Service Manual. (S44)

- All MGSM members become familiar with the service literature, including the A.A. Service Manual and SENY Handbook, and especially those sections relating to their commitment.
- Serves as a liaison between the MGSM committee and the corresponding SENY committee.
- Assembles a committee and holds regular committee meetings.
- Helps new committee members learn how to make presentations and/or best-maintain information tables.
- Is available to help with workshops, Manhattan-Share-a-Day, and district meetings.
- Attends the New York State Informational Workshop.

Article XI

A quorum may conduct all MGSM business and approve all financial expenditures. The quorum for MGSM shall consist of the following:

- The meeting Chairperson, who can only be the currently elected DCMC, Alt-DCMC, or Registrar;
- At least one other elected officer; Recording Secretary
- A Treasurer, who may be-appointed if necessary;
- At least thirteen additional voting members, as specified in Article VIII, paragraph 3.

Article XII

The financing of MGSM activities shall be from voluntary contributions of the individuals, groups, and organizations within A.A. Personal and in-memoriam donations by individual A.A. members may be accepted to the extent of the maximum annual amount suggested by A.A.'s General Service Conference. Outside contributions from any non-A.A. source are prohibited.

The order of business shall be at the DCMC's discretion and will generally include the following:

- Call-to order
- Reading and approving the minutes of the previous meeting
- Reading and approving the Treasurer's report
- Reports of the remaining Officers, Standing Committees, and Ad Hoc Committees
- Reports from invited guests
- Old (unfinished) business
- New business
- Adjournment.

Article XIII

The GSRs of primarily Spanish-speaking groups and the DCM elected by them constitute the Spanish district. The Spanish DCM shall be invited to coordinate matters of interest with MGSM.

Article XIV

These Bylaws can be amended by a two-thirds vote of MGSM voting members present at the MGSM meeting as described in Article XI.

Article XV

1. These bylaws replace any and all prior Bylaws adopted by the Manhattan General Service Meeting of South Eastern New York since its inception.
2. MGSM shall not accumulate funds beyond those needed for current expenditures, a stated A.A. purpose (such as Manhattan Share-a-Day), and a prudent reserve.
3. Excess funds may be distributed to the districts within Manhattan, to SENY, to the General Service Office of Alcoholics Anonymous, or to such other A.A. service entity as MGSM shall designate.
4. MGSM shall not act as a trustee of any trusts or funds, nor shall MGSM participate in such trusts or funds.

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

5. If, for any reason, MGSM shall cease to function, all moneys, records, and other property held in its name shall become the property of SENY or of the General Service Office of Alcoholics Anonymous.

I Am Responsible

When anyone, anywhere, reaches out for help,

I want the hand of A.A. always to be there.

And for that: I am responsible

A Declaration of Unity

This we owe to A.A.'s future;

To place our common welfare first; to keep our Fellowship united.

For on A.A. unity depend our lives, and the lives of those to come