

**THE AUSTRALIAN AA  
SERVICE MANUAL**

**SECTION TWELVE**

**AA'S TRADITIONAL  
LEGACY  
DOCUMENTS**



***The Twelve Steps***

***The Twelve Traditions***

***The Twelve Concepts for World Service***

***The Charter of the Australian General  
Service Conference***

***The Third Legacy Procedure***



# **THE AUSTRALIAN AA SERVICE MANUAL**

## **SECTION TWELVE LEGACY DOCUMENTS**

# **THE TWELVE STEPS**

## **The ‘First Legacy’: RECOVERY**



# THE TWELVE STEPS

## **Step One**

We admitted we were powerless over alcohol, that our lives had become unmanageable.

## **Step Two**

Came to believe that a power greater than ourselves could restore us to sanity.

## **Step Three**

Made a decision to turn our will and our lives over to the care of God, as we understood Him.

## **Step Four**

Made a searching and fearless moral inventory of ourselves.

## **Step Five**

Admitted to God, to ourselves and to another human being the exact nature of our wrongs.

## **Step Six**

Were entirely ready to have God remove all these defects of character.

## **Step Seven**

Humbly asked Him to remove our shortcomings.

## **Step Eight**

Made a list of all persons we had harmed and became willing to make amends to them all.

## **Step Nine**

Made direct amends to such people wherever possible, except when to do so would injure them or others.

## **Step Ten**

Continued to take personal inventory and when we were wrong promptly admitted it.

## **Step Eleven**

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.

## **Step Twelve**

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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# **THE AUSTRALIAN AA SERVICE MANUAL**

## **SECTION TWELVE LEGACY DOCUMENTS**

# **THE TWELVE TRADITIONS**

## **(LONG FORM)**

**The ‘Second Legacy’: UNITY**



# THE TWELVE TRADITIONS

## (The Long Form)

***Our AA experience has taught us that:***

### **Tradition One**

Each member of Alcoholics Anonymous is but a small part of a great whole. AA must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.

### **Tradition Two**

For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our Group Conscience.

### **Tradition Three**

Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group, they have no other affiliation.

### **Tradition Four**

With respect to its own affairs, each AA group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighbouring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect AA as a whole without conferring with the Trustees of the General Service Board. On such issues our common welfare is paramount.

### **Tradition Five**

Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose – that of carrying its message to the alcoholic who still suffers.

### **Tradition Six**

Problems of money, property, and authority may easily divert us from our primary spiritual aim. We think, therefore, that any considerable property of genuine use to AA should be separately incorporated and managed, thus dividing the material from the spiritual. An AA group, as such, should never go into business. Secondary aids to AA, such as clubs or hospitals which require much property or administration, ought to be incorporated and so set apart that, if necessary, they can be freely discarded by the groups. Hence such facilities ought not to use the AA name. Their management should be the sole responsibility of those people who financially support them. For clubs, AA managers are usually preferred. But hospitals, as well as other places of recuperation, ought to be well outside AA – and medically supervised. While an AA group may cooperate with anyone, such cooperation ought never to go so far as affiliation or endorsement, actual or implied. An AA group can bind itself to no one.

## **Tradition Seven**

The AA groups themselves ought to be fully supported by the voluntary contributions of their own members. We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise. Then, too, we view with much concern those AA treasuries which continue, beyond prudent reserves, to accumulate funds for no stated AA purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.

## **Tradition Eight**

Alcoholics Anonymous should remain forever non-professional. We define professionalism as the occupation of counselling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage nonalcoholics. Special services may be well recompensed. But our usual AA Twelfth Step work is never to be paid for.

## **Tradition Nine**

Each AA group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan Area their central or intergroup committee, which often employs a full-time secretary. The Trustees of the General Service Board are, in effect, our AA General Service Committee. They are the custodians of our AA Tradition and the receivers of voluntary AA contributions by which we maintain our AA General Service Office at New York (1). They are authorised by the Groups to handle our overall public relations and they guarantee the integrity of our principal newspaper, the AA Grapevine (2). All such representatives are to be guided in the spirit of service, for true leaders in AA are but trusted and experienced servants of the whole. They derive no real authority from their titles: they do not govern. Universal respect is the key to their usefulness.

## **Tradition Ten**

No AA group or member should ever, in such a way as to implicate AA, express any opinion on outside controversial issues – particularly those of politics, alcohol reform, or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters they can express no views whatever.

## **Tradition Eleven**

Our relations with the general public should be characterized by personal anonymity. We think AA ought to avoid sensational advertising. Our names and pictures as AA members ought not be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us.

## **Tradition Twelve**

And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.

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<sup>1</sup> In Australia, General Service Office, Sydney.

<sup>2</sup> In Australia, the National Newsletter, "AA Around Australia".





# **THE AUSTRALIAN AA SERVICE MANUAL**

## **SECTION TWELVE LEGACY DOCUMENTS**

# **THE 12 CONCEPTS FOR WORLD SERVICE**

**by Bill W.**

## **The 'Third Legacy': SERVICE**



**as adopted by  
the 12<sup>th</sup> Annual General Service Conference of Alcoholics Anonymous  
on April 26, 1962**

Published by

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# PREFACE

The “Twelve Concepts for World Service” were written by Bill W. in 1962. His introduction to that first printing, following this preface, explains its purpose, as relevant today as at that time.

Over the years the size of the Fellowship and the responsibilities of its service entities have grown immensely. Therefore, some details of the original text have become outdated and were changed in editions of the Concepts since that time, and a number of bracketed inserts were added.

Following the recommendations of an *ad hoc* committee of the AA General Service Board, the 1985 General Service Conference recommends that future publication of the Concepts in “The AA Service Manual” and the booklet “Twelve Concepts for World Service” be in the original 1962 version, with required factual changes provided as numbered footnotes at the end of each chapter. The only exceptions are certain footnotes written by Bill W. in the years following the first appearance of the Concepts: these are marked by asterisks that appear on the same pages as the text they refer to.

*A “short form” of the Concepts was prepared by the 1974 General Service Conference for inclusion in The AA Service Manual. It now appears in the Bylaws of the General Service Board, printed in that Manual, and also precedes the introduction to the Twelve Concepts.*

**General Service Office\*\* September 1985**

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\* New York. References to the “AA Service Manual” and the “Bylaws of the General Service Board” are to those documents published by AAWS for the United States and Canada.

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- III. *The “Right Of Decision” Makes Effective Leadership Possible.*
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- XII. *The Spiritual Foundation for AA’s World Services – “Article 12” of the Conference Charter.*

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<sup>Ψ</sup> [Sic: in Australian English: ‘ensures that ...’].

# INTRODUCTION

## *by Bill W.*

The “Twelve Concepts for World Service” to be described in this Manual are an interpretation of AA’s world service structure. They reveal the evolution by which it has arrived in its present form, and they detail the experience and reasoning on which our operation stands today. These Concepts therefore aim to record the “why” of our service structure in such a fashion that the highly valuable experience of the past, and the lessons we have drawn from that experience, can never be forgotten or lost.

Quite rightly, each new generation of AA world servants will be eager to make operational improvements. Unforeseen flaws in the present structure will doubtless show up later on. New service needs and problems will arise that may make structural changes necessary. Such alterations should certainly be effected, and these contingencies squarely met.

Yet we should always realize that change does not necessarily spell progress. We are sure that each new group of workers in world service will be tempted to try all sorts of innovations that may often produce little more than a painful repetition of earlier mistakes. Therefore it will be an important objective of these Concepts to forestall such repetitions by holding the experiences of the past clearly before us. And if mistaken departures are nevertheless made, these Concepts may then provide a ready means of safe return to an operating balance that might otherwise take years of floundering to rediscover.

There will also be seen in these Concepts a number of principles which have already become traditional to our services, but which have never been clearly articulated and reduced to writing. For example: the “*Right of Decision*” gives our service leaders a proper discretion and latitude; the “*Right of Participation*” gives each world servant a voting status commensurate with his (or her) responsibility, and “Participation” further guarantees that each service Board or committee will always possess the several elements and talents that will insure effective functioning. The “*Right of Appeal*” protects and encourages minority opinion; and the “*Right of Petition*” makes certain that grievances can be heard, and properly acted upon. These general principles can of course be used to good effect throughout our entire structure.

In other sections, the Concepts carefully delineate those important traditions, customs, relationships and legal arrangements that weld the General Service Board into a working harmony with its primary committees and with its corporate arms of active service – AA World Services, Inc. and The AA Grapevine, Inc. This is the substance of the structural framework that governs the internal working situation of AA’s World Headquarters.

Concern has been expressed lest the detailed portrayal of our internal structure might not later harden down into such a firm tradition or gospel that necessary changes would be impossible to make. Nothing could stray further from the intent of these Concepts. The future advocates of structural change need only make out a strong case for their recommendations – a case convincing to both the Trustees and to the Conference. This is no more than would be required for the transaction and passage of any other important piece of AA business. Save for an exception or two, it is noteworthy that the Conference Charter itself can be easily amended.

Perhaps one more precaution ought to be observed when a proposed structural change is to be specially far-reaching. In such an event, the alteration should for an appropriate period be labeled as “experimental”. On final approval, an alteration of this character could be entered into a special section of this Manual which might be entitled ‘AMENDMENTS.’ This would leave the original draft of the Twelve Concepts intact as an evidential record of our former experience. Then it could always be clearly seen by our future service workers just what did happen and why.

In other chapters great emphasis is laid on the need for a high order of personal leadership, on the desirability of careful induction methods for all incoming personnel, and upon the necessity for the

best possible personal relations between those who work in our services. The Concepts try to design a structure in which all may labor to good effect, with a minimum of friction. This is accomplished by so relating our servants to their work and to each other that the chances of personal conflict will be minimized.

In the AA services we have always had to choose between the authoritarian setup, whereby one group or one person is set in *unqualified* authority over another, and the democratic concept which calls for "checks and balances" that would prevent unqualified authority from running unrestrained. The first approach is that of the "institutional" or authoritarian type. The second is the method of "constitutional" governments and many large business corporations in their upper echelons.

Well knowing our own propensities for power driving, it is natural and even imperative that our service concepts be based on the system of "checks and balances." We have had to face the fact that we usually try to enlarge our own authority and prestige when we are in the saddle. But when we are not, we strenuously resist a heavy-handed management wherein someone else holds the reins. I'm the more sure of this because I possess these traits myself.

Consequently ideas like the following pervade the Concepts: "no group or individual should be set in *unqualified* authority over another," "Large, active and *dissimilar* operations should be separately incorporated and managed, each with its own staff, equipment and working capital," "We ought to avoid undue concentration of money or personal influence in any service group or entity," "At each level of service, authority should be equal to responsibility," "Double-headed executive direction should be avoided." These and other similar provisions define working relations that can be friendly and yet efficient. They would especially restrain our tendency to concentrate money and power, this being nearly always the underlying (though not always the conscious) motivation of our recurrent passion for the "consolidation" of world service entities.

Because of the large range of topics which had to be included, these Concepts have been difficult to organize and write. Since each Concept is really a *group of related principles*, the kind of abbreviated statements used in AA's "Twelve Steps and Twelve Traditions" have not been possible. However, these Concepts do represent the best summation that I am able to make after more than twenty years experience in the creation of our service structure and in the conduct of AA's world affairs. Like the earlier written "Twelve Steps and Twelve Traditions," and the Conference Charter, these service principles are also the outcome of long reflection and extensive consultation.

It is much to be hoped that these Twelve Concepts will become a welcome addition to our "Third Legacy Manual of AA World Service," and that they will prove to be a reliable working guide in the years that lie ahead.

**(Written in 1962)**

# AUSTRALIAN INTRODUCTION TO THE TWELVE CONCEPTS FOR WORLD SERVICE

Following are the *Twelve Concepts for World Service* that were written by Bill W. and adopted by the North American General Service Conference on April 26<sup>th</sup> 1962.

