



SUFFOLK INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS  
SEPTEMBER 2015

## A NOTE REGARDING THE GROUP CONSCIENCE BOOK

The Bylaws of the Suffolk Intergroup Association are the definition of who we are, what we do and how we do it. Because the Bylaws are the structure of the organization, the process of changing them is deliberately made difficult. Because the Bylaws are difficult to change, if Intergroup is to be flexible in its response to the changing needs of AA in Suffolk County, the scope of the Bylaws must be limited to the most essential and important rules of the organization. The less formal decisions of the Group Conscience, those that do not require a month's written notice to the Groups and a two-thirds majority vote to change, need to be recorded elsewhere: The Group Conscience Book.

In the past, all votes at SIA meeting have been recorded in the Recording Secretary's notes, which are then filed by date. If a question later arises about a policy, or a precedent, or any vote or Group Conscience decision, someone has to remember if the question has ever come up before, if it did, when, and what the Group Conscience was the last time it came up. Searching through 30 years of notes, if it yields an answer at all, is not going to yield an answer quickly; certainly not in time to provide information while discussing a motion. It is the purpose of the Group Conscience Book to make finding such answers possible.

PREFACE TO THE SUFFOLK INTERGROUP ASSOCIATION  
GROUP CONSCIENCE BOOK

# SUFFOLK INTERGROUP ASSOCIATION BYLAWS

## TABLE OF CONTENTS

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Article I: Name and Territorial Limits .....	Page: 1
Article II: Purposes and Functions .....	1
Article III: Membership .....	1
Article IV: Officers	
Named .....	2
Qualifications for Office .....	2
Removal from Office .....	2
Duties .....	2
Article V: Nomination and Election of Officers	
Nominating Committee .....	4
Consent of Nominees .....	4
Nominating Procedure .....	4
Voting Procedure .....	4
Term of Office .....	4
Vacancy in an Office .....	4
Assuming Office .....	4
Article VI: Committees	
Public Information/CPC .....	4
Schools .....	5
Bulletin .....	5
Meeting Lists .....	5
Institutions .....	5
Answering Service .....	5
Finance .....	5
Share-A-Thon .....	6
Special Needs .....	6
Correctional Facilities .....	6
Literature .....	6
Grapevine .....	6
Web Site .....	6
Archives .....	7
Special Events .....	7
Third Legacy .....	7
Bylaws .....	7

Committee Chairs	
Duties .....	8
Qualifications for Office .....	8
Term of Office .....	8
Removal from Office .....	8
Article VII: Other Appointed Positions	
Office Manager .....	8
General Services Liaison .....	9
Article VIII: Group Representatives .....	9
Article IX: Meetings	
Time and Place .....	9
Quorum .....	9
Special Meetings .....	9
Officer's and Chairperson's .....	9
Open to Members .....	10
Article X: Voting	
Officers .....	10
Committee Chairs .....	10
Group Representatives .....	10
Procedure .....	10
Article XI: Finances	
Support .....	10
Operating Fund, Prudent Reserve .....	10
Fiscal Year .....	10
Operation .....	10
Dissolution .....	11
Article XII: Amendments .....	11
Appendices:	
The Twelve Traditions .....	A
The Twelve Concepts .....	B
The SIA Web Site Guidelines .....	C

# THE BYLAWS OF THE SUFFOLK INTERGOUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

## **ARTICLE I NAME AND TERRITORIAL LIMITS**

Section 1: The name of this Association shall be "SUFFOLK INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS", abbreviated as "SIA".

Section 2: The area of operation of the Association shall be confined to the territorial limits of Suffolk County in the State of New York.

## **ARTICLE II PURPOSES AND FUNCTIONS**

Section 1: The primary purpose of this Association shall be to assist Alcoholics Anonymous Groups in Suffolk County in their common purpose of carrying the AA message to the still suffering alcoholic by performing those functions which the individual Groups cannot accomplish alone. This objective shall be accomplished in accordance with AA's Twelve Traditions and Twelve Concepts of World Service.

