



# The Georgia AA Service Manual

Revised January 2007

## The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends upon A.A. 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 A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. 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. A.A., as such, ought never 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 A.A. 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.

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# 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.

# The Georgia AA Service Manual

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.

# THE GEORGIA AA SERVICE MANUAL

ALCOHOLICS ANONYMOUS is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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# THE GEORGIA AA SERVICE MANUAL

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Foreword to Eighth Printing

The Georgia AA Service Manual  
was published by the Georgia State Assembly in 1978.

# THE GEORGIA AA SERVICE MANUAL

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# THE GEORGIA AA SERVICE MANUAL

## TWELVE CONCEPTS FOR WORLD SERVICE (Short Form)

- I** Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II** The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society and its world affairs.
- III** To insure effective leadership, we should endow each element of A.A. – the conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”
- IV** 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.
- V** Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
- VI** 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.
- VII** 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 A.A. purse for final effectiveness.

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**VIII** 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.

**IX** 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.

**X** Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

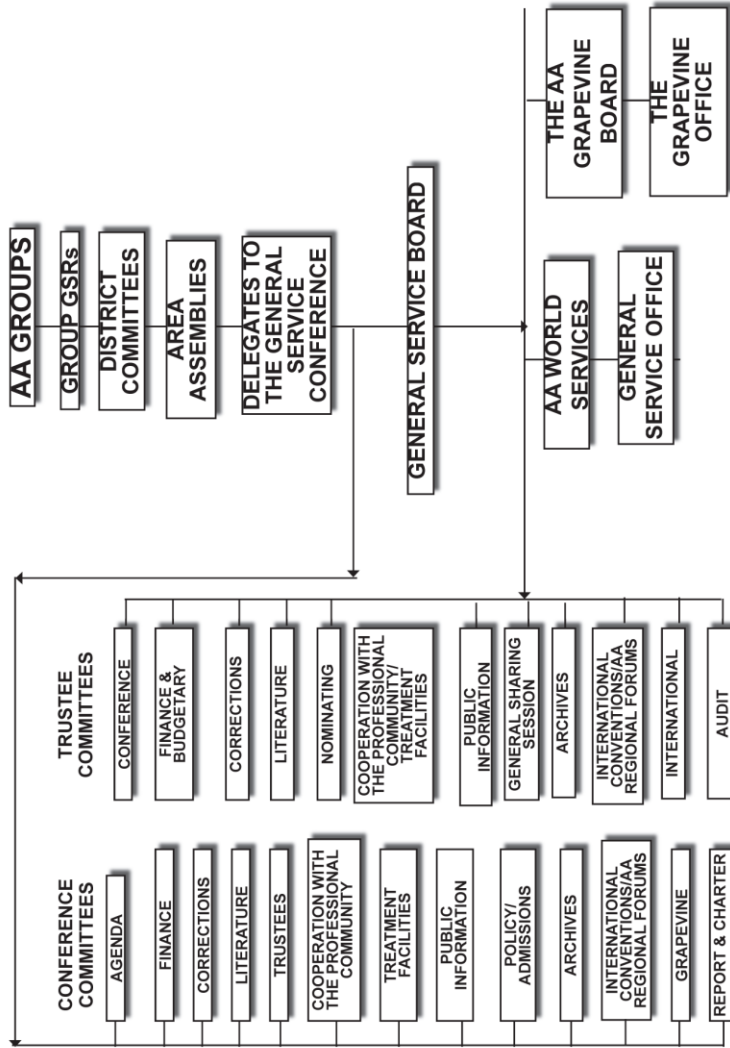
**XI** The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

**XII** 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, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

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# THE GEORGIA AA SERVICE MANUAL

## THE GENERAL SERVICE CONFERENCE STRUCTURE (U.S. and Canada)



# THE GEORGIA AA SERVICE MANUAL

## A HISTORY OF THE ASSEMBLY

The first meeting of Alcoholics Anonymous in Georgia was in Atlanta on June 11, 1941. The growth of the fellowship was slow but steady as groups were started in Savannah, Albany, Waycross and Macon. Our co-founder, Bill W., conceived the idea of a General Service Conference to meet annually in New York City to perpetuate the growth of A.A. Delegates were to be elected by each state or area and with the A.A. trustees and General Service Office (GSO) staff members would constitute the General Service Conference.

The Southeastern Conference was held in Atlanta in August 1951 and was attended by Bill W. Bill met with the Georgia leaders to discuss his proposal for a General Service Conference. At this meeting the first Georgia Delegate was elected, and Georgia was designated Area 16.

A.A. continued to grow and in 1956 a small unofficial business meeting was begun in Macon, however, the main business of the State, e.g., election of Delegates and site selection for conventions, was conducted at the state convention.

The growth of A.A. in Georgia was moving at a faster pace and group representation was inadequate. A permanent Georgia State Assembly, designated along the lines of the Third Legacy Manual (now the A.A. Service Manual) was needed.