When reading these there are a number of points worth remembering.

Firstly, that here in Australia whilst we have attempted to follow the North American *Service Structure* as closely as possible, there are a number of differences. Whilst it is entirely possible to change the long form of the *Concepts* (except *Concept XII*) to suit the Australia Service structure we are hesitant to do so as they are historical documents that can still give us an understanding of how things can best be done.

You will see mentioned “AA World Services Inc”. Here in Australia our equivalent is “Alcoholics Anonymous Australia (Ltd)”. Also, whilst Conference has approved the setting up of a national magazine, we do not at this stage have a functioning equivalent of the “Grapevine” nor a body called the “AA Grapevine Inc.” We do though, have a national newsletter “AA Around Australia”, published by our General Service Office.

For those of us new to Service there may be some confusion as to the mention of ‘World Services’: here in Australia we commonly call our world services ‘General Service’.

Not everything written in the *Concepts* by Bill W. is set in concrete. Yet his explanations are powerful guides, born of long practical experience and trial and error. They explore the reasons and principles behind simpler statements of the *Concepts*, explaining how we are all related through our different AA roles and responsibilities, and in particular, explaining the function of Conference and the relationship between Board and Conference. An understanding of the deeper checks and balances of the AA service structure can help us work together on our common goals - of serving the Fellowship, and of providing to those alcoholics who have yet to find us, the opportunity for sobriety.

# CONCEPT I

***The final responsibility and the ultimate authority for AA world services should always reside in the collective conscience of our whole Fellowship.***

The AA groups today hold ultimate responsibility and final authority for our world services - those special elements of over-all service activity which make it possible for our Society to function as a whole. The groups assumed that responsibility at the St. Louis International Convention of 1955. There, on behalf of Dr. Bob, the Trustees and AA's old-time leaders, I made the transfer of world service responsibility to our entire Fellowship.

Why, and by what authority was this done? There were reasons of stark necessity for it, and there were further reasons which have to do with AA's fundamental structure and tradition.

By the year 1948 our necessities had become clear enough. Ten years earlier, in 1938, helped by dedicated friends, Dr Bob and I had commenced work upon a world service structure. Our first step was the creation of a trusteeship for AA as a whole. We called this body The Alcoholic Foundation; and in 1954 it was renamed The General Service Board of Alcoholics Anonymous.

This trusteeship was designed to inaugurate and maintain all of those special services for AA as a whole that could not well be performed by single groups or Areas. We envisioned the writing of a uniform AA literature, the development of a sound public relations policy, and a means of handling the large numbers of pleas for help that might follow in the wake of national and international publicity. We thought in terms of aiding new groups to form and of furnishing them with counsel based upon the experience of the older and already successful groups. We thought there would be a need for a monthly magazine and also for translations of our literature into other languages.

By 1950 nearly all of these dreams for world service had come true. In the dozen years following the creation of The Foundation, AA membership had jumped from 50 to 100,000. The AA Traditions had been written and adopted. A confident unity had pretty much replaced fear and doubt and strife. Our services had unquestionably played a large and critical role in this unfoldment. World service, therefore, had taken on crucial meaning for AA's future. If these vital agencies were to collapse or bog down, our unity within and the carrying of our message to innumerable alcoholics without, would suffer serious and perhaps irreparable damage. Under all conditions and at any sacrifice, we would have to sustain those services and the flow of life blood that they were pumping into the world arteries of our Fellowship. Among the AA groups it had been proven that we could survive great strain and stress. But could we stand heart failure at our world centre?

And so we asked ourselves: What further precautions could we take that would definitely guard us against an impairment or a collapse? Nevertheless the period 1945 to 1950 was one of such exuberant success that many AAs thought that our future was completely guaranteed. Nothing, they believed, could possibly happen to our Society as a whole, because God was protecting AA. This attitude was in strange contrast to the extreme vigilance with which our members and groups had been looking after themselves. They had quite prudently declined to charge Providence with the entire responsibility for their own effectiveness, happiness, and sobriety.

When, at AA's Service Headquarters, some of us began to apply this tested principle of "stop, look, and listen" to AA's world affairs, it was widely thought that we must be foolish worriers who lacked faith. Many said, "Why change? Things are going fine!" "Why call in delegates from all over the country? That means expense and politics, and we don't want either." And the clincher was always, "Let's keep it simple."



Such reactions were natural enough. The average member, preoccupied with his group life and his own "twelfth stepping" knew almost nothing of AA's world services. Not one member in a thousand could tell who our Trustees were. Not one in a hundred had the least idea what had been done for AA's general welfare. Tens of thousands already owed their chance at sobriety to the little noticed activity of our Trustees and general services. But few realised that this was true.

Among the Trustees themselves, a sharp division of opinion was developed. For a long time most of them had strongly opposed calling together a representative conference of AA delegates, to whom they would become accountable. They thought that the risks were immense and that politics, confusion, expense, and fruitless strife surely would result. It was true that the woes of much lesser undertakings, such as local AA services and clubs, had sometimes been great. Hence the conviction was widespread that calamity would be in the making if ever a conference representing all of AA were assembled. These arguments were not without merit; they were difficult to contest.

However, in 1948, there occurred an event that shook us all. It became known that Dr. Bob was suffering from a fatal illness. As nothing else could, this news drove home the hard fact that he and I were almost the sole links between our virtually unknown Trustees and the movement they served. The Trustees always had relied heavily upon Dr. Bob and me for advice. They had taken a firm grip on money expenditures, but they necessarily turned to us every time that AA policy questions arose. Then, too, the groups of that time did not really rely much on the Trustees for the management of their service affairs; they were still looking to Dr. Bob and me. So here was a society whose total functioning was still largely dependent upon the credit and the confidence which, for the time being, its founders happened to enjoy.

The fact had to be faced that AA's founders were perishable. When Dr. Bob and I had gone, who would then advise the Trustees; who could link our little-known Board to our thousands of groups? For the first time it was seen that only a representative conference could take the place of Dr. Bob and me. This gap simply had to be filled without delay. Such a dangerous open end in our affairs could not be tolerated. Regardless of trouble or expense, we had to call an AA General Service Conference and deliver our world services into its permanent keeping. It took little imagination to see that future collapse would be the certain penalty if we did not act boldly and decisively. Thus propelled by events, we did take the necessary action. Now that the Conference is in its second decade, we find that our former fears of the troubles a Conference might involve were largely groundless. The results of the Conference have exceeded our highest expectations. It now stands proven that the AA groups can and will take the final responsibility for their world services.

There were other reasons for this basic shift of ultimate responsibility and authority to AA as a whole. These reasons centre around Tradition Two, which declares, *"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."*

Tradition Two, like all the AA Traditions, is the voice of experience, based upon the trials of thousands of groups in our pioneering time. The main principles of Tradition Two are crystal clear: the AA groups are to be the final authority; their leaders are to be entrusted with delegated responsibilities only.

Tradition Two had been written in 1945, and our Trustees had then authorised its publication. But it was not until 1951 that the first experimental General Service Conference was called to see whether Tradition Two could be successfully applied to AA as a whole, including its Trustees and founders. It had to be found out whether the AA groups, by virtue of this Conference, could and would assume the ultimate responsibility for their world service operation. It took five years more for all of us to be convinced that Tradition Two was for everybody. But at St. Louis in 1955, we knew that our General Service Conference - truly representing the conscience of AA world-wide - was going to work and work permanently.

Perhaps many of us are still vague about the "Group Conscience" of Alcoholics Anonymous, about what it really is.

Throughout the entire world today we are witnessing the breakdown of "Group Conscience." It has always been the hope of democratic nations that their citizens would always be enlightened enough, moral enough, and responsible enough to manage their own affairs through chosen representatives. But in many self-governing countries we are now seeing the inroads of ignorance, apathy, and power-seeking upon democratic systems. Their spiritual resources of right purpose and collective intelligence are waning. Consequently many a land has become so helpless that the only answer is dictatorship.

Happily for us, there seems little prospect of such a calamity in AA. The life of each individual and of each group is built around our Twelve Steps and Twelve Traditions. We very well know that the penalty for extensive disobedience to these principles is death for the individual and dissolution for the group. An even greater force for AA's unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

Therefore we believe that we see in our Fellowship a spiritualized society characterised by enough enlightenment, enough responsibility, and enough love of man and of God to insure that our democracy of world service will work under all conditions. We are confident that we can rely upon Tradition Two, our Group Conscience and its trusted servants. Hence it is with a sense of great security that we old-timers have now fully vested in AA's General Service Conference the authority for giving shape - through the labours of its chosen Delegates, Trustees, and service workers - to the destiny that we trust God in His wisdom is holding in store for all of us.

## CONCEPT II

***When, in 1955, the AA groups confirmed the permanent charter for their General Service Conference, they thereby delegated to the Conference complete authority for the active maintenance of our world services and thereby made the Conference - excepting for any change in the Twelve Traditions or in Article 12 of the Conference Charter - the actual voice and the effective conscience for our whole Society.***

It is self-evident that the thousands of AA groups and the many thousands of AA members, scattered as they are all over the globe, cannot of themselves actually manage and conduct our manifold world services. The Group Conscience is out there among them, and so are the needed funds. The power of the groups and members to alter their world service structure and to criticise its operation is virtually supreme. They have all of the final responsibility and authority that there is. The operation is really theirs; they really own it. This has been true ever since the groups took over from the founders and old-timers at St. Louis in 1955.

But an ultimate authority and responsibility in the AA groups for world services, if that is all there were to it, could not amount to anything. Nothing could be accomplished on that basis alone. In order to get effective action, the groups must delegate the actual operational authority to chosen service representatives who are fully empowered to speak and to act for them. The Group Conscience of AA could not be heard unless a properly chosen Conference were fully trusted to speak for it respecting most matters of world service. Hence the principle of amply delegated authority and responsibility to "trusted servants" must be implicit from the top to the bottom of our active structure of service. This is the clear implication of AA's Tradition Two.

Even from the beginning, large delegations of service authority had to be the rule. It will be recalled how, in 1937, the Akron and New York Groups authorised Dr. Bob and me to create over-all services which could spread the AA message world-wide. Those two fledgling groups gave to us the authority to create and manage world services. Following their action, we held both the final responsibility and the immediate authorisation to get this project underway and keep it going. On our own, however, we knew we could do little, and so we had to find trusted servants who in turn would help us. As time went by, we found that we had to delegate to these friends a very large part of our own authority and responsibility. That process of delegation was as follows:

First of all, Dr. Bob transferred nearly all of his immediate responsibility for the creation of world service to me. In New York we stood a better chance of finding friends and funds, and we saw that our world service centre consequently would have to be located in that city. I started the search for trusted non-alcoholic friends who could help, and in 1938 The Alcoholic Foundation was formed as a small trusteeship of AA members and our non-alcoholic friends.

At first the Trustees of our new Foundation took jurisdiction over money matters only. Little by little, however, they were obliged to assume many other responsibilities, because I alone could not discharge these on any permanent basis. Hence I gave the Trustees added responsibility and corresponding authority as fast as possible.

For example, in 1940, a year after the book "Alcoholics Anonymous" was published, we all saw that this great new asset had to be put in trust for our whole Fellowship. Therefore the stock ownership of Works Publishing, Inc.<sup>3</sup> (a publishing corporation which I helped to separately organize) was turned over to the Board of Trustees.

Nearly all the income from the AA book was then needed to finance the overall service office that we had set up for AA. The Trustees, therefore, presently took over the primary management of office operation, because they were now responsible for the funds upon which its support depended. Consequently, so far as financial decisions were concerned, I became an adviser only. Another sizeable chunk of my original authority was thus delegated. When, in 1941, the AA groups began to send contributions to The Alcoholic Foundation for support of our over-all service office, the Trustees' control of our world service monies became complete.