Section 2: To this end, the Association is committed to the following functions:

- A. To maintain a central business office.
- B. To operate a 24 hour "Hot-Line" answering service.
- C. To arrange a Speaker Exchange Meeting.
- D. To serve as a clearinghouse for public information.
- E. To cooperate with institutions working in the field of alcoholism and rehabilitation.
- F. To publish a meeting list.
- G. To compile and distribute information about A.A. activities.
- H. To publish a monthly newsletter.
- I. To hold a special day of workshops and meetings annually.
- J. To cooperate with other service bodies in the Fellowship.
- K. To perform other functions, which serve our primary purpose, as may be directed by the Groups.

## **ARTICLE III MEMBERSHIP**

The Suffolk Intergroup Association of Alcoholics Anonymous is a service organization available to all A.A. Groups in Suffolk County, whether they contribute to its support or not.

## **ARTICLE IV OFFICERS**

Section 1: The Officers of this Association shall be: the Chairperson, the Alternate Chairperson, the Treasurer, the Recording Secretary, and the Corresponding Secretary.

Section 2: Qualifications for Office.

- A. Each Officer shall be a member of an AA Group in Suffolk County.
- B. The Chairperson, Alternate Chairperson and Treasurer shall have a minimum of five (5) years of continuous and current sobriety. The Recording Secretary and Corresponding Secretary shall have a minimum of two (2) years of continuous and current sobriety.
- C. Each Officer shall be elected from among the Group Representatives, or former Group Representatives, or have other service experience in SIA.

Section 3: Removal from Office.

- A. Loss of sobriety automatically results in forfeiture of office.
- B. More than three unexcused absences from the monthly business meeting in a one-year period results in forfeiture of office. Prior notice of planned absence from a meeting must be given to the Chairperson or Alternate Chairperson.
- C. Officers shall be subject to removal by majority vote at the regular business meeting after one month's notice of the proposed action has been sent by registered mail to the affected officer.

Section 4: Duties of Officers.

- A. The Chairperson:
  - 1. Shall preside at the regular business meetings of the Association and direct the conduct of business.
  - 2. Shall preside at the monthly Officers and Chairpersons Meeting.
  - 3. Shall make the following appointments, subject to the approval of the Group Representatives:
    - a. Chairs of all standing and ad-hoc committees except the Bylaws Committee.
    - b. General Service Liaison
    - c. Office Manager
    - d. Archivist
  - 4. Shall represent the Association at conventions, seminars and all other AA functions as appropriate.
  - 5. Shall be an authorized signer of checks and have access to all accounts.
  - 6. Shall be sole signatory of contracts on behalf of the Association.
- B. The Alternate Chairperson:
  - 1. Shall assist the Chairperson and, in the absence or incapacity of the Chairperson, shall perform the duties of the Chairperson.

2. Shall attend the monthly Officers and Chairpersons meeting.
  3. Shall be an authorized signer of checks and have access to all accounts.
  4. Shall conduct the New Representative Orientation Meeting.
  5. Shall function as Chairman of the Bylaws, Special Needs and Finance Committees.
  6. Shall arrange for the Speaker Exchange Meeting in March, June, September and December.
- C. The Treasurer:
1. Shall receive all funds and deposit them in a bank approved by the Groups.
  2. Shall be an authorized signer of checks and have access to all accounts.
  3. Shall be responsible for the payment of all authorized bills.
  4. Shall prepare a monthly Treasurer's report and present it at the regular business meeting of the Association.
  5. Shall be an ex officio member, but not the Chairperson, of the Finance Committee, but has no vote.
  6. Shall prepare and submit the Association's tax forms by March fifteenth (15) of each year.
  7. Shall complete bank check reconciliations monthly.
  8. Shall see that receipts and acknowledgements are sent for all contributions.
  9. Shall attend the monthly Officers and Chairpersons meeting.
- D. The Corresponding Secretary:
1. Shall publish and distribute notices.
  2. Shall maintain and distribute the Association's mailing list.
  3. Shall compile a list of names, addresses and telephone numbers of secretaries and other officers of each AA Group in Suffolk County.
  4. Shall conduct such correspondence as does not properly belong to other officers or committees.
  5. Shall attend the monthly Officers and Chairpersons meeting.
- E. The Recording Secretary:
1. Shall keep the minutes of each SIA meeting and present them at the next meeting.
  2. Shall record each decision made by vote or by acclamation of the Group Representatives in the "Group Conscience" book.
  3. Shall maintain a roll of Member Groups and their SIAR's (Suffolk Inter-group Association Representatives).
  4. Shall be custodian of the records.
  5. Shall attend the monthly Officers and Chairpersons meeting.