On January 6, 1965 a motion was made at the Macon meeting that a permanent State Assembly be instituted. This motion was tabled and a study committee formed to bring back a report at the May meeting.

On May 16, 1965 the appointed study committee brought its findings before the Macon meeting. However, this committee's report contained basically the redistricting of the state and election of a full slate of General Service Representatives (GSRs) and District Committee Members (DCMs). Again, the action motion for a permanent state office was postponed until the next meeting.

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On September 19, 1965 due to time consumed in the election of a new Delegate, the motion for a permanent State Assembly and redistricting was postponed until the next meeting. However, everyone in attendance was advised to be prepared to vote on redistricting at the next meeting.

On January 23, 1966 at the Macon meeting, a motion was made, seconded and carried by majority vote, to accept the proposed redistricting plan as submitted.

The GSRs from the newly formed Districts were requested to get together and select a DCM at the present meeting. For this purpose, a brief intermission was called - after which the Districts reported on their DCM selections and for the first time a full slate of DCMs were present.

It was reported that the Dempsey Hotel had offered facilities for the State Assembly meeting. A motion was made, seconded and carried by unanimous vote to hold future meetings at the Dempsey. The Assembly was advised that there would be a meeting of the DCMs on April 3rd at the Dempsey Hotel for the purpose of discussing a plan of State structure and operating procedure for a permanent State Assembly.

On April 3, 1966, the first meeting of the Georgia DCMs was held at the Dempsey Hotel in Macon. An outlined proposal was presented in regard to a plan of State structure and operating procedure for a permanent State Assembly. These proposals were carefully reviewed and discussed. Each DCM carried copies of these proposals with them for the purpose of holding GSR meetings within their respective Districts or Zones for review and discussion. The GSRs were to be polled as a result of these meetings and their vote forwarded to the Delegate for presentation to the May 15, 1966 Assembly meeting.

On May 15, 1966 the largest meeting to date was called to order by the Chairman. Answering the roll call were 15 DCMs and 66 GSRs. The first item of business on the agenda was a report on the proposals presented by the DCMs to their respective District or Zone GSRs. The results of this poll were as follows: 89 for and 11 against. A full Assembly vote was then held and the establishment of a permanent State Assembly was passed by a vote of 70 for and 11 against. The Georgia State Assembly was now a reality and in session.

# THE GEORGIA AA SERVICE MANUAL

## *FOREWORD TO THE FIRST PRINTING*

Due to the growth of A.A. within the State of Georgia, a State Assembly and office, is very beneficial to all members. It reduces the amount of work on all State Officers and substantially, that of each group.

The communication and unity within our groups is greatly enhanced along with our line of communication with the New York General Service Office. This assists us in many ways to follow the primary purpose of A.A., that of “carrying the message to the suffering alcoholic.”

What is the Georgia State A.A. Assembly? What is its purpose? What is the Georgia A.A. Service Office? These are the questions we hear asked over and over by persons with a considerable amount of sobriety.

The Georgia State A.A. Assembly is the combined efforts of every A.A. group in the state, through the groups’ elected GSR, to resolve all issues affecting Georgia A.A. as a whole, and to send the elected Delegate from this Assembly to the General Service Conference to resolve all issues affecting A.A. as a whole.

Answers to the above are the purpose of this manual.

All who desire may attend the Assembly meetings, but only the elected GSR from each group may vote.

The best way to really understand the purpose of the Georgia A.A. Assembly and why a group GSR is elected is to come and see for yourself.

# **THE GEORGIA AA SERVICE MANUAL**

## **CHANGING GUIDELINES IN THE GEORGIA A.A. SERVICE MANUAL**

Most of the material contained in this manual was taken from the “GSR,” “A.A. Traditions,” “A.A. Group”, and the “Third Legacy Manual” (now the A.A. Service Manual). Using the above as a guide, the members of the Georgia State Assembly, through their deliberations, modified this material to the extent it was satisfactory to their desires and wishes. These modifications are from the minutes of the Georgia Assembly from January 23, 1966 to date.

While updates related to changes in district boundaries, committees and non-policy decisions supported by the will of the Assembly can be updated regularly, any amendments to the Area policy listed in this Service Manual can only be made by the following procedures.

1. A motion for the change must be made from the floor of the Assembly followed by a second.
2. The motion is then discussed on the Assembly floor.
3. The motion will be tabled with instructions from the Chairperson to the GSRs to carry it back to their groups for discussion.
4. The Delegate will also appoint a study committee to review the motion and to bring a report to the next Assembly meeting.
5. At the 2nd Assembly meeting the Chairperson will ask for the results of the GSRs discussions with their groups and for the findings of the study committee. The Chairperson will ask if there is further discussion from the floor.
6. The motion will be tabled a second time with instructions from the Chairperson for the DCMs to meet with their GSRs for further discussion and to bring the results of their deliberations to the next Assembly.
7. At the 3rd Assembly meeting, a vote will be taken requiring a two-third majority of the GSRs present to pass the motion.