After some time it became apparent that AA's public relations, a vital matter indeed, could not continue to be entrusted to me alone. Therefore the AA groups were asked to give the Trustees of the Foundation complete control in this critical Area. Later on, the Trustees took jurisdiction over our national magazine, "The AA Grapevine", which had been separately organized by another group of volunteers.

Thus it went with every one of our world services. I still functioned in an advisory capacity in our Headquarters operation, but the Board of Trustees was in full legal charge of all our affairs. As Dr. Bob and I looked to the future, it was clear that ample delegation to the Board was the only possible way.

Notwithstanding these delegations, Dr. Bob and I did quite properly feel that we still held an ultimate responsibility to AA, and to the future, for the proper organization and structuring of our AA world services. If anything were to go wrong with them, we would be held accountable, because the groups still looked to us, rather than to their then little known Trustees, for leadership in AA's world affairs.

In the course of these developments the great difference between ultimate and immediate service authority became apparent.

As early as 1945 it began to be evident that the co-founders' ultimate responsibility and authority for services should never be wholly vested in a Board of Trustees. Certainly our Trustees must be given a large share of the active and immediate responsibility. But the ultimate and final responsibility which Dr. Bob and I still possessed simply could not be transferred to a self-appointing Board which was relatively unknown among AAs as a whole. But where, then, would our ultimate responsibility for world services finally be lodged? And what would become of my own leadership in world service matters? AA's history now shows where the ultimate authority finally went. At St. Louis it went from Dr. Bob and me to the AA groups themselves.

But the groups' acceptance of ultimate service authority and responsibility was not enough. No matter what authority the groups had, they could not meet their new responsibilities until they had actually delegated most of the active ones. It was precisely in order to meet this need that the General Service Conference of Alcoholics Anonymous was given the general responsibility for the maintenance of AA's world services and so became the service conscience for AA as a whole.

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<sup>3</sup> Works Publishing, Inc. was later renamed AA Publishing, Inc. Today AA Publishing is a division of AA World Services Inc.

Exactly as Dr. Bob and I earlier had found it necessary to delegate a large part of our active authority to the Trustees, so have the AA groups since found it necessary to delegate these same powers to their General Service Conference. The final say - the ultimate sanction in matters of large importance - has not been given to the Trustees alone. By the Conference Charter, confirmed at St. Louis, this authority is now delegated to the AA groups and thence to their Conference, a body which is a representative cross section of our entire Fellowship.

*Therefore the General Service Conference of AA. - plus any later formed sections - has become for nearly every practical purpose the active voice and the effective conscience of our whole Society in its world affairs.*

In making this momentous transfer, we old-timers deeply hope that we have avoided those pitfalls into which societies have so often fallen because their originators have failed, during their lifetimes, to properly delegate and distribute their own authority, responsibility, and leadership.

## CONCEPT III

***As a traditional means of creating and maintaining a clearly defined working relation between the group, the Conference, the AA General Service Board and its several service corporations, staffs, committees and executives, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of world service with a traditional "Right of Decision".***

Within the framework of their general responsibilities, whether these be defined by character, by resolution, or by custom, it should be the traditional right of all world service Boards, committees, and executives to decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific directions. We ought to trust our world servants with these discretions, because otherwise no effective leadership can be possible. Let us consider in detail, therefore, why the need for a "right of decision" in our leadership is imperative, and let us examine how this principle can be applied practically in all levels of our structure of world service.

We have seen how the AA groups, under the concept of the "Group Conscience," are today holding the ultimate authority and the final responsibility for world services. We have also noted how, by reason of the Conference Charter and the "trusted servant" provision of Tradition Two, the groups have delegated to their General Service Conference full authority to manage and conduct AA's world affairs.

The Conference and General Service Board Charters in broad terms define the responsibility of the Conference to act on behalf of AA as a whole. In these two documents a necessarily large Area of delegated service authority and responsibility has been staked out. These instruments, in a general way, describe the relation between the groups, the Conference, the Trustees, and the active service units. These broad definitions and descriptions are an indispensable frame of reference, and we could not function without them.

Nevertheless it has long been evident that these highly important Charter provisions cannot *by themselves* ensure smooth functioning and proper leadership at the several different levels of service which are involved. This has become crystal clear, and we need not seek very far for the reasons.

For example: knowing that theirs is the final authority, the groups are sometimes tempted to instruct their Delegates exactly how to vote upon certain matters in the Conference. Because they hold the ultimate authority, there is no doubt that the AA groups have the *right* to do this. If they insist, they can give directives to their Delegates on any and all AA matters.

But good management seldom means the full exercise of a stated set of ultimate rights. For example, were the groups to carry their instruction of Delegates to extremes, then we would be proceeding on the false theory that group opinion in most world service matters would somehow be much superior to Conference opinion. Practically speaking, this could almost never be the case. There would be very few questions indeed that "instructed" Delegates could better settle than a Conference acting on the spot with full facts and debate to guide it. Of course it is understood that complete *reporting* of Conference actions is always desirable. So is full *consultation* with Committee Members and Group Representatives. Nevertheless the "instructed" Delegate *who cannot act on his own conscience* in a final Conference vote is not a "trusted servant" at all; he is just a messenger.

Now the Conference Charter does not actually solve typical problems like this. It is a broad document which can be variously construed. Under one interpretation, the groups can instruct the Delegates all they like. Under another, the Delegates and Trustees actually can ignore such instructions, whenever they believe that to be desirable. How, then, shall we practically understand and reconcile such a condition?

Let us look at two more illustrations: the Conference, as will be later demonstrated, is in a state of nearly complete practical authority over the Trustees, despite the legal rights of the Board. Suppose the Conference Delegates began to use this ultimate power of theirs unwisely? Suppose they began to issue hasty and flat directives to the Trustees on matters respecting which the Trustees would be far more knowledgeable than the Delegates? What then?

This same kind of confusing problem used to beset the relations between the Trustees and their wholly-owned active service corporations, entities which are nowadays partly directed by non-Trustee volunteers and paid service workers. But the Board of Trustees certainly does own these outfits. Therefore the Trustees can hire and fire; their authority is final. Yet if the Trustees were constantly to exert their really full and absolute authority, if they were to attempt to manage these operating entities in *detail*, then the volunteers and Staff members working in them would quickly become demoralized; they would be turned into buck-passers and rubber stamps; their choice would be to rebel and resign, or to submit and rot.

Therefore some traditional and practical principle has to be devised which at all levels *will continuously balance the right relation between ultimate authority and delegated responsibility*. How, then, are we going to accomplish this?

There are three possible attitudes that we might take toward such a state of affairs. We could, for instance, throw away all corporate charters, bylaws, job definitions, and the like. This would leave it entirely to each group of trusted servants to figure out what its authority and responsibility really is. But such an absence of any chartered structure would be absurd; nothing but anarchy could result.

Then of course we could take the opposite tack. Refusing to give our leadership any worthwhile discretion at all, we could add to our present Charters great numbers of rules, regulations, and bylaws that would attempt to cover every conceivable action or contingency. That would be altogether too much red tape – more than we AAs could stand.

The right AA solution for this problem is to be found, however, in the latter part of Tradition Two, which provides for “trusted servants.” This really means that we ought to trust our responsible leaders to decide, within the understood framework of their duties, *how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises*. This sort of leadership discretion should be the essence of “The Right of Decision” and I am certain that we need not have the slightest fear of granting this indispensable privilege at nearly every level of world service.

There will always be plenty of ultimate authority to correct inefficiency, ineffectiveness, or abuse. If the Conference does not function well, the groups can send in better Delegates. If the Trustees get badly out of line, the Conference can censure them, or even reorganize them. If the Headquarters’ services go sour, the Trustees can elect better directors and hire better help. These remedies are ample and direct. But for so long as our world services function reasonably well – and there should always be charity for occasional mistakes – then “trust” must be our watchword, otherwise we shall wind up leaderless.

These are the reasons for my belief that we should forthwith invest in all of our service bodies and people a traditional “Right of Decision.” In our structure of world service this “Right of Decision” could be practically applied as follows:

- A. Excepting its Charter provisions to the contrary, the Conference always should be able to decide which matters it will fully dispose of on its own responsibility, and which questions it will refer to the AA groups (or more usually, to their Committee Members or GSRs) for opinion or for definite guidance. Therefore it ought to be clearly understood and agreed that our Conference Delegates are primarily the world servants of AA as a whole, that only in a secondary sense do they represent their respective Areas. Consequently they should, on final decisions, be entitled to cast their votes in the General Service Conference *according to the best dictates of their own judgment and conscience at that time.*
- B. Similarly the Trustees of the General Service Board (operating of course within the provision of their own Charter and Bylaws) should be able at all times to decide when they will act fully on their own responsibility and when they will ask the Conference for its guidance, its approval of a recommendation, or for its actual decision and direction.
- C. Within the scope of their definitely defined or normally implied responsibilities, all Headquarters service corporations, committees, staff or executives should also be possessed of the right to decide when they will act wholly on their own and when they will refer their problems to the next higher authority.

This “Right of Decision” should never be made an excuse for failure to render proper reports of all significant actions taken; it ought never be used as a reason for constantly exceeding a clearly defined authority, nor as an excuse for persistently failing to consult those who are entitled to be consulted before an important decision or action is taken.

Our entire AA program rests squarely upon the principle of mutual trust. We trust God, we trust AA, and we trust each other. Therefore we cannot do less than trust our leaders in service. The “Right of Decision” that we offer them is not only the practical means by which they may act and lead effectively, but it is also the symbol of our implicit confidence.



## CONCEPT IV

***Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation”, taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.***

The principle of “Participation” has been carefully built into our Conference structure. The Conference Charter specifically provides that the Trustees, the Directors of our service corporations (AA World Services, Inc. and The AA Grapevine, Inc.), together with their respective executive staffs, shall always be voting members of the General Service Conference itself.

Exactly the same concept is borne in mind when our General Service Board elects the Directors of its wholly-owned active service corporations, AA World Services, Inc. and The AA Grapevine, Inc. If it wished, the General Service Board could elect none but its own Trustees to these corporate directorships. But a powerful tradition has grown up to the effect that this never ought to be done.

For example, AA World Services, Inc. (which also includes the AA Publishing division) currently has seven directors, only two of whom are Trustees.<sup>4</sup> The other five non-Trustee directors comprise three volunteers, both expert in office management and publishing, and two directors who are paid staff members: the general manager and his assistant. The general manager is traditionally the president of AA World Services, Inc. and his assistant is a vice president. For communication linkage, the editor or a staff member of the Grapevine or his nominee is invited to attend AA World Services, Inc. meetings.

Therefore the active management of AA World Services, Inc. and its publishing division is composed of Trustees whose mission is to see that these projects are properly managed; of volunteer experts who contribute their advice and professional experience; and of two paid office executives who are charged with getting most of the work done. It will be seen that each member of every classification, is a director, and so has a legal vote; that each corporate officer bears a title which, both practically and legally, denotes what his (or her) actual status and responsibility is.

Such a typical corporate business management easily permits a proper degree of voting “participation.” Every skilled element to do the allotted job is present. No class is set in absolute authority over another. This is the corporate or “participating” method of doing business, as distinguished from structures so common to many institutional, military and governmental agencies wherein high-level people of classes of people often are set in absolute authority, one over the other.

We should also note that the seven<sup>5</sup> AA Grapevine directors are elected on the same principle as those of AA World Services, Inc. Here too we see Trustees, volunteer experts and paid staff members acting in concert as the active managers of that operation. And a world service nominee should be present at all GV meetings, both corporate and editorial.

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<sup>4</sup> Currently AAWS has nine directors, of which four are Trustees.

<sup>5</sup> Currently nine.