## **ARTICLE V NOMINATION AND ELECTION OF OFFICERS**

Section 1: At the regular business meeting two months before the scheduled election of officers, a Nominating Committee of four (4) members shall be chosen as follows: the Chairperson shall appoint the Nominating Committee chairperson and the Group Representatives shall elect two (2) members and one (1) alternate.

Section 2: The committee shall nominate one or more candidates for each office and secure the consent of each nominee before announcing that person as a candidate.

Section 3: Election of officers shall take place in November of odd numbered years. The report of the Nominating Committee shall be read at the business meeting in that month, at which time additional nominations may be made from the floor, provided consent of the nominee has been obtained. All persons nominated from the floor must be present unless they have previously notified the Nominating Committee Chair directly of their willingness to serve.

Section 4: If there is more than one nominee for any office, election for that office shall be by ballot. A two-thirds majority of votes cast shall be required to elect. Voting shall follow the Third Legacy Procedure as found in the AA Service Manual and shall be conducted by the Nominating Committee.

Section 5: All officers shall hold office for two years, or until their successor shall assume office, unless removed prematurely, and shall not be eligible to be elected to more than one consecutive term in the same office.

Section 6: In the case of vacancy in the office of Chairperson, the Alternate Chairperson shall immediately become Chairperson. Vacancies in other offices shall be filled by election by the Group Representatives at the next business meeting of the Association. A person filling a vacancy in an incomplete term of office of one-year or less is eligible to serve in that capacity for a subsequent full term.

Section 7: The elected officers will assume their duties on the first day of the month following their election and immediately following their election if elected to fill a vacancy.

## **ARTICLE VI COMMITTEES AND COMMITTEE CHAIRS**

Section 1: Committees and Their Functions.

- A. Public Information and Cooperation with the Professional Community (PI/CPC)
  - 1. Shall prepare and distribute suitable announcements for TV, radio, newspapers, magazines and other media.



2. Shall prepare and distribute mailings and other announcements and arrange for speakers to address professional and public groups.
- B. Schools.
  1. Shall maintain a roster of AA speakers available to speak at schools in Suffolk County
  2. Shall arrange visits of speakers to address students at schools in Suffolk County.
- C. Bulletin.
 

Shall publish a bulletin and distribute it on a regular basis, highlighting special events and activities, new Groups and changes in Group meeting data, and other AA related articles.
- D. Meeting Lists.
 

Shall compile records of all Groups and service committees in Suffolk County together with their meeting dates, times, location and type of meeting, and shall publish and distribute meeting lists at regular intervals.
- E. **Treatment Facilities.**
  1. Shall form Groups or meetings in institutions, with approval of Institutional Administrations.
  2. Shall arrange institutional contacts and provide literature regarding AA functions and purposes.
  3. Shall encourage Group participation.
  4. Shall coordinate a "Temporary Contact" program.
- F. Answering Service.
  1. Shall arrange for hot-line telephone facilities whereby AA member volunteers will answer calls for help and inquiries about AA 24 hours daily.
  2. Shall provide "12 Step Lists", updated annually, and other up to date information required for referring "calls for help" and answering AA inquiries.
  3. Shall arrange a schedule of participation for all Suffolk County AA Groups.
- G. Finance.
  1. Shall be composed of the following members:
    - a. The Alternate Chairperson, serving as committee chair.
    - b. A past Treasurer to be appointed by the Intergroup Chairperson and confirmed by the Group representatives.
    - c. One Group representative selected from the floor.
    - d. The current Treasurer shall be an ex officio member, but has no vote.
    - e. If no past Treasurer is available, the Group Representatives shall elect another person of commensurate fiscal responsibility and experience.
  2. Shall meet in January, to review the prior year's finances.
  3. Shall present the previous year's annual report in February.
  4. Shall meet sufficiently in advance to prepare the next year's operating budget for publication in the October Bulletin and present the budget at the October meeting, so that the Groups will have a month to review it before voting on it in November.

H. Share-a-thon.

1. Shall arrange an annual special meeting with a suitable program of panels and workshops to provide opportunity for all A.A. Groups to share experience, strength and hope with each other.
2. Shall invite Al-Anon and Ala-Teen to participate.
3. Shall be accountable to the Group Representatives.