# THE GEORGIA AA SERVICE MANUAL

## ASSEMBLY FORMAT

The State Assembly shall meet three (3) times per year. These meetings shall be held in a central location of Georgia to minimize the amount of travel for all concerned. The meetings shall be held during the months of January, May and September.

The Assembly format shall be as follows:

1. Saturday afternoon workshops.
2. An open speaker meeting will be held on Saturday night.
3. It is suggested all participants on this program - chairman, readers, etc., be DCMs in order to give them more exposure before the Assembly.
4. On Sunday morning there will be the Delegate's sharing session. Business session will follow.
5. Other meetings or sessions, found desirable by the Delegate, shall be scheduled during the weekend provided they are within these guidelines.

## SEATING OF THE ASSEMBLY BUSINESS MEETING

The following is based on those AAs facing the rostrum. Any change is left to the discretion of the Office Committee.

1. The DCMs from the odd numbered districts and zones will occupy the aisle seat to the left beginning with District 1 on the front row. The GSRs from the odd numbered districts and zones will sit to the left of their DCMs.
2. The DCMs from the even numbered districts and zones will occupy the aisle seat to the right and will begin with District 2 on the first row. The GSRs from the even numbered districts and zones will sit to the right of their DCM.

All visitors to the Assembly will sit to the rear of the DCMs and GSRs. This seating arrangement assists the rostrum in identifying the voting members. Discussions within a district or zone are greatly enhanced, thereby reducing the time consumed. The making of motions and voting is made easier.

# THE GEORGIA AA SERVICE MANUAL

## *VOTING PRIVILEGES*

The Georgia State Service Assembly Office shall receive notice of any changes in GSRs one week prior to the Assembly.

One Group - one vote

1. Only GSRs, or their duly elected and registered alternates, are eligible to place motions on the floor or to vote at Assembly meetings.
2. GSRs will not represent more than one group.
3. Proxy votes will not be accepted at the Assembly.
4. GSRs or alternates will not be appointed, designated or elected at the Assembly. This must be done within their respective groups and the Assembly Secretary notified of their election.
5. If a tie vote should result - the DCMs and elected State Officers will vote in a hand-written secret ballot.

# THE GEORGIA AA SERVICE MANUAL

## HISTORY OF THE DISTRICTING OF THE STATE

On January 23, 1966, at the Macon meeting, a motion was made, seconded and carried by majority vote to accept the proposed districting plan:

1. State of Georgia was divided into sixteen (16) districts by county lines and was accompanied by an outline map that is part of this service manual.
2. The metropolitan district of Atlanta would have become District 13, and by majority vote chose to be known as the Metro District. An outline map of the Metro District is a part of this manual.
3. Due to population, the Metro District was divided into zones A, B, C, D, E and F, with each entitled to a DCM.
4. The following method was used to district the state; geography, highways and county lines. Each district or zone to encompass not less than four (4) or more than six (6) groups. (Because of the rapid growth of A.A. and the increasing number of new groups, exceptions may be taken to this number).

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## ZONING OF THE DISTRICTS

When a district or zone reaches a population of twenty (20) or more groups, the DCM, with the approval of the majority of the groups of the respective district or zone, through their GSRs voting the group conscience, may present a motion before the DCMs to rezone. This division must be made according to the original method used in districting the state. Principles must be placed before personalities. Groups cannot request being in a specific district or zone.

1. A plan of this zoning shall be presented by the DCM to the Delegate and State Officers for feasibility study.
2. After approval by the State Officers, the feasibility study is presented to the DCMs. The plan must receive two-third approval from the DCMs in order to be presented to the GSRs of the Assembly.
3. If approved, it is then presented to the next business meeting of the State Assembly, where it must receive a two-third majority vote of the GSRs for approval.

# THE GEORGIA AA SERVICE MANUAL

## QUALIFICATIONS & DUTIES OF STATE OFFICERS

### QUALIFICATIONS OF THE DELEGATE

1. At least five (5) years of continuous sobriety while a resident of the State of Georgia.
2. Thorough understanding and appreciation of the Steps, the Traditions, and the Concepts.
3. Should be able to organize and to lead - yet act like a servant rather than a senator.
4. Having served a minimum of one (1) year as a GSR, actively engaged in group, district and state affairs.
5. In office for 12 months of the year preceding election year as a DCM or Alternate Delegate, actively engaged in group, district and state affairs.
6. Be employed in such a manner that he/she will have adequate time to attend committee, group, district and Assembly meeting, and the General Service Conference.
7. Have an intense desire to see A.A. thrive and prosper, and in so doing, live in such a way that his/her example may influence many people.
8. Be at least partially financially able to carryout the duties of this office.
9. Be well prepared to place principles before personalities.