The General Service Board, furthermore, rigorously abides by the principle of "Participation" whenever its chairman makes appointments to the Board's principal standing committees. Numbers of non-Trustees and paid staff workers are customarily chosen for these important posts. As with the active service corporations, the same elements are nearly always present in these committees, viz., representatives of the General Service Board, non-Trustee experts, and one or more staff members who must do most of the leg work. All can vote, and therefore all can truly "participate." When the time comes to ballot, there are no "superiors," no "inferiors," and no "advisers."

To this highly effective and unifying principle of "Participation" at all responsible levels, there is one regrettable but necessary exception. Members holding paid staff positions cannot become Trustees. This cannot be permitted because such a practice would interfere with the four-year rotation of the AA Trustees. And if ever the General Service Board had to be reorganized by the Conference, paid AA Trustees might prove to be a vested interest most difficult to dislodge.

Nevertheless our Trustees of today traditionally invite paid executives, staff members, accountants, and any others whose reports or advice may be required, to attend each quarterly meeting of The General Service Board. Thus the Trustees are put into direct communication with these workers who are thus made to feel that they are wanted and needed. Although they do not vote, these workers may freely participate in debate.

The preservation of the principle of "Participation" in our service structure is, to those of us who already understand its application and benefits, a matter of the highest importance to our future. Experience suggests, however, that some of each new generation of Delegates and Trustees will inevitably try to weaken, modify, or toss out the principle of "participation." Every year, a few Delegates will question the "right" of the corporate directors, staffs and even of the Trustees to vote in Conference. New volunteer corporate directors will ask why any paid woman staff member should also be a director and thereby have a vote as good as their own. Every now and then a move will be made to abolish AA World Services, Inc. and The AA Grapevine, Inc. It will be urged that these separate corporations ought to become "departments" or "committees" of the General Service Board, mainly managed by Trustees. To my view, it is so vital that we preserve this traditional "Right of Participation" in the face of every tendency to whittle it down that we should here bring some of our pioneering experience to bear upon the problem.

In its early days the AA Headquarters was run on authoritarian and institutional lines. At that time the Trustees saw no reason to delegate their managerial powers or to work in voting participation with any others outside their own body. The result was often grievous trouble and misunderstanding, and it was out of this rough going that the principle of "Participation" finally emerged. This lesson was learned the hard way, but it was learned.

We have seen how Dr. Bob and I had placed our Board of Trustees in full legal possession of all of our service assets. This had included our book literature, our funds, our public relations, and our AA General Service Office. This is how our early Trustees came to have all of the authority there was. But most of the actual responsibility for the conduct of AA's Headquarters nevertheless fell on me, my assistant, and her staff. On the one hand we had Trustees who possessed complete authority, and on the other hand there were founders and office managers who had great responsibility but practically no authority. It was a kind of schizophrenia, and it caused real trouble.

It was natural for the Trustees, who had all of the authority and all of the money, to feel that theirs was the duty to directly manage the office and to actively superintend practically everything that was done. To accomplish this, two Trustee committees were formed, a policy and an administrative committee. We at the office had no membership on these committees and hence no real "participation." Of course I could go to Trustee meetings to persuade or advise, and the same was true of the committee meetings. But my assistant, who really carried the greater part of the office load, couldn't get inside a Trustees meeting, and she was called into committee meetings only to make suggestions and reports, answer questions, and receive orders. Sometimes these committees issued us conflicting directives.

The situation was complicated by yet another wheel in the management machine. Our publishing company (then Works Publishing, Inc). was of course wholly owned by the Board of Trustees. Except in one important particular, Works Publishing, Inc. had, however, become a pure "dummy." It had nothing to do with the active management except to issue checks for office and publishing expenses. An old AA friend of mine, its Trustee-treasurer, signed those checks. Once, when he was a bit out of sorts, he tore up all of our paychecks because my assistant had issued them of couple of days early so that the gals in the back office could buy Easter bonnets. Right then and there we began to wonder how much absolute authority over money and people any one of us drunks could handle. Also, how much of this type of coercion we alkies on the receiving end could sit and take. In any case it had become dead sure that our Headquarters could not be run by two executive committees and a dummy corporation, each able to issue point-blank nonparticipating directives.

The point may be made that nowadays we drunks can "dish it out" or "take it" better than we used to. Even so, I would sure hate to see us ever go back to a nonparticipating setup. Now that we have more service people involved and more money to handle, I am afraid the result would be much the same and maybe worse. There was really nothing exceptional about the incident of the torn-up checks. Every time an absolute authority is created, it always invites this same tendency toward overdomination respecting all things, great and small.

It was years before we saw that we could never put all authority in one group and virtually all responsibility in another and then expect efficiency of operation, let alone real harmony. Of course, no one is against the idea of final authority. We are only against its misapplication or misuse. "Participation" can usually stop this sort of demoralizing nonsense before it starts.

Let us look at another aspect of this participation problem. The final authority for services must lie in the AA groups; but suppose the groups, sensing their great power, should try to over-exercise it by sending in Delegates irrevocably instructed as to how to vote on most questions. Would the Delegates feel that they were participants, trusted servants? No, they would feel like agents and order-takers.

The Delegates themselves, of course, could also give the Trustees this same treatment. The Delegates' power is so great that they could soon make the Trustees feel like rubber stamps, just as the Trustees unknowingly did to workers at Headquarters. If, therefore, the Conference ever begins to refuse the Trustees vote in it, and if the Trustees ever again refuse to let corporate service volunteers and staff members vote at the level of their own corporate and Conference work, we shall have thrown all past experience to the winds. The principle of allowing a proper voting participation would have to be painfully relearned.

One argument for taking away the Trustee and service worker vote in the Conference is this: it is urged that there is danger if we allow service people and Trustees to vote on their own past performance; for example, their annual reports. To a certain extent this argument is sound. As a matter of tradition, there is no doubt that Trustees and service workers alike should refrain from voting on reports on their own past activities.

But those who would *do away entirely* with the votes of Trustees and service workers in the Conference overlook the point that such reports of past performance constitute only a fraction of the business of that body. The Conference is far more concerned with policies, plans, and actions which are to take effect in the future. To take away the votes of Trustees and service workers on such questions would obviously be unwise. Why should our Conference be deprived of the votes of such knowledgeable people as these?\*

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\* There is another very practical reason for not giving Conference Delegates absolute voting authority over Trustees, service directors, and staff members. It should be borne in mind that our Delegates can never be like a Congress in constant session, having its own working committees, elected leaders, etc. Our Delegates cannot possibly function in this manner for the simple reason that they meet for a few days only, once a year.

Perhaps someone will object that, on close votes in the Conference, the combined Trustees and service worker ballots may decide a particular question. But why not? Certainly our Trustees and service workers are no less conscientious, experienced, and wiser than the Delegates. Is there any good reason why their votes are undesirable? Clearly there is none. Hence we ought to be wary of any future tendency to deny either our Trustees or our service people their Conference votes, except in special situations that involve past performances, job qualification, or money compensation, or in case of a sweeping reorganization of the General Service Board itself, occasioned by malfunction of the Board. However, this should never be construed as a bar to Trustee vote on structural changes. It is also noteworthy that in actual practice our Trustees and Headquarters people have never yet voted in a "bloc". Their differences of opinion among themselves are nearly always as sharp and considerable as those to be found among the Delegates themselves.

There is another good reason for "participation", and this one has to do with our spiritual needs. All of us deeply desire to belong. We want an AA relation of brotherly partnership. It is our shining ideal that the "spiritual corporation" of AA should never include any members who are regarded as "second class". Deep down, I think this is what we have been struggling to achieve in our world service structure. Here is perhaps the principal reason why we should continue to ensure "participation" at every important level. Just as there are no second-class AAs, neither should there be any second-class world service workers, either.

The "Right of Participation" is therefore a corrective of ultimate authority because it mitigates its harshness of misuse. It also encourages us who serve AA to accept the necessary disciplines that our several tasks require. We can do this when we are sure that we belong, when the fact of our "participation" assures us that we are truly the "trusted servants" described in AA's Tradition Two.

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Hence they cannot have an extensive first-hand acquaintance with many of the problems on which they are expected to vote. This is all the more reason for allowing the sometimes better-informed minority of Trustees and Headquarters people the balloting privilege in all cases where no self-interest is involved.

# CONCEPT V

***Throughout our world service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.***

In the light of the principle of the “Right of Appeal,” all minorities – whether in our staffs, committees, corporate Boards, or among the Trustees – should be encouraged to file minority reports whenever they feel a majority to be in considerable error. And when a minority considers an issue to be such a grave one that a mistaken decision could seriously affect AA as a whole, it should then charge itself with the actual duty of presenting a minority report to the Conference.

In granting this traditional “Right of Appeal,” we recognise that minorities frequently can be right; that even when they are partly or wholly in error they still perform a most valuable service when, by asserting their “Right of Appeal,” they compel a thorough-going debate on important issues. The well-heard minority, therefore, is our chief protection against an uninformed, misinformed, hasty or angry majority.

The traditional “Right of Appeal” should also permit any person in our service structure, whether paid or unpaid, to petition for the redress of a personal grievance, carrying his complaint, if he so desires, directly to the General Service Board. He or she should be able to do this without prejudice or fear of reprisal. Though in practice this will be a seldom exercised right, its very existence will always tend to restrain those in authority from unjust uses of their power. Surely our workers should cheerfully accept the necessary direction and disciplines that go with their jobs, but all of them should nevertheless feel that they need not silently endure unnecessary and unfair personal domination.

Concerning both “Appeal” and “Petition,” I am glad to say that in AA’s world services these valuable practices and rights have always been put to good use. Therefore I am committing them to writing only by way of helping to confirm and enlarge their future applications.

The *Rights* of “*Appeal*” and “*Petition*” of course aim at the total problem of protecting and making the best possible use of minority feeling and opinion. This has always been, and still is, a central problem of all free governments and democratic societies. In Alcoholics Anonymous individual freedom is of enormous importance. For instance, any alcoholic is a member of AA the moment he says so; we cannot take away his right to belong. Neither can we force our members to believe anything or pay anything. Ours is indeed a large charter of minority privileges and liberties.

When we look at our world services, we find that here we have also gone to great lengths in our trust of minority groups. Under Tradition Two, the *Group Conscience* is the final authority for AA world service, and it will always remain so respecting all the larger issues that confront us. Nevertheless the AA groups have recognised that for world service purposes the “Group Conscience of AA” as a totality has certain limitations. It cannot act directly in many service matters, because it cannot be sufficiently informed about the problems in hand. It is also true that during a time of great disturbance the Group Conscience is not always the best possible guide because, temporarily, such an upset may prevent it from functioning efficiently or wisely. When, therefore, the Group Conscience cannot or should not act directly, *who does act for it?*

The second part of Tradition Two provides us with the answer when it describes AA leaders as “trusted servants.” These servants must always be in readiness to do for the groups what the groups obviously cannot or should not do for themselves. Consequently the servants are bound to use their own information and judgment, sometimes to the point of disagreeing with uninformed or biased group opinion.

Thus it will be seen that in world service operations AA often trusts a small but truly qualified minority – the hundred-odd members of its General Service Conference – to act as AA's Group Conscience in most of our service affairs. Like other free societies, we have to trust our servants, knowing that in the unusual event that they should fail their responsibilities, we shall still have ample opportunity to recall and replace them.

The foregoing observations illustrate, in a general way, AA's concern for the freedom and protection of individual members and the whole membership's willingness to trust able and conscientious servants to function in their several capacities, for us all. As the longtime recipients of this kind of trust, I am sure that many of AA's old-timers would like me to record their gratitude along with my own.

By 1951, when the General Service Conference was put into experimental operation, these attitudes of trust already were an essential part of AA life. In drafting the Charter for our Conference, therefore, we naturally infused that document with provisions which would insure protection and respect for minorities. This is exemplified, for instance, in our "Third Legacy" method of selecting Delegates. Unless the majority candidate can poll a two-thirds vote of his State or Provincial Assembly, he must place his name in a hat with one or more of the choices of the Assembly minority. By thus drawing lots, the minority candidates have an equal chance with the majority's choice.