I. Special Needs.

1. This committee is inactive until needed. At such time as it is needed, it will be chaired by the Alternate Chairperson.
2. Shall compile a list of volunteers for the purpose of carrying the message to alcoholics with special needs.
3. Shall provide this volunteer list to the Answering Service Committee for inclusion in the "Hot Line Books".
4. For the purposes of these Bylaws, "AA's with special needs" shall be defined as persons who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound, confined to Nursing Homes or Hospitals and those who are developmentally disabled.
5. Shall coordinate all activities in hospitals or other institutions with the administrations thereof.

J. Correctional Facilities.

Shall contact correctional facilities in Suffolk County to arrange and provide A.A. meetings and speakers as each facility's administration allows.

K. Literature.

1. Shall maintain a supply of current Conference approved A.A. books, literature and other materials.
2. The proceeds of all sales shall be given to the Association Treasurer.
3. Purchases will be paid for by the SIA Treasurer using the proceeds of previous sales.
4. It is intended that the committee show neither a profit nor loss.

L. Grapevine.

1. Shall maintain a supply of current Grapevine books, literature, tapes and other materials.
2. The proceeds of all sales shall be given to the Association Treasurer.
3. Purchases will be paid for by the SIA Treasurer using the proceeds of previous sales.
4. It is intended that the committee show neither a profit nor loss.

M. Web Site.

1. Shall maintain the SIA Web Site.
2. Shall coordinate the timely on-line publication of the Bulletin, Meeting List, reports from other committees and announcement from the Groups and other AA Service bodies, in compliance with the SIA Web Site Guidelines.
3. Shall maintain on the web site e-mail boxes and passwords for officers and committee chairs.
4. Shall be responsible for the maintenance of the SIA computer and software.

5. Shall be eligible for re-appointment since this position requires special knowledge and training.

N. Archives.

1. Shall collect, preserve and share the heritage of our Fellowship in Suffolk County, as it is expressed in historical documents and memorabilia.
2. Shall safeguard and preserve such material, making access possible to members of AA and those of the public who have a valid interest.
3. Recognizing that the preservation of archival material requires both experience and training, SIA Chairperson may appoint an Archivist who would be exempt from the two-year rotation. The Archivist is a non-policy making, non-authority position. .

O. Special Events.

1. Shall hold several social, educational and/or service events throughout the year. The committee shall devise events that encourage unity within the Fellowship and that invite participation by Groups and individual members so as to act as an entry into further service work. Events may include, but are not limited to special meetings, one-day sessions, banquets and conventions.
2. The committee may charge registration or other fees as suggested by "AA Guidelines: Conferences and Conventions", but any AA Meeting that is held as part of any activity must be free of charge.
3. It is intended that the committee show neither profit nor loss.

P. Third Legacy.

Shall work to increase individual and Group awareness of, support for and participation in Intergroup and other AA Service organizations.

Q. Bylaws Committee.

1. This committee is inactive until needed. At such time as it is needed, it will be chaired by the Alternate Chairperson.
2. Shall offer assistance in drafting proposed amendments to these Bylaws to anyone requesting it; however, any representative is free to make a motion to amend without consulting the committee.
3. Shall prepare for publication any proposed amendments to the Bylaws and shall distribute such amendments to the Groups and publish them in the Bulletin.
4. Shall review any proposed amendments and report to the Group Representatives the effects the proposed amendments would have.
5. Shall review any proposed internal rules or procedures established by SIA to insure they remain consistent with the Bylaws and the Traditions.
6. Shall review the Bylaws no less frequently than every fourth year.
7. The Bylaws Committee shall consist of no less than 3 voting members and the Alternate Chairperson of Intergroup. A minimum of 51 percent of the voting members shall be Group Representatives holding no other current position in Intergroup. As many additional Group Representatives who wish to serve on the Committee may do so. The remaining members may be volunteers from among the Officers and Committee

Chairs, or appointed by the Intergroup Chair with the approval of the General Body.

8. The time and location of all meetings will be published in the Bulletin, announced at the regular SIA business meetings and posted on the SIA Website.
9. A quorum for a meeting of the Bylaws Committee will consist of a majority of the members of the Committee. There is no requirement that the majority of a quorum be Group Representatives.