### DUTIES OF THE DELEGATE

1. Cooperate with Chairperson in preparing agenda for the Assembly.
2. Attend district meetings where possible.
3. Become thoroughly familiar with Assembly topics.
4. Get to know your Area people.
5. Prepare reports. Try to make them interesting and informative - a view of A.A. in action.
6. Deliver conference report to the State Assembly as soon as practical.
7. Provide leadership and participate in service activities whenever possible.
8. Prepare good service talk, not just factual report.
9. Work through districts and District Committees.
10. Be cooperative, cheerful and available.

## **QUALIFICATIONS OF ALTERNATE DELEGATE**

Same as delegate. He/she may well become Delegate due to unforeseen events.

## **DUTIES OF ALTERNATE DELEGATE**

1. Attend all Assembly meetings and become familiar with Assembly topics.
2. Learn the thinking of your State.
3. Be prepared to replace Delegate at any time.
4. Visit district meetings. Try to arrange for the Delegate to receive a report.
5. Provide leadership and assist Delegate.
6. Participate in service activities whenever possible.
7. Work with districts and District Committees.
8. Be available at all times.

## **QUALIFICATIONS OF CHAIRPERSON**

Chairperson shall be a past Delegate.

### **DUTIES OF THE STATE CHAIRPERSON**

1. Prepare agenda with State Delegate and Secretary. This should be out six weeks before Assembly date.
2. Assembly agenda should be planned carefully to make full use of time available. Set a time schedule for each meeting.
3. Check to make sure workshop reports are ready.
4. Adhere to the agenda and maintain order.
5. Don't make speeches.
6. Keep State Delegate informed.
7. Be available to District Committees.
8. Attend district meetings where possible.
9. Encourage, counsel and guide State Delegate

# **THE GEORGIA AA SERVICE MANUAL**

## **QUALIFICATIONS OF STATE SECRETARY**

1. At least five (5) years of continuous sobriety residing within the State of Georgia.
2. Active at group and/or district level.
3. Some background in general office work.
4. Should be able to type or have a typist available.
5. Ability to take minutes of meetings and transcribe from minutes or tapes. Ability to condense spoken words to get the essence of what was said.

## **DUTIES OF STATE SECRETARY**

1. Aid in preparing Assembly agenda with Delegate and Chairperson.
2. Assist Delegate and Chairperson in all phases of Assembly preparation.
3. Attend all committee meetings when possible.
4. Make sure accurate minutes are kept.
5. Organize filing system for minutes, records, group data, etc.
6. Be prepared to research and find past procedures when asked.
7. Attend DCM meeting with Delegate, when possible.
8. Keep State Delegate informed.
9. Be responsible for keeping mailing lists up-to-date and for getting out mailings.
10. Be responsible for getting out bulletins for Assembly.
11. Act as liaison between officers, DCMs and GSRs.
12. Be prepared to assume State Treasurer's job if need arises.

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## QUALIFICATIONS OF STATE TREASURER

1. At least five (5) years of continuous sobriety within the State of Georgia, active at group and/or district level.
2. A responsible person who can keep good records.
3. Should be a careful guardian of funds with an eye to foolish or extravagant outlays of Assembly money.
4. Should have accounting or bookkeeping experience.
5. Should be able to type or have a typist available.
6. A desire and ability for encouraging the financial support of all groups for the A.A. support system.
7. He/she is responsible for making financial reports to, and paying bills for the Assembly.
8. Acts as a liaison between officers, DCMs and GSRs.

## DUTIES OF STATE TREASURER

1. Be available to work with State Secretary in setting up Assemblies, reports, etc.
2. Be prepared to give full treasury report at all times.
3. Responsible for reporting the money for the Assembly.
4. Keep an eye on foolish or extravagant outlay of monies by committees.
5. Set up system for duties.
6. Work with and give advice to DCMs and GSRs regarding contribution requests.
7. Be prepared and able to travel to districts, groups, etc. with the Delegate to ask for and give reports on financial matters.
8. Be prepared to assume Secretary's job if need arises.
9. Be available to the DCMs.
10. Attend district meetings where possible.
11. Encourage, counsel and guide the State Delegate on financial matters.
12. Encourage training sessions on finances of all kinds.
13. Issue expense checks.
14. Issue annual state check to G.S.O. for Delegate's conference expenses.
15. Attend DCM meeting with the Delegate, when possible.

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## **STATE OFFICE MANAGER**

This manager is a paid employee and should be employed for his or her qualifications by the State Officers. (See guidelines for Georgia State Assembly Service Office, pages 34-35)

## **PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly. He/she is an advisory capacity only, and should assist DCMs when requested.

1. Have 2-3 years of continuous sobriety.
2. Should have experience in newspaper, television, radio, marketing, public relations or related work.
3. Should be very cognizant of our 10th, 11th and 12th Traditions and willing to honor them.
4. Should possess tact and diplomacy for dealing with the public and with the news media.
5. Should have enough sobriety to have a firm background in A.A.
6. Should be able to organize and lead, particularly in his contacts with DCMs and GSRs.
7. Should be capable of reporting activities to State Assemblies.
8. Having been appointed is not eligible for Delegate.

## **TREATMENT COMMITTEE CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly. He/she is in an advisory capacity only and should assist DCMs when requested.