Strictly speaking, a democracy operates on the will of the majority, no matter how slim that majority may be. So when making special concessions to the feelings and the often-demonstrated wisdom of minorities, we occasionally may deny democracy's cherished principle of final decision by a simple majority vote. Nevertheless we actually have found that our Third Legacy method of electing Delegates has much *strengthened the spirit* of democracy among us. Unity has been cemented, cooperation has been increased, and when the Delegate is finally chosen, no discontented minority can trail in his wake. To increase the actual *spirit of democracy* by special deference to minority opinion is, we think, better than to follow blindly the rule which always insists on an unqualified dominance by a slight majority vote.

Consider another example: our respect for the minority position, plus a desire for unity and certainty, often prompts AA's General Service Conference to debate at length on important questions of policy, provided there is no need for an immediate or early decision. On many occasions the Conference has insisted on a continuing discussion even in certain cases when a two-thirds majority easily could have been obtained. Such a traditional voluntary practice is evidence of real prudence and courteous deference to minority views. Unless it has been absolutely unavoidable, the Conference has usually refused to take important decisions on anything less than a two-thirds vote.

This same kind of consideration for the minority position can be found in the Charter provision that no Conference vote can be considered binding on the Trustees of the General Service Board unless it equals two-thirds of a Conference quorum. This gives the Trustees a power of veto in cases where the majority is not great. By reason of this provision the Trustees, if they wish, can insist on further debate and so check any tendency to haste or emotionalism. In practice the Trustees seldom exercise this option. More often they go along with a simple majority of the Delegates, especially when prompt action on less critical matters is clearly needed. But the choice is always theirs whether to veto a simple majority or to act with it. Here again is a recognition of the constructive value of a trusted minority.

If to such a generous recognition of minority privileges we now add the traditional Rights of "Appeal" and "Petition," I believe we shall have granted to all minorities, whether of groups or of individuals, the means of discharging their world service duties confidently, harmoniously, and well.

More than a century ago a young French nobleman named De Toqueville came to America to look at the new Republic. Though many of his friends had lost their lives and fortunes in the French Revolution, De Toqueville was a worshipful admirer of democracy. His writings on government by the people and for the people are classics, never more carefully studied than at the present time.

Throughout his political speculation De Toqueville insisted that the greatest danger to democracy would always be the “tyranny” of apathetic, self-seeking, uninformed, or angry majorities. Only a truly dedicated citizenry, quite willing to protect and conserve minority rights and opinions could, he thought, guarantee the existence of a free and democratic society. All around us in the world today we are witnessing the tyranny of majorities and the even worse tyranny of very small minorities invested with absolute power. De Toqueville would have neither, and we AAs can heartily agree with him.

We believe that the spirit of democracy in our Fellowship and in our world service structure will always survive, despite the counter forces which will no doubt continue to beat upon us. Fortunately we are not obliged to maintain a government that enforces conformity by inflicting punishments. We need to maintain only a structure of service that holds aloft our Traditions, that forms and executes our policies thereunder, and so steadily carries our message to those who suffer.

Hence we believe that we shall never be subjected to the tyranny of either the majority or the minority, provided we carefully define the relations between them and forthwith tread the path of world service in the spirit of our Twelve Steps, our Twelve Traditions, and our Conference Charter – in which I trust that we shall one day inscribe these traditional Rights of “Appeal” and “Petition.”

## CONCEPT VI

***On behalf of AA as a whole, our General Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the General Service Board of Alcoholics Anonymous.***

Just as the AA groups find themselves unable to act decisively respecting world service affairs unless they delegate a great amount of active authority and responsibility to their Conference, so must the Conference in turn delegate a liberal administrative authority to the General Service Board, in order that its Trustees may act freely and effectively in the absence of the Conference itself.

This critical need for Trustee liberty of action raises several important questions.\* Next to the Conference, AA's Board of Trustees should be the most influential group of world servants that we have, and therefore we shall have to consider carefully the kind and degree of authority, responsibility, leadership, and legal status the Trustees must possess in order to function at top effectiveness over the years to come. We shall need to review and perhaps amend somewhat our present methods of choosing Trustees. We shall need to define clearly the several kinds of professional and financial skills that will always be required for a balanced trusteeship. Only by doing so can we permanently insure the Board's capability of future leadership.

In order to avoid continuous confusion, it will also be necessary to show precisely how the Trustees ought to be related to the Conference and just how they in turn should relate themselves to their active service corporations, AA World Services, Inc. (including its division of AA Publishing) and the AA Grapevine, Inc., our monthly magazine. In a general way these relations already are indicated in our Conference Charter, and to some extent they have been discussed on preceding pages. Nevertheless there still remains a real need to interpret and spell them out in detail. Of course there is no desire to freeze these relations into a rigid pattern. However satisfactory and right our present arrangements seem, the future may reveal flaws that we do not yet envision. New conditions may require refinements or even considerable alterations. For this reason our service Charter is capable in most respects of being readily amended by the Conference itself.

It ought to be recalled, however, that all of our present arrangements, including the status of AA's Trustees, are based on a great amount of experience, which it is the purpose of these writings to describe and make clear. When this is done, we shall not be hampered later on by such a lack of understanding that we could be tempted into hasty or unwise amendments. Even if we do someday make changes that happen to work out poorly, then the experience of the past will not have been lost. These articles can then be relied upon as a point of safe return.

Let us therefore make a more specific examination of the need of a wide latitude of administrative freedom for the Trustees of the General Service Board.

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\* See Concept VIII for a definition of the Trustees' powers and activities.



As we have seen, the Conference Charter (and also the Charter of the General Service Board, and its Bylaws) has already staked out a large Area of freedom of action for our Trustees. And we have reinforced these Charter provisions by granting to all world service bodies, including of course our Trustees, the traditional Rights of "Decision," "Participation," and "Appeal." A careful review of these legal and traditional rights can leave little doubt what the actual administrative responsibilities of the Trustees are; nor can there be any question that their authority in this Area is large indeed.

Why should our Trustees be given this very wide latitude of judgment and action? The answer is that we AAs are holding them mainly responsible for all our service activities: AA World Services, Inc. (including AA Publishing) and The AA Grapevine, Inc. These entities (as of 1960) have combined gross receipts approaching one-half million dollars annually<sup>6</sup>. Our Trustees are also responsible for AA's world-wide public relations. They are expected to lead in the formulation of AA policy and must see to its proper execution. They are the active guardians of our Twelve Traditions. The Trustees are AA's bankers. They are entirely responsible for the investment and use of our substantial reserve funds. The very wide range of their activities will be still further seen under "Concept XI," wherein the work of their five<sup>7</sup> standing committees is described.

While the Trustees must always operate under the close observation, guidance and sometimes the direction of the Conference, it is nevertheless true that nobody but the Trustees and their wholly-owned service corporations could possibly pass judgment upon and handle the very large number of transactions now involved in our total world service operation. In view of this very large responsibility, they must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. We should quite understand too, that the conduct of our world services is primarily a matter of policy and business. Of course our objective is always a spiritual one, but this service aim can only be achieved by means of an effective business operation. Our Trustees must function almost exactly like the directors of any large business corporation. They must have ample authority to really manage and conduct AA's business.

This is the basic corporate concept on which our structure of world service rests. We have deliberately chosen the corporate form rather than the institutional or governmental model, because it is well known that the corporation is a far superior vehicle when it comes to the administration of policy and business.

From top to bottom, our whole service structure indeed resembles that of a large corporation. The AA groups are the stockholders; the Delegates are their representatives or proxies at the "annual meeting"; our General Service Board Trustees are actually the directors of a "holding company." And this holding company, the General Service Board, actually owns and controls the "subsidiaries" which carry on our active world services.

This very real analogy makes it even more clear that, just like any other Board of directors, our Trustees must be given large powers if they are to effectively manage the principal world affairs of Alcoholics Anonymous.

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<sup>6</sup> The 1998 revenue of AA World Services and the Grapevine was over 15 million dollars.

<sup>7</sup> There are now eleven standing committees.

## CONCEPT VII

***The Conference recognizes that the Charter and the Bylaws of the General Service Board are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Alcoholics Anonymous. It is further understood that the Conference Charter itself is not a legal document: that it relies instead upon the force of tradition and the power of the AA purse for its final effectiveness.***

This concept may appear to be contradictory; it may look like the collision of an irresistible force with an immovable object. On the one hand we see a Board of Trustees which is invested with complete legal power over AA's funds and services, while on the other hand we find that AA's General Service Conference is clothed with such great traditional influence and financial power that, if necessary, it could overcome the legal rights of the Board of Trustees. It can therefore give the Trustees directives and secure compliance with them – practically speaking.

This means that the practical power of the Conference will nearly always be superior to the legal power of the Trustees. This superior power in the Conference flows from the powerful traditional influence of the Charter itself. It derives from the large majority of group-chosen Delegates in the Conference. And finally, in any great extremity, it would rest upon the undoubted ability of the Delegates to deny the General Service Board the monies with which to operate – viz., the voluntary contributions of the AA groups themselves. Theoretically, the Conference is an advisory body only, but practically speaking, it has all of the ultimate rights and powers that it may ever need.

When we reflect that our Trustees have no salaried financial interest in their posts, we can be quite sure that such a Board would never think of legally contesting the clear and sustained will of the Conference Delegates and the AA Areas they represent. If someday the chips were really down, there would be little chance of a stalemate. The Conference would find itself in complete control of the situation. As the conscience of AA, the Delegates would find themselves in ultimate authority over our General Service Board and also its corporate arms of active world service.

The history of this development is interesting and important. When in 1950 the Conference Charter was drawn, this question of where the final authority ought to rest was a very moot matter. Would the Conference have the last word, or would the Trustees? By then we knew for sure that complete and final authority over our funds and services should never continue to reside in an isolated Board of Trustees who had an unqualified right to appoint their own successors. This would be to leave AA world services in the hands of a paternalistic group, something entirely contradictory to the "Group Conscience" concept of Tradition Two. If the Trustees were to be our permanent service administrators and the guardians of AA's Twelve Traditions, it was evident that they must somehow be placed in a position where they would necessarily have to conform to our Traditions, and to the desires of our Fellowship.

To accomplish this objective, we considered all kinds of devices. We thought of incorporating the Conference itself, thus placing it in direct legal authority over the Board. This would have meant that all Conference members would have had to have a legal status. It would have been much too cumbersome an arrangement, involving really the incorporation of our whole Fellowship, an idea which the Conference itself later repudiated.

We also considered the idea of country-wide elections for all Trustees. But this procedure would have produced a political shambles, rather than the top flight managerial talent the Board had to have. So that notion was abandoned.

We next inquired whether the Conference itself could not both nominate and directly elect our trustees. But how could several scores of Delegates do this? They would come from all over the country. They would not be too well acquainted with each other. Their terms would be short and their meetings brief. How, then, could such a body nominate and elect alcoholic and nonalcoholic Trustees of a top managerial caliber? Clearly there could be no reliable method for doing this. Very reluctantly, we had to drop the idea.

It thus became obvious that new Trustee choices – subject to Conference approval – would still have to be left pretty much to the Trustees themselves. Only they would be capable of understanding what the Board needed. Except in a time of reorganization, this method of selection would have to continue – certainly as to the larger part of the Board's membership. Otherwise the Board could not be held accountable for management results. We might wind up with no effective management at all. For these reasons, the Conference was given the right to reject, but not to elect, new Trustee candidates.<sup>8</sup>

It was out of these considerations that our present Conference Charter was developed, a structure which clearly gives the Conference a final and ultimate authority but which nevertheless legally preserves the right of the Trustees to function freely and adequately, just as any business Board of directors must. This arrangement is in strict conformity with the "trusted servant" provision of Tradition Two, which contemplates that our servants, within the scope of their duties, should be trusted to use their own experience and judgment. Trusted servants at all AA levels are expected to exercise leadership, and leadership is not simply a matter of submissive housekeeping. Of course leadership cannot function if it is constantly subjected to a barrage of harassing directives.