## Section 2: Committee Chairs

- A. Duties: The Chairperson of each committee:
  1. Shall be responsible to assure performance of the purpose of the committee, including attraction and direction of committee members.
  2. Shall make a report on the activities of the committee to be presented at each regular business meeting of the Association.
  3. Shall attend the monthly Officers and Chairpersons meeting.
- B. Qualifications for Office.
  1. Each chairperson shall be a member of an AA Group in Suffolk County.
  2. Each chairperson shall have a minimum of two (2) years of continuous and current sobriety.
- C. Term of Office.
  1. Shall be appointed by the Chairperson of SIA, subject to the approval of the Group Representatives.
  2. Shall serve for a term of two (2) years or until the next election of officers whichever is less, unless removed prematurely.
  3. Shall serve for no more than one (1) consecutive term, except that a chairperson filling a vacated chair for a period of less than one (1) year may, at the discretion of the Chairperson of SIA, serve a subsequent full term.
- D. Removal from Office.
  1. The committee chairs serve at the discretion of the Chairperson of SIA.
  2. Additionally, any committee chair may be removed by a majority vote of the Group Representatives at any regular SIA meeting.
  3. Loss of sobriety automatically results in forfeiture of office.

## **ARTICLE VII OTHER APPOINTED POSITIONS**

### Section 1. Office Manager.

- A. Shall be appointed by the Intergroup Chairperson to a two-year term or until the next election of officers, whichever is less.
- B. May be reappointed to successive terms.
- C. Shall oversee the operation and maintenance of the SIA Office.
- D. Shall select, train and coordinate the office volunteers.
- E. Authorizes any use of the SIA Office facilities.

Section 2. General Services Liaison.

- A. Is appointed by the Intergroup Chairperson to a two-year term, or until the next election of officers, whichever is less.
- B. Shall represent this Association at all General Services Assemblies, Mini-Assemblies, District meeting and/or Committee meetings.
- C. Shall report on General Service matters at the regular business meeting of the Association.

## **ARTICLE VIII GROUP REPRESENTATIVES**

Section 1. Each Member Group shall select from its membership, in such manner and for such period as it may choose, a representative and, optionally, one alternate. It is suggested that the representative serve for at least two (2) years.

Section 2. The SIAR represents their Group's conscience and is the voice of their Group in all matters before the Association. The SIAR shall also report the activities of the Association to their Group.

Section 3. Each Member Group shall exercise its membership rights solely through its representative.

Section 4. Each Group shall be entitled to one vote, and each representative can represent **one and only one** Group.

## **ARTICLE IX MEETINGS**

Section 1. The regular business meeting of the Association shall be held monthly at a time and location to be determined by the officers and ratified by the representatives.

Section 2. At the regular business meeting, a quorum shall consist of the following:

- A. The Chairperson or Alternate Chairperson,
- B. A majority of: the officers, committee chairs, Office Manger and GSO Liaison**
- C. A minimum of 35 Group Representatives.

Section 3. Special meetings may be called by the Chairperson provided at least 48 hours notice is given.

Section 4. An "Officers and Chairpersons Meeting", for the purpose of allowing the officers and chairs to report to the Chairperson on progress or problems relating to their various tasks, shall be held once a month at a location and time to be determined by the Chairperson of SIA.

Section 5. Meetings of the Association shall be open to any member of an AA Group in Suffolk County, but their participation shall be limited to observation unless prior permission to address the body shall have been obtained from the Chairperson.

## **ARTICLE X VOTING**

Section 1. Each officer, with the exception of the Chairperson, is entitled to one vote; the Chairperson votes only in the case of a tie.

Section 2. Each committee chairperson, the Office Manager, and the GSO Liaison are entitled to one vote.

Section 3. Each Group Representative shall be entitled to one vote. A Group's Alternate Representative is entitled to vote only in the absence of the Group Representative.

Section 4. All voting, with the exception of the election of officers, will be by a "show of hands".

## **ARTICLE XI FINANCES**

Section 1: FINANCIAL SUPPORT:

- A. Suffolk Intergroup is supported by contributions from the Groups and individual AA members.
- B. Groups shall donate in accordance with their group conscience.

Section 2: OPERATING FUND AND PRUDENT RESERVE.