1. Have 2-3 years of continuous sobriety.
1. Should have experience with treatment facility service work and/or other experience with treatment facilities.

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3. Should be very cognizant of the 10th, 11th and 12th Traditions and willing to honor them.
4. Should possess tact and diplomacy in dealing with officials and clients of the treatment facilities.
5. Should have enough sobriety and service experience to have a firm background in AA.
6. Should be able to organize and lead particularly in his/her contacts with DCMs and GSRs, and the treatment facilities in their districts.
7. Should be capable of reporting activities at the State Assembly.
8. Having been appointed is not eligible for Delegate.

### **CORRECTIONS COMMITTEE CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly. He/she is in an advisory capacity only and should assist DCMs when requested.

1. Have 2-3 years of continuous sobriety.
2. Should have experience with corrections service work and/or the Georgia State Department of Corrections.
3. Should be very cognizant of the 10th, 11th and 12th Traditions and willing to honor them.
4. Should possess tact and diplomacy in dealing with officials and inmates of the Georgia Department of Corrections.
5. Should have enough sobriety and service experience to have a firm background in AA.
6. Should be able to organize and lead particularly in his/her contacts with DCMs and GSRs, and the correctional facilities in their districts.
7. Should be capable of reporting activities at the State Assembly.
8. Having been appointed, is not eligible for Delegate.

### **COMMUNICATIONS COMMITTEE CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly. He/she is in an advisory capacity only and should assist DCMs when requested.

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1. Have 2-3 years of continuous sobriety.
2. Should have experience with written, verbal and electronic communications.
3. Should be very cognizant of the 10th, 11th and 12th Traditions and willing to honor them.
4. Should possess tact and diplomacy in dealing other trusted servants and committees in Area 16.
5. Should have enough sobriety and service experience to have a firm background in AA.
6. Should be able to organize and lead the Communications Committee.
7. Should be capable of reporting activities at the State Assembly.
8. Having been appointed, is not eligible for Delegate.

### **ARCHIVE COMMITTEE CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly. He/she is in an advisory capacity only, and should assist DCMs when requested.

1. Have 2 -3 years of continuous sobriety in the State of Georgia.
2. Should have knowledge of archives at state and conference level.
3. Should be very cognizant of people's anonymity and the Traditions of A.A., and willing to honor them.
4. Should have a firm background in A.A. and archive material.
5. Should be able to organize and lead, and be capable of reporting activities to the State Assembly.
6. Having been appointed, is not eligible for Delegate.

### **GRAPEVINE CHAIRPERSON**

This committee member is appointed by the State Delegate with the approval of the Assembly.

2. He/she is in an advisory capacity only, and should assist DCMs when requested.

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2. Have a thorough knowledge of Traditions of Alcoholics Anonymous and the function and role of A.A. Grapevine within the A.A. service structure.
3. Have served as a District Grapevine Representative for at least one (1)

year, and be aware of the service structure of the Area and District.

4. Be willing to serve for a period of two (2) years and during that time should train others in this capacity so that the spirit of rotation will be maintained.
5. Bring an enthusiastic interest and leadership to the committee.
2. Be recommended to serve by the members of the Area Grapevine Committee.

### **QUALIFICATIONS OF DCM**

1. Four (4) to five (5) years of continuous sobriety within the State of Georgia. (So that he/she may be eligible for election as Delegate.)
2. Experienced in group affairs, such as secretary, Central Office, etc.
3. Should be able to coordinate and lead.
4. Have served a minimum of one (1) year as GSR engaged in group, district and State Assembly affairs.
5. Time and energy to serve his/her district as well as liaison between Delegate and district.
6. Be well prepared to place principles before personalities.

### **DUTIES OF DCM**

1. Attend and chair regular district meetings.
2. Maintain current roster of GSRs in district and make sure each group has a GSR.
3. Receive and consider GSR reports.
4. Discuss group and district affairs with GSRs and encourage group participation of GSR.
5. Be available to assist and guide GSR in district.
6. Maintain handbook, follow procedures, get DCM work done.
7. Prepare brief, factual, written report with legible copy to Georgia State Assembly Office.
8. Bring to Assembly, district problems and those activities which may benefit others.

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9. Have good grasp of group conscience of the district.
10. Make sure GSRs understand and are familiar with the Service Manual and GSR handbook.
11. Encourage GSRs to attend training sessions, workshops, sharing sessions, etc.
12. Through GSRs, encourage groups to reach out into community through open meetings, institutions, radio, TV, etc.

### **QUALIFICATIONS OF THE GSR**

1. Two (2) to three (3) years of continuous sobriety.
3. Experience in group affairs, such as secretary, Central Office, etc.
4. Should be able to coordinate and lead.
5. Time and energy to serve his group well. Liaison between DCM and group.
6. Be prepared to place principles before personalities.