Up to the present time our experience shows that this balance of powers between the Trustees and the Conference is thoroughly workable. We have taken great pains to reserve final authority to the Conference by practical and traditional means. By legal means we have delegated ample functional and discretionary authority to the Trustees. We believe this balance can be maintained indefinitely, because the one is protected by tradition and the other by law.

Now we come to another interesting question often raised by new General Service Board Trustees. They say, "We Trustees have certain rights and duties which are legally established by our Charter. Are we not violating this Charter when we accept a Conference opinion or directive? We would have a perfect legal right to say 'no' to anything and everything that the Conference wants."

Our Trustees certainly do have this absolute legal authority, but there is nothing in their Charter that *compels* them to use *all* of their authority *all* of the time. They are quite at liberty to accept advice or even direction from anyone at all. They can simply refrain from using their absolute legal right to say "no" when it would be much wiser, all things considered, to say "yes." Just as the Conference should avoid the overuse of its traditional authority, so should the Trustees avoid overuse of their legal rights. The President of the U.S., for example, has an absolute legal right to veto congressional legislation. Yet ninety-nine percent of the time he does not do it, because (a) he likes a piece of legislation or (b) he does not like the legislation but believes a veto would nevertheless be unwise or impossible of success. Whether or not he will exercise his veto is determined by circumstances. It is just like that with AA's Board of Trustees.

Clearly, then, our Board of Trustees does reserve a veto power over any Conference action; this is legally necessary and right in principle, even though the veto will seldom be used. At certain times, however, the Trustees' veto could be of important and constructive use.

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<sup>8</sup> Trustee elections are now held during Conference week for regional and at-large trustees; to that extent the Conference now chooses trustees according to the procedure described in the "Service Manual."

Here, for instance, are three typical examples in which it would be the duty of the Trustees to veto Conference action:

1. If, in a time of haste or heavy stress, the Conference should take an action or issue a directive to the Trustees in clear violation of its own Charter, or that of the General Service Board; or if the Conference were to pass any measure so ill-considered or so reckless as to seriously injure, in the judgment of the Trustees, AA's public relations or AA as a whole, it would then be the duty of the Trustees to ask for a Conference reconsideration. In the event of a Conference refusal to reconsider, the Trustees could then use their legal right to veto. And, if desirable, they could appeal the issue directly to the AA groups themselves.
2. Although traditionally the Trustees never should substantially exceed a Conference-approved budget without consulting the Conference, they should feel entirely free to reduce the Conference budget figure during any fiscal year, even though such an action might curtail or cancel specific plans or projects initiated and directed by the Conference itself.
3. If, by reason of unforeseen conditions, any particular plan, project, or directive of the Conference should become impractical or unworkable during a fiscal year, the Trustees should, without prejudice, be able to use their right of veto and cancellation.

If, therefore, in the years ahead, the Conference will always bear in mind the actual rights, duties, responsibilities and legal status of the General Service Board, and if the Trustees in their deliberations will constantly realize that the Conference is the real seat of ultimate service authority, we may be sure that neither will be seriously tempted to make a "rubber stamp" out of the other. We may expect that in this way grave issues will always be resolved and harmonious cooperation will be the general rule.

## CONCEPT VIII

***The Trustees of the General Service Board act in two primary capacities:***

***(a) With respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.***

***(b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of full stock ownership and of custodial oversight which they exercise through their ability to elect all directors of these entities.***

Since our Trustees bear the primary responsibility for the good conduct of all our world service affairs, this discussion deals with the basic concepts and methods by which they can best discharge their heavy obligations. Long experience has now proved that our Board as a whole must devote itself almost exclusively to the larger and more serious questions of policy, finance, group relations, public relations and leadership that constantly confront it. In *these more critical matters*, the Board must of course function with great care and deliberation. Here the Board is expected skilfully to *plan, manage, and execute*.

It follows therefore, that the close attention of the Board to such large problems must not be subject to constant distraction and interference. Our Trustees, as a body, cannot be burdened with a mass of lesser matter; they must not concern themselves with the endless questions and difficulties which arise daily, weekly, and monthly in the routine conduct of the World Service Office and of our publishing enterprises. In these Areas the Board cannot possibly manage and conduct in detail; it must delegate its executive function.

Here the Board's attitude has to be that of custodial oversight; it cannot be the executive. Hence the Trustees are the guarantors of the good management of AA World Services, Inc. and The AA Grapevine, Inc. They discharge their custodial obligation by electing the directors of these services, a part of whom must always be Trustees. By this means, the executive direction of these functions is securely lodged in the active service corporations themselves rather than in the General Service Board. Each corporate service entity should possess its own charter, its own working capital, its own executive, its own employees, its own offices and equipment. Except to mediate difficult situations and to see that the service corporations operate within their budgets and within the general framework of AA and Headquarters policy, the Board will seldom need to do more, so far as routine service operations are concerned.

This arrangement is in line with modern corporate business practice. The General Service Board is in effect a holding company, charged with the custodial oversight of its wholly-owned and separately incorporated subsidiaries, of which each has, for operating purposes, a separate management. We have demonstrated to our satisfaction that this corporate basis of operation is superior to any other.

This lesson, as we have observed before, has been learned the hard way. When discussing "Participation" in Concept IV, we saw that earlier attempts to manage the AA General Service Office and AA Publishing Company through a multiplicity of Trustee committees did not work well. These were really efforts to make our services into departments of the old Alcoholic Foundation (now the General Service Board). It was found difficult to define the powers of these several trustee service committees respecting each other respecting the work at hand. Responsibility and authority rarely could be kept in balance. Point-blank directives, rather than participating decisions, were the rule. In these committees nobody held titles that fully denoted what individual responsibilities actually were; and, naturally enough, those who handled money and signed checks

assumed the greater authority. The control of money, therefore, too often determined AA policy, regardless of the views of the workers and volunteers at the office who sometimes understood these matters better.

But the moment we consolidated our service office function into a single and permanent corporate structure wherein officers and directors had legally defined titles and duties and responsibilities – the moment such a corporation was provided with its own working capital, employees, and facilities – the moment its directors could legally vote in proportion to their actual responsibilities – the moment we were able in this way to define clearly executive authority – from that moment we began to see great improvement. More harmonious and effective conduct of our business has been the result ever since.

We finally learned what the business world well knows: that we could not, at the level of top management, run a large, active and full-fledged business entity with loose-jointed committees and departments. For example, how could our Trustees function today if they were to become a mere “committee” or “department” of the General Conference instead of the legally chartered and carefully defined body that they necessarily are?

Neither can our General Service Board be made into an operating corporation. Any corporation conducting a large and active business always must have a single executive head who is familiar with every department, who is actually on the job most of the time, and who therefore can directly coordinate the several departments and mediate their differences. This would mean (if we tried it) that the General Service Board “divisions” would have to report to the General Service Board Chairman, as their chief executive. But unless he was *an executive in fact*, and constantly available to them, how could they do so? In the very nature of our particular setup, our Board Chairman can never be such an executive. He is usually a nonalcoholic and could not give the required time. Nor, as a Trustee, could he be paid a salary for the work that would be required of him as the top executive of all our services.

Suppose, however, that the Trustees engaged a full-time manager who would actively conduct all three of our service enterprises as departments of the Board. An immediate difficulty would be that such a person could never be a Trustee and could therefore never act as the Chairman of the General Service Board. He would therefore have no real status. He would become a man of all work under the absentee direction of the Board Chairman. Consider, too, the fact that half of our Board of Trustees normally live out of town<sup>9</sup> and the further fact that we cannot well ask our nonalcoholic Trustees to give the active services close and continuous supervision. Altogether, these are weighty reasons why we should never turn the General Service Board into an operating corporation.

Nor would we be much better off if we formed one big subsidiary service corporation, wholly-owned by the General Service Board and designed to encompass under a single top executive all of our active services, including The AA Grapevine. This plan would also create executive difficulties because it would over-concentrate executive authority. And finally, an individual executive having the many diverse talents required would be hard to find and hard to replace.

A further consideration is that we have always rigorously avoided any great money or executive concentration by placing our reserve funds with the Trustees and by dividing our total working capital between the AA World Services, Inc. and The AA Grapevine, Inc., each entity having its separate executive. There is always a powerful connection between money and authority. Whenever we concentrate money, we shall inevitably create the temptation for the exercise of too much executive authority, an undesirable condition for us. Therefore we should strenuously avoid placing too much money or too much authority in any one service entity. These are potent reasons for maintaining separate incorporations for each of our active services.

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<sup>9</sup> In 1999, about 95% of the Trustees live “out of town.”

However, experience dating from our earliest days strongly suggests that future Trustees and service workers, in the supposed interests of accounting simplicity, tax savings, and hoped-for efficiency, will be periodically tempted to go in for concentrations and consolidations of one kind or another. Should this be again attempted, we know that the risk of making an administrative shambles out of the total operation will be great indeed.

These observations are not intended to bar any future needful change. It is urged only that we avoid unnecessary repetitions of those painful experiences and mistakes of the past which sometimes resulted from too much concentration of money and authority. It can only be left on the record that we still see no workable way to convert the Board of Trustees into an active, "all-purpose" service corporation.

## CONCEPT IX

***Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of AA must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.***

No matter how carefully we design our service structure of principles and relationships, no matter how well we apportion authority and responsibility, the operating results of our structure can be no better than the personal performance of those who must man it and make it work. Good leadership cannot function well in a poorly designed structure. But weak leadership can hardly function at all, even in the best of structures. But once we have created a basically sound structure, that job is finished, except for occasional refinements.

With *leadership* we shall have a continuous problem. Good leadership can be here today and gone tomorrow. Furnishing our service structure with able and willing workers has to be a continuous activity. It is therefore a problem that in its very nature cannot be permanently solved. We must continuously find the right people for our many service tasks. Since our future effectiveness must thus depend upon ever-new generations of leaders, it seems desirable that we now proceed to define what a good service leader should be; that we carefully indicate in each level of service, especially in our Board of Trustees, what special skills will always be required; and that we review our present methods of finding and choosing that leadership.

First let's remember that the base for our service structure rests on the dedication and ability of several thousand General Service Representatives (GSRs), several hundred Area Committee Members, and nearly a hundred Delegates. These are the direct agents of the AA groups; these are the indispensable linkage between our Fellowship and its world service; these are the primary representatives of AA's Group Conscience. Without their support and activity we could not operate permanently at all.

When making their choices of GSRs, the AA groups should therefore have such facts well in mind. It ought to be remembered *that it is only the GSRs* who, in Group Assembly meetings (or in caucus) can name Committee Members and finally name the Delegates. Hence great care needs to be taken by the groups as they choose these Representatives. Hit-or-miss methods should be avoided. Groups who name no GSRs should be encouraged to do so. In this Area a degree of weakness tends to persist. The needed improvement seems to be matter of increased care, responsibility, and education.

As the GSRs meet in their Assemblies to name Delegates, an even greater degree of care and dedication will be required. Personal ambitions will have to be cast aside, feuds and controversy forgotten. "Who are the best qualified people that we can name?" This should be the thought of all.

Thus far our Third Legacy method of naming Delegates by a two-thirds vote or by lot has proved highly satisfactory. This system of choosing has greatly reduced political friction; it has made each Delegate feel that he or she is truly a world servant rather than just the winner of a contest. In committee Members and Delegates alike, our Third Legacy methods have generally produced people of a high level of dedication and competence. In this Area of service we are in good shape. Our Area Assemblies need only to continue to act with care and in selfless good spirit.