- A. The Prudent Reserve shall not exceed one-half of the current annual budget.
- B. The Operating Fund of the Association shall not exceed one-quarter of the current annual budget.
- C. Any excess funds may be distributed or allocated at the end of the Association's fiscal year.

Section 3: FISCAL YEAR.

The Association's fiscal year shall run from January first through December thirty-first of each year.

Section 4: OPERATION:

The Association shall not be operated for profit and all income and earnings of the Association shall be used exclusively for SIA purposes. No part of the net earnings or assets of the Association shall inure to the benefit of any member, officer or private individual, except that reasonable compensation may be paid for services rendered to or for the Association.

#### Section 5: DISSOLUTION:

In the event the Association shall cease to function, all monies, records and properties held in its name following the reconciliation of debts and encumbrances shall become the property of its successor organization, or if no such organization exists, shall become the property of the General Service Office of Alcoholics Anonymous.

### **ARTICLE XII AMENDMENTS**

These bylaws may be amended at any time by a two thirds vote of the members present at any regular business meeting, provided written notice of the proposed amendment was submitted to each representative at least thirty (30) days before the meeting at which action is taken on the amendment.

The Suffolk Intergroup Association originally adopted these bylaws in October 2003 to take effect January 1, 2004. This is the fifth printing of the Intergroup Bylaws as adopted by The Suffolk Intergroup Association in January of 2004. This printing includes all amendments passed between January 1, 2004 and September 2015. These Bylaws supersede any and all prior versions of the Suffolk Intergroup Association Bylaws.

## THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon AA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for AA membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprises lest problems of money, property, and prestige divert us from our primary purpose.
7. Every AA group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.



## **THE TWELVE CONCEPTS**

1. Final responsibility and ultimate authority for AA World Services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of AA - the Conference, the General Service Board and its service corporations, staffs, committees and executives - with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most World Service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct World Service affairs. The Conference Charter is not a legal document it relies upon tradition and the AA purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary World Service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

## **SUFFOLK INTERGROUP ASSOCIATION**

### **WEBSITE GUIDELINES**

1. The Web site should be a tool in the accomplishment of our primary purpose: to stay sober and to help other alcoholics to achieve sobriety. To this end, the Web site should **be used** to disseminate information to members, as a contact point for Public Information work, and as a means of reaching out to the still suffering alcoholic.
2. We must always keep in mind that a Web site, by its nature, is always open to the non-member and the potential newcomer. We must always present information on the Web site in such a way that it will not confuse people who are unfamiliar with AA as to what AA is and what it does.
3. Use only first names and last initials; no full names.
4. Do not list private phone numbers or e-mail addresses. Keep all contacts through the office phone, fax or mail, or through the Web site e-mailboxes.
5. Do not display any information about an individual that might be used to identify them for example, "John P Owner of the Greasy Spoon Diner".
6. Do not link to unaffiliated (non AA) sites where the nature of the linked site might cause confusion regarding affiliation. (Map sites are specifically excluded from this prohibition as their use has become so ubiquitous on the Web, and their nature is such, that no one would mistake their use for affiliation.)
7. No endorsement of non-AA literature or use of quotes from such literature. AA literature includes Conference approved books, pamphlets, tapes and videos, "The Grapevine", "Box 459", "The Link", the SIA "Bulletin", ,etc.
8. Where use is made of copyrighted, Conference approved literature or other materials on which AAWS, or Grapevine, or any other AA entity holds the copyright always obtain permission for use (if required) and include copyright notices.
9. In the on-line meeting list, if a group meets in a rehab or other institution where a risk of seeming affiliation exists, don't use the name of the institution in the meeting address, replace it with the street address (and building description, if necessary). For example: "157 Broadway, in patient cafeteria".
10. List institutional meeting on a separate page with a non-affiliation statement on that page. Do not list restricted meetings.
11. To avoid the conflict between appearing to endorse practices of which we do not approve which other AA services entities may use on their Web sites, and harming the spirit of the First Tradition by not linking to some sites while linking to others, we will provide links to no AA Web site other than that of AAWS, The Grapevine, Suffolk General Service, **SENY and other Area 49 intergroups**.
12. Include the disclaimer that the site is not approved by the General Service Office of AA and does Not represent the views of AA as a whole or of any AA entity except the Suffolk Intergroup Association.

## NOTES