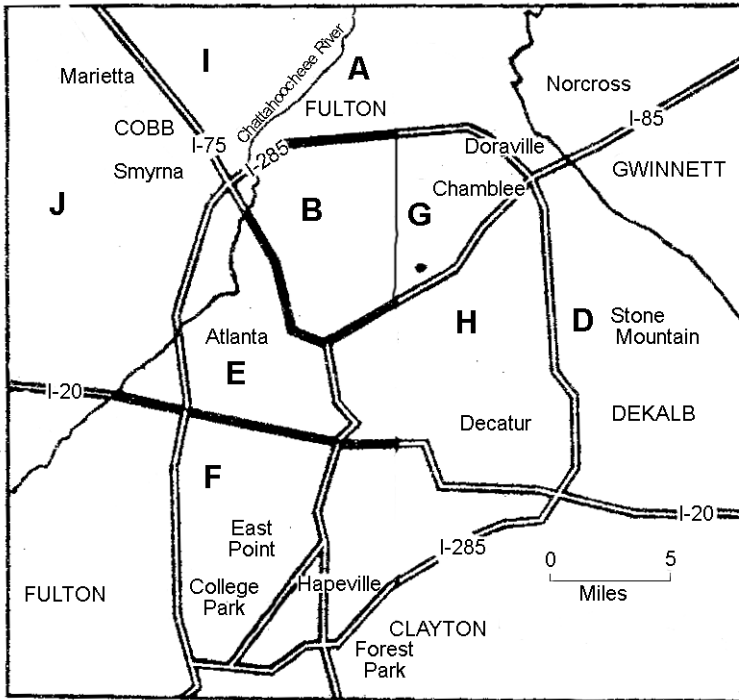
### **DUTIES OF THE GSR**

1. Attend group meetings regularly.
2. Keep informed of group affairs and encourage contributions.
3. Be available to serve and cooperate with other GSRs.
4. Return factual group registration cards on time.
5. Attend district meetings regularly.
6. Assist DCM in all phases of district.
7. Report to district on your group.
8. Attend all Assemblies and participate.
9. Keep a complete handbook with all procedures and minutes available for all district and Assembly meetings and for group meetings when reporting.
10. Be available to service in such district activities as may be required.
11. Attend training sessions, Assembly workshops, etc., and study the Service Manual.
12. Obtain the services of an alternate (at least during the second year of term), and supervise the training of alternate GSR, particularly with the Service Manual, handbook, procedures, reports and duties.
13. Become an active, knowledgeable, and effective GSR.



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## DISTRICT 13 – METRO DISTRICT



Note: This is an outline of District 13 zones. Note that Zones C and G were combined into a single Zone G after a request from local AAs. Zones C & G were combined in 2006.

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## ELECTION PROCEDURE AND VOTING

Election for these state officers will be held at the September meeting of the odd years. These officers take office on Jan. 1 of the following even year. Each term of office shall be for two (2) years.

## DELEGATE AND ALTERNATE DELEGATE

The Chairperson directs the order of business to the election of a Delegate to the General Service Conference and an Alternate Delegate.

1. In May of election year, the State Secretary will have a roll call of the DCMs. All DCMs in office for 12 months of the year preceding election, are automatically eligible for nomination for Delegate.
2. During roll call, those who are qualified will signify as to their availability for election or withdraw. This includes the Alternate Delegate who must indicate availability.
3. The Chairperson shall then ask the GSRs for any nominations from the floor. These nominees shall come from past DCMs and the nominees shall meet all the qualifications.
4. When such nominations are made and seconded from the floor, the Chairperson shall then ask for a show of hands and a two-thirds majority is required. Nominations are then closed.
5. At the September Assembly the names of those nominated in May will be placed on a blackboard in alphabetical order.
6. All GSRs present, or their duly registered alternates, will cast written ballots that are tallied on the board.
7. The Chairperson shall appoint two vote counters who will double check the blackboard count, as he/she announces each vote to the Assembly.
8. The first candidate to receive two-thirds majority is elected, regardless of ballot.
9. After the second ballot, assuming no candidate received the necessary two-thirds on the first ballot, any candidate having less than one-fifth of the total vote will be withdrawn automatically, except the top two candidates. (In case there is a tie for second place, the top candidate and the tied second-place candidates remain on the board.)

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10. After the third ballot, candidates with less than one-third of the total vote will be automatically withdrawn, except the two top candidates. (In case there is a tie for second place, the top candidates remain.)
11. A fourth ballot is held and the candidate having a plurality shall be elected.

### **ALTERNATE DELEGATE**

To be eligible to run for Alternate, a candidate must first be available and run for Delegate. If he/she runs for Delegate, he/she must run for the Alternate (unless he/she has already served as Alternate) and all candidates will be placed once again on the blackboard for voting. The election procedure is the same as for the Delegate, with no deviations.

### **CHAIRPERSON**

The immediate past Delegate automatically becomes the Chairperson. If the past Delegate does not choose to assume this office, then the same election procedure shall be followed with the candidates coming from the qualified past Delegates.