It should be reported that some members still doubt whether choice by lot is ever a good idea. They say that the best man does not always win. In answer it must be pointed out that each time we have abandoned the "two-thirds vote or lot" in naming Delegates there has been a sense of defeat and disturbance in the minority camp which is nowhere nearly offset by the advantage of naming the supposedly best man. Indeed the second-best man can often be as good a Delegate as the Assembly's first choice, he may even be a better Delegate.

We now come to the principal theme of this particular Concept: How can we best strengthen the composition and leadership of the future Board of Trustees, the Board which in years to come will have to exercise AA's primary leadership in world service administration, the Trusteeship which will in fact have to assume most of my former duties and responsibilities in connection with AA's world services?

As previously noted, the actual transference of authority and responsibility from me to the Trustees has been going on for a long time. I am still around and still serving as an adviser, and I have also been finishing a few remaining chores (for example, the development of these Concepts) which were left over from the 1955 St. Louis Convention. But the time approaches when I shall have to withdraw from nearly all world service activity. This is why I feel a great interest now in doing everything possible to strengthen the administrative composition and AA leadership of our General Service Board, so that future Trustees may be better able to cope with the problems and dangers which time will no doubt bring.

My admiration for what AA's alcoholic and nonalcoholic Trustees have done for us all is boundless. During the time of our infancy and adolescence, nothing could have been structurally better than the setup we have had. Looking at this record, many AAs naturally feel that what was good for the past will surely be good for the future; that any change in the induction methods, in the Trustee ratio of alcoholics to nonalcoholics, or in the present composition of our Board will prove dangerous rather than beneficial.

But change has been pressing upon us right along, and it still doing so. For example, our Board operated in all the years between 1938 and 1951 without the support of Conference. But it was finally and reluctantly realized that this relatively unseen and unknown Board could not continue without a permanent linkage to AA, something that Dr. Bob and I could not give it forever. We did not like to face this change, but we had to. The trusteeship had to be securely anchored to AA or it eventually would have collapsed. The Conference simply *had* to come into being.

This change profoundly altered the position of the Trustees. Their former authority was modified; they were firmly linked to AA and were thus made directly accountable to our Fellowship. Nobody today questions the wisdom of that momentous change, because everybody can now see that it has provided an essential protection for the service effectiveness and security of AA's future. Experience has refuted the idea that changes which are needed to meet altered conditions are necessarily unwise.

We now stand on the edge of still another great change. Though we have already solved the problem of the Trustees' authority, their responsibility, and their linkage to AA, *we have by no means solved, in my belief, the questions of the Board's future role in service leadership.* Hence it is my deep conviction that the administrative and AA leadership strength of the Board should be considerably increased; that these and other improvements can place it in a much better position, practically and psychologically; that such changes are truly necessary to meet the conditions which will be certain to follow when my own world service leadership has been terminated.

Students of history recognise that the transference of the original leadership of a society to its successors in leadership is always a critical turning point. This difficult question of leadership, this problem of transference, must now be faced.

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Let us finally consider what specific personal qualities a world service leader ought to have. For whatever use it may be to future generations of our trusted servants, I here offer a discussion of this subject published in a 1959 issue of "The AA Grapevine."

## ***LEADERSHIP IN AA: EVER A VITAL NEED***

No society can function well without able leadership in all its levels, and AA can be no exception. It must be said, though, that we AAs sometimes cherish the thought that we can do without much personal leadership at all. We are apt to warp the traditional idea of "principles before personalities" around to such a point that there would be no "personality" in leadership whatever. This would imply rather faceless automatons trying to please everybody, regardless.

At other times we are quite as apt to demand that AA's leaders must necessarily be people of the most sterling judgement, morals, and inspirations; big doers, prime examples of all, and practically infallible.

Real leadership, of course, has to function in between these entirely imaginary poles of hoped-for excellence. In AA certainly no leader is faceless, and neither is any leader perfect. Fortunately our Society is blessed with any amount of real leadership – the active people of today and the potential leaders of tomorrow as each new generation of able members swarms in. We have an abundance of men and women whose dedication, stability, vision, and special skills make them capable of dealing with every possible service assignment. We have only to seek these folks out and trust them to serve us.

Somewhere in our literature there is a statement to this effect: "Our leaders do not drive by mandate, they lead by example." In effect we are saying to them, "Act for us, but don't boss us."

A leader in AA service is therefore a man (or woman) who can personally put principles, plans, and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job. When a leader power-drives us badly, we rebel; but when he too meekly becomes an order-taker and he exercises no judgment of his own – well, he really isn't a leader at all.

Good leadership originates plans, policies, and ideas for the improvement of our Fellowship and its services. But in new and important matters, it will nevertheless consult widely before taking decisions and actions. Good leadership will also remember that a fine plan or idea can come from anybody, anywhere. Consequently, good leadership will often discard its own cherished plans for others that are better, and it will give credit to the source.

Good leadership never passes the buck. Once assured that it has, or can, obtain sufficient general backing, it freely takes decisions and puts them into action forthwith, provided of course that such actions be within the framework of its defined authority and responsibility.

A "politico" is an individual who is forever trying to "get the people what they want." A statesman is an individual who can carefully discriminate when and *when not* to do this. He recognises that even large majorities, when badly disturbed or uninformed, can, once in a while, be dead wrong. When such an occasional situation arises, and something very vital is at stake, it is always the duty of leadership, even when in a small minority, to take a stand against the storm, using its every ability of authority and persuasion to effect a change.

Nothing, however, can be more fatal to leadership than opposition for opposition's sake. It never can be "Let's have it our way or no way at all." This sort of opposition is often powered by a visionless pride or a gripe that makes us want to block something or somebody. Then there is the opposition that casts its vote saying, "No, we don't like it." No real reasons are ever given. This won't do. When called upon, leadership must always give its reasons, and good ones.

Then, too, a leader must realize that even very prideful or angry people can sometimes be dead right, when the calm and the more humble are quite mistaken.

These points are practical illustrations of the kinds of careful discrimination and soul-searching that true leadership must always try to exercise.

Another qualification for leadership is “give and take,” the ability to compromise cheerfully whenever a proper compromise can cause a situation to progress in what appears to be the right direction. Compromise comes hard to us “all-or-nothing” drunks. Nevertheless we must never lose sight of the fact that progress is nearly always characterized by a *series of improving compromises*. We cannot, however, compromise always. Now and then it is truly necessary to stick flat-footed to one’s conviction about an issue until it is settled. These are situations for keen timing and careful discrimination as to which course to take.

Leadership is often called upon to face heavy and sometimes long-continued criticism. This is an acid test. There are always the constructive critics; our friends indeed. We ought never fail to give them a careful hearing. We should be willing to let them modify our opinions or change them completely. Often, too, we shall have to disagree and then stand fast without losing their friendship.

Then there are those whom we like to call our “destructive” critics. They power-drive, they are “politickers,” they make accusations. Maybe they are violent, malicious. They pitch gobs of rumors, gossip, and general scuttle-butt to gain their ends – all for the good of AA, of course! But in AA we have at last learned that these folks, who may be a trifle sicker than the rest of us, need not be really destructive at all, depending very much on how we relate ourselves to them.

To begin with, we ought to listen carefully to what they say. Sometimes they are telling the whole truth; at other times, a little truth. More often, though, they are just rationalizing themselves into nonsense. If we are within range, the whole truth, the half truth, or no truth at all can prove equally unpleasant to us. That is why we have to listen so carefully. If they have got the whole truth, or even a little truth, then we had better thank them and get on with our respective inventories, admitting we were wrong. If it is nonsense, we can ignore it. Or we can lay all the cards on the table and try to persuade them. Failing this, we can be sorry they are too sick to listen, and we can try to forget the whole business. There are few better means of self-survey and of developing genuine patience, than the workouts these usually well-meaning but erratic brother members afford us. This is always a large order and we shall sometimes fail to make good on it ourselves. But we must keep trying.

Now we come to the all-important attribute of *vision*. Vision is, I think, the ability to make good estimates, both for the immediate and for the more distant future. Some might feel this sort of striving to be a sort of heresy, because we AAs are constantly telling ourselves, “One day at a time.” But that valuable principle really refers to our mental and emotional lives and means chiefly that we are not foolishly to repine over the past nor wishfully to day-dream about the future.

As individuals and as a Fellowship, we shall surely suffer if we cast the whole job of planning for tomorrow onto a fatuous idea of Providence. God’s real Providence has endowed us human beings with a considerable capacity for foresight, and He evidently expects us to use it. Therefore we must distinguish between wishful fantasy about a happy tomorrow and the present use of powers of thoughtful estimate. This can spell the difference between future progress and unforeseen woe.

Vision is therefore the very essence of prudence, an essential virtue if ever there was one. Of course we shall often miscalculate the future in whole or in part, but that is better than to refuse to think at all.

The making of estimates has several aspects. We look at past and present experience to see what we think it means. From this we derive a tentative idea or policy. Looking first at the nearby future, we ask how our idea or policy might work. Then we ask how our policies or ideas might apply under the several differing conditions that could arise in the longer future. If an idea looks like a good bet, we try it on – experimentally when that is possible. Later we revalue the situation and ask whether our estimate is working out.

At about this stage we may have to take a critical decision. Maybe we have a policy or plan that still looks fine and is apparently doing well. Nevertheless we ought to ponder carefully what its longtime effect will be. Will today's nearby advantages boomerang into large liabilities for tomorrow? The temptation will almost always be to seize the nearby benefits and quite forget about the harmful precedents or consequences that we may be setting in motion.

These are no fancy theories. We have found that we must use these principles of estimate constantly, especially at world service levels where the stakes are high. In public relations, for example, we must estimate the reaction both of AA groups and the general public, both short-term and long-term. The same thing goes for our literature. Our finances have to be estimated and budgeted. We must think about our service needs as they relate to general economic conditions, group capability, and willingness to contribute. On many such problems often we must try to think months and years ahead.

As a matter of fact, all of AA's Twelve Traditions were at first questions of estimate and vision for the future. Years ago for example we slowly evolved an idea about AA being self-supporting. There had been trouble here and there about outside gifts. Then still more trouble developed. Consequently we began to devise a policy of "no outside gifts." We began to suspect that large sums of this kind would tend to make us irresponsible and could divert us from our primary aim. Finally we saw that for the long pull, outside money could really ruin us. At this point, what had been just an idea or general policy crystallized firmly into an AA tradition. We saw that we must sacrifice the quick, nearby advantage for long-term safety.

We went through this same process on anonymity. A few public breaks had looked good. But finally the vision came that many such breaks eventually could raise havoc among us. So it went: first a tentative idea, then an experimental policy, then a firm policy, and finally a deep conviction – a vision for tomorrow.

Such is our process of estimating the future, and responsible world leadership must be proficient in this vital activity. It is an essential ability, especially in our Trustees. Most of them, in my view, should be chosen on the basis that they have already demonstrated an aptness for foresight in their own business or professional careers.

We shall be in continual need of these same attributes – tolerance, responsibility, flexibility, and vision – among our leaders of AA services at all levels. The principles of leadership will be the same whatever the size of the operation.

Maybe this seems like an attempt to stake out a specially privileged and superior type of AA member. But it really is not so. We simply are recognizing that our talents vary greatly. The conductor of an orchestra is not necessarily good at finance or foresight. And it is quite unlikely that a fine banker could be a great musical performer. So when we talk about AA leadership, we only declare that we ought to select that leadership on the basis of obtaining the best talent we can find.

While this article was first thought of in connection with our world service leadership, it is possible that some of its suggestions can be useful to anyone who takes an active part in our Society.