### **STATE SECRETARY**

Election for the State Secretary will be held at the September meeting during even years. The officer will take office on Jan. 1 of the following odd year. Each term of office shall be for two years. At the May Assembly, the Chairperson directs the order of business to the election of a State Secretary and asks for nominations from the floor.

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1. Nominations and seconds shall come from the GSRs at the May Assembly. These nominations will be reviewed by the Assembly officers and presented at the September Assembly for voting.
2. At the September Assembly the names of those nominated in May, will be placed on a blackboard in alphabetical order.
3. All GSRs present, or their duly registered alternates, will cast written ballots, that are tallied on the board.
4. The Chairperson shall appoint two vote counters who will double check the blackboard count, as he/she announces each vote to the Assembly.
5. The first candidate to receive two-thirds majority is elected, regardless of ballot.
6. After the second ballot, assuming no candidate received the necessary two-thirds majority on the first ballot, any candidate having less than one-fifth of the total vote will be withdrawn automatically except the two top candidates. (In case there is a tie for second place, the top candidate and the tied second place candidates remain on the board.)
7. After the third ballot, candidates with less than one-third of the total vote will be automatically withdrawn, except the two top candidates. (In case there is a tie for second place, the top candidates remain.)
8. A fourth ballot is held and the candidate having a plurality shall be elected.

### **STATE TREASURER**

The election procedure is the same as the State Secretary with no deviations.

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## NOMINATION PROCEDURE & VOTING FOR TRUSTEE

Nominations for Southeast Regional and at-large Trustees will be held at the September meeting of the even years.

Each term of office is for four (4) years. The procedure for election of Georgia's nominee shall be the same as that of the State Delegate.

The name and resume of Georgia's nominee will be forwarded to the General Service Office in New York, by the State Delegate only, to be placed on the election agenda. The election of these Trustees will be at the April General Service Conference in New York of the odd years.

Normally, the General Service Board furnishes the State information on the professional qualifications that are desired of these nominees and which, of course, are suggested.

The following qualifications are also found to be pertinent for election:

1. Ten (10) years of continuous sobriety.
2. Having served as State Delegate to the General Service Conference.
3. Employment in such a manner that adequate time for service is available.
4. Finances and health are adequate to carry out duties of office.

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## STATE CONVENTION

The State of Georgia shall hold its convention yearly and preferably the third weekend of October. The convention shall be bid for two years in advance by a district during the Assembly meeting in January, and awarded during the Assembly meeting in May. This will give the awarded district time to elect their own convention committee, to observe convention operation, and to make what definite commitments to their convention site as necessary.

A district desiring the convention should have their DCM present their request before the State Assembly. The State Convention will not be awarded to an individual, a group, or a city.

1. In January, the DCM will make his/her district's bid for the convention two years in advance. In this presentation should be included the exact dates, location, name of hotels or motels, rates of lodging and meals, capacities of auditoriums and other pertinent information including the desirability of holding the convention in their particular district.
2. In May, the DCM should have a confirmation, in writing, on the above information to the Assembly. After all presentations have been made, the Chairperson shall call for a show of hands vote and the district receiving the plurality shall be awarded the convention.
3. A DCM or a GSR are not necessarily to be the Convention Chairperson or on the Committee. The groups and GSRs should hold a meeting, and the most qualified persons, preferably with some experience, should be elected to the Convention Committee.
4. The officers of the State Assembly are automatically members of the Convention Committee.
5. Rooms will be furnished for State Officers, Convention Chairperson Co-Chair and all speakers. Meals furnished for speakers only.
6. Georgia will hold the pre-paid registration funds for the convention. These pre-paid funds will come from the groups contributing monthly to the pre-paid convention plan and mailing these contributions to the State Assembly office.

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7. The State Assembly Treasurer will forward to the Convention Treasurer a check to establish a petty cash fund; an amount to be determined by the Office Committee. Expenditures from petty cash will be reimbursed by the Assembly Treasurer upon receipt of initialed bills from the Convention Chairperson or Finance Chairperson. All minor expenses will be paid from this petty cash fund.
8. If there are large bills to pay before the convention (such as advance payment for speaker's transportation, etc.) the Convention Chairperson will initial and forward these bills to the State Assembly office for payment. For the major expenses, such as motels, convention center, speaker's transportation, etc., the State Treasurer will be at the convention and take care of these during and immediately after the convention, working with the instruction and advice of the Convention Chairperson and the Convention Finance Chairperson.
9. A complete liaison should be maintained between Convention and Assembly Treasurers.
10. The A.A. program will consist of all meetings being listed as open A.A. meetings. There will not be designated meetings such as institutional, medical, etc. as part of the program.
11. Workshops, sharing sessions, etc., may be a part of the convention program at the discretion of the convention committee.
12. All speakers shall be active, qualified A.A. members relating "what we used to be like, what happened and what we are like now." Professional speakers are not desired.
13. The Al-Anon and Alateen programs will be delegated to the Al-Anon State Assembly and handled by their body.
14. At the next scheduled State Assembly meeting, after the convention, the State Treasurer will present a complete and final financial report.

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## SOUTHEASTERN CONFERENCE

In the event of a Southeastern Conference being desired by a district, this conference must be bid for three (3) years in advance, at the business meeting of the Conference. Therefore, the following procedure must be followed:

1. The Delegate, with the approval of the host district/zone, must so indicate to the State Assembly, three (3) years in advance, the desire to bid for both the State Convention and the Southeastern Conference. Upon receiving this request, the Chairperson shall ask for a show of hands vote from the Assembly, with a plurality vote required for approval.
2. Upon approval, the same procedure must be followed as that outlined for the State Convention. The State Convention must be awarded simultaneously.

Upon approval and awarding of the State Convention, the following procedure must be followed in bidding for the Southeastern Conference.

1. The State Delegate must present, at the next Southeastern Conference business meeting, Georgia's bid along with all pertinent information and statistics concerning the bid site.
2. Bids for the Southeastern Conference are required to be signed by the State Delegate and State Chairperson.
3. In the event it is impossible for the Delegate or the Alternate Delegate to attend the Southeastern Conference, the Georgia Assembly must furnish, to a designated representative, a letter of approval with both the Delegate and Chairperson's signatures.
4. During a Southeastern Conference year, the State of Georgia will combine the State Convention with that of the Southeastern.
5. The Southeastern Conference is held on the second week of August. This date should be selected and presented at both the State Assembly and Southeastern business meetings.

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6. The Georgia Pre-Paid registration plan will be in effect for Georgia members, except registration must be received by the convention registrar prior to the opening date of the convention. Beginning with the opening date, a registration fee will apply.
7. Out of state members will pay a registration fee. This fee to be set by the State Assembly officers before convention materials are printed.
8. The outline for the State Convention will be followed completely with above exceptions.
9. The year Georgia hosts the conference, an appropriate amount is forwarded to the next host of the Southeastern Conference.

### **CONTRIBUTIONS & FUNDING ASSEMBLY ACTIVITIES**

It is recommended that all groups contribute monthly to the Georgia A.A. Assembly in support of all activities of the Assembly.

1. Georgia A.A. Assembly expenses.
2. Georgia State Assembly office.
3. Delegate's and Alternate Delegate's expenses.
4. State Secretary and State Treasurer's expenses.
5. Georgia A.A. Message
6. Georgia Pre-Paid Convention
7. Miscellaneous self-support expenses.

The Georgia A.A. Assembly will not finance, affiliate, or lend the A.A. name to any enterprise that is not within and a part and parcel of the Assembly.

### **GEORGIA STATE SERVICE ASSEMBLY OFFICE**

The purpose of the Assembly Office is to enhance the communication and unity between groups throughout the State and G.S.O. in New York. The Assembly Office will be under the direct supervision of an Office Committee consisting of:

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1. Delegate
  3. State Chairperson
  4. State Secretary
  5. State Treasurer
  6. Alternate Delegate
  7. Immediate past State Chairperson.
- 
1. The Office Committee will supervise procedures within the office (manager's duties), personnel and purchases up to \$1,000.00.
  2. Any purchases involving \$1,000.00 or more or any major change in operations, must be approved by the DCMs.
  3. The Office Committee shall strive to bring about procedures to strengthen group unity throughout Georgia, as well as group communications.
  4. Any controversy involving office personnel or management shall be handled by the Office Committee.

### **SERVICES TO BE PERFORMED BY ASSEMBLY OFFICE**

The Assembly Office shall be maintained with hours determined by the Office Committee.

In the event the Office Manager is unable to perform her/his duties due to illness or vacation, the State Secretary will substitute.

1. Coordinate all group information and records.
2. Reply to all incoming mail promptly.
3. Register all new groups with G.S.O. after review by the DCM.
4. Keep records of all business transactions on file.
5. Group listing for all groups in Georgia shall be on file. A group listing for all groups shall be published annually, stating current mailing address, meeting place, time, how often meetings are held and the contact. Group listings must be in the Assembly Office by Dec. 1 or listings will remain as in previous directory. A new directory will be distributed at the January Assembly. New groups will be published in the Georgia A.A. Message when registered in the office. A password protected group listing is on [www.aageorgia.org](http://www.aageorgia.org)

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6. The Georgia A.A. Message will be published bi-monthly.
7. The Assembly minutes will be published in the Georgia A.A. Message after the Assembly.
8. If requested by the Delegate, meetings of the DCMs, and the Office Committee may be published at the Delegate's discretion.
9. Correspondence from the Delegate to the groups will be distributed through the office, if he/she so desires.
10. A.A. Conference approved literature will be kept in stock as needed.

### **EX-OFFICIO BOARD**

This board shall be made up of the past Georgia State Delegates. The board is strictly an advisory body and available to be called into session by the Delegate on matters that he/she desires assistance and counsel.

## **Twelve Steps of Alcoholics Anonymous**

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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