This is true particularly in the Area of Twelfth Step work, in which nearly all of us are actively engaged. Every sponsor is a leader. The stakes are about as big as they could be. A human life and usually the happiness of a whole family hang in the balance. What the sponsor does and says, how well he estimates the reactions of his prospects, how well he times and makes his presentation, how well he handles criticisms, and how well he leads his prospect on by personal spiritual example – these qualities of leadership can make all the difference, often the difference between life and death.

We thank God that Alcoholics Anonymous is blessed with so much leadership in all of its affairs.

# CONCEPT X

***Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.***

Nearly all societies and governments of today exhibit serious deviations from the very sound principle that each *operational responsibility* must be accompanied by a *corresponding authority* to discharge it.

This is why we have been at such pains in preceding discussions to define the several authorities and responsibilities of the AA groups, the Conference, the Trustees, and our active service corporations. We have tried to make sure that authority in each of these levels is equal to responsibility. Then we have tried to relate these levels one to another in such a way that this principle is maintained throughout.

An outstanding characteristic of every good operational structure is that it guarantees harmonious and effective function by relating its several parts and people in such a way that none can doubt what their respective responsibilities and corresponding authorities actually are. Unless these attributes are well defined; unless those holding the final authority are able and willing properly to delegate and maintain a suitable operational authority; unless those holding such delegated authority feel able and willing to use their delegated authority freely as trusted servants; and unless there exists some definite means of interpreting and deciding doubtful situations – then personal clashes, confusion, and ineffectiveness will be inevitable.

The matter of responsibility and its necessary and co-equal authority is of such urgent importance that we might profitably recapitulate what has already been said, meanwhile taking a bird's-eye-view of our entire structure to better envision how this principle does, and always must, apply in our every activity and attitude.

The first characteristic that any working structure must have is a point, or succession of points, where there is ultimate responsibility and therefore an ultimate authority. We have already seen how, for AA's world services, this kind of final responsibility and authority resides in the AA groups themselves. And they in turn have apportioned some of their ultimate authority to the Conference and the Trustees.

We have observed how the Conference Delegates, directly representing the groups, are actually in a position of ultimate authority over the Trustees. We have seen further how the Trustees are in ultimate authority over the General Service Board's wholly-owned service corporations – AA World Services, Inc. and The AA Grapevine, Inc. Likewise we know that the directors of these corporations are in ultimate authority over their officers who, on their part, are in like authority over their staffs.

The principle of ultimate authority runs clear through our structure. This is necessary, because all of our service affairs and activities have to head up *somewhere* for final responsibility. Ultimate authority is also needed so that each worker or each classification of servants knows where and who the final boss is.

If however, ultimate authority is not carefully qualified by delegated authority, we then have the reverse result. Were there no delegated authority, the groups would be directing their Delegates on every important vote, the Delegates would similarly turn the Trustees into a timid committee which would receive point-blank direction on just about everything; the Trustees would then install

themselves as the sole directors of the service entities and would commence to run them by directives. The corporate executives would become small czars, pushing the working staffs about. In short, such a misuse of ultimate authority would add up to a dictatorship wherein nearly every classification of AA servants would have large responsibilities but no real or certain authority, and hence no capability of effective decision and leadership with which to operate. Big or little tyrannies and buck-passing would be the inevitable penalties.

Therefore it becomes clear that ultimate authority is something which cannot be used indiscriminately. Indeed ultimate authority should practically never be used in full, *except in an emergency*. That *emergency* usually arises when delegated authority has gone wrong, when it must be reorganized because it is ineffective, or because it constantly exceeds its defined scope and purpose. For example, if the groups are dissatisfied with the Conference, they can elect better Delegates or withhold funds. If the Delegates must, they can censure or reorganize the Trustees. The Trustees can do the same with the service corporations. If a corporation does not approve of the operations of its executives or staff, any or all of them can be fired.

These are the *proper* uses of *ultimate authority*, because they rightly discharge a truly ultimate responsibility. The influence of ultimate authority must always be felt, but it is perfectly clear that *when delegated authority is operating well it should not be constantly interfered with*. Otherwise those charged with operating responsibility will be demoralized because their authority to do their work will be subject to arbitrary invasion, and because their actual responsibility will be made greater than their real authority.

How have we *structurally* tried to restrain the natural human tendency of those in ultimate authority to usurp and take over the needed operational or delegated authority? Well, this has been a large order, and several structural devices have been required. Let us review them, noting how they apply.

In our structure we have tried to create at each level accurate definitions of authority and responsibility. We have done this (a) by legal means, (b) by traditional means, and (c) by principles under which doubtful and seemingly or really conflicting situations can be interpreted and readily resolved.

Take the Conference Charter. It is not a legal instrument, but practically speaking it is the substance of a contract between the AA groups and their Conference. The Charter makes clear in a general way that the AA groups have delegated some of their ultimate authority and all needed operational authority to the Conference, which includes the Trustees and the active services. It is further suggested, in these present articles, that each Conference member on a final vote be entitled to cast his ballot according to the dictates of his own conscience; that the Conference itself also be granted, under the traditional "Right of Decision," the privilege of choosing which matters it will decide by itself and which it will refer back to the groups for their discussion, guidance or direction. These are the traditional definitions which can check the natural tendency of the groups to over-instruct Delegates. This gives the Conference an authority equal to its real responsibility.

Consider next the position of the Trustees. In previous articles we have made it clear that although the Conference has the ultimate authority, the Trustees at most times must insist on their legal right to actively administer our service affairs. Their legal right has been further strengthened and its use encouraged by the traditional "Right of Decision". In these articles we also recognize that the Trustees have a legal right of "veto" over the Conference when, in rare cases, they feel this should be used. By these means we have guaranteed the Trustees an administrative authority equal to their actual responsibility. This has of course been done without denying in any way the ultimate authority of the Conference, or of the Delegates, should it really be necessary to give the Trustees directives or censures, or to reorganize the Board. It should also be noticed that the position of the Trustees is still further strengthened by their "voting participation" in the Conference and by the recognition that they are AA's primary world service administrators.

Much care has also been taken to guarantee the Directors of AA World Services, Inc. and The AA Grapevine, Inc. an ample operating authority that fully matches their responsibility for the routine conduct of our active services. The Charter provisions of their corporations legally protect their rights; the tradition that the Trustees must elect non-Trustee experts to these Boards strengthens them further. Besides, the traditional "Right of Decision" adds still more substance to their position. In these Concepts the perils of turning the General Service Board back into a "departmentalised" operating corporation have also been emphasized.

These are the extraordinary precautions we have taken to maintain the operating authority and integrity of the active services themselves. These safeguards are necessary because the General Service Board owns these corporations. Therefore the authority of the Trustees over them is not only ultimate, it is absolute the moment the Trustees want to make it that way. They can elect new Boards of directors at any time, they control the corporate budget; they can withhold operating funds. All these powers are needed and right. Nevertheless, so long as things go well, it is highly important that the Trustees do not unnecessarily interfere with, or usurp the operating authority of these entities. Hence the care we have taken in constructing these definitions of delegated authority.

To a considerable degree, the standing committees of the General Service Board – Policy, Finance, Public Relations, and the like – have a similar latitude. Under the principle of the "Right of Decision", each primary committee may choose what business it will dispose of on its own and what matters it will refer to the Board. The position of these committees is also fortified by the appointment of a generous proportion of non-Trustee members. Here, too, we try to make the authority of these committees equal to their responsibility.<sup>10</sup>

Now we come to the matter of conflicting authorities and to the question of how these conflicts are to be resolved. Most routine conflicts in the active services are easily settled, because we have provided ready communication between all service corporations and the committees of the General Service Board. For example: at every meeting of the Grapevine Boards or staff, a representative of AA World Services, Inc. is present, and vice versa. The General Policy committee always contains one or more members of the Finance and Budgetary Committee, and vice versa. Such interlocking provides easy communication. Each entity knows what the other is doing. This practical arrangement irons out many conflicts of authority – but not all.

Suppose, for example, that the framing and execution of an important AA policy is involved. In such a case the General Policy Committee naturally assumes the primary jurisdiction, taking on the job of planning and of making recommendations to the Board of Trustees.

Let us suppose, however, that a considerable sum of money will be needed. In such a case, the plan also will have to be placed before the Finance and Budgetary Committee. If this committee agrees that the expenditure is warranted and is in line with the over-all budget, it tells the Policy Committee to go ahead and make its recommendation to the Trustees. But if the Finance and Budgetary Committee objects, then it must file its objection with the Trustees, who will settle the issue. Or if they think it necessary, the Trustees will refer the matter to the Conference.

The principle of a primary and a secondary jurisdiction also works the other way round. If the Finance Committee, for example, proposes a large expenditure that may strongly affect AA feeling and policy, it must be sure to check with the Policy Committee, even though the main jurisdiction still lies with the Budget and Finance people.

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<sup>10</sup> In the years since Bill wrote on the General Policy Committee (see also Concept XII), its functions have changed markedly. Now known as the General Sharing Session, it meets three times a year for about two hours on the Saturday preceding the General Service Board meeting, and considers the long-range plans of Board committees and other topics of special interest. Its membership comprises all the Trustees, the AAWS and Grapevine directors and staffs, and the appointed members of the Board committees.



In all matters of joint or conflicting authority, therefore, a senior jurisdiction must be established. The junior jurisdiction must be heard and, regardless of the question involved, there must be an understood point or body where a final settlement can be had. It is understood that lesser conflicts are not to be loaded upon the Trustees for final decision. But it should always be clear *where* the *point of final decision* is *located*.

A condition to be avoided at all costs is *double-headed* business or policy management. Authority can never be divided into equal halves. Nowhere does such split authority or double-headed management so bedevil a structure as in its executive departments. The vital need of avoiding double-headed executive management will be fully discussed under Concept XI.

In addition to the methods we use to make delegated authority equal to delegated responsibility, we have two more guarantees – the “Right of Appeal” and the “Right of Petition”. As we know, a bare majority is apt to constitute itself as a pseudo-ultimate authority on many occasions when it should not do so. Likewise, executives are apt to over-boss their assistants. Therefore we use the concepts of appeal and petition to ensure that every minority, and every worker doing a job, has an authority and a status commensurate with the responsibility involved.

To sum up: Let us always be sure that there is an abundance of final or ultimate authority to correct or to reorganize; but let us be equally sure that all of our trusted servants have a clearly defined and adequate authority to do their daily work and discharge their clear responsibilities.

All of this is fully implied in AA’s Tradition Two. Here we see the “Group Conscience” as the *ultimate* authority and the “trusted servant” as the *delegated* authority. One cannot function without the other. We well know that only by means of careful definitions and mutual respect can we constantly maintain a right and harmonious working balance.

# CONCEPT XI

***While the Trustees hold final responsibility for AA's world service administration, they should always have the assistance of the best possible standing committees, corporate service directors, executives, staffs, and consultants. Therefore the composition of these underlying committees and service Boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs, and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.***

The longtime success of our General Service Board will rest not only on the capabilities of the Trustees themselves; it will depend quite as much upon the competent leadership and harmonious association of those non-Trustee committee members, corporate service directors, executives, and staff members who must actively carry on AA's world services. Their quality and dedication, or their lack of these characteristics, will make or break our structure of service. Our final dependency on them will always be great indeed.

Far more than most of the Trustees, these servants will be in direct contact with AA world-wide, and their performance will be constantly on view. They will perform most of the routine labor. They will carry on most of our service. They will travel widely and will receive most visitors at the Headquarters. They will often originate new plans and policies. Some of them will eventually become Trustees. Because this group will form the visible image of world service, most AAs will measure our service values by what they see and feel in them. Members of this group will not only *support* the world leadership of the Trustees; in the nature of the case they will be bound to *share* world leadership with them.

Fortunately we already have a sound internal structure of service in which a very competent group of non-Trustee servants are now working. Only a few refinements and changes will still be needed in AA World Services, Inc. and at The AA Grapevine, Inc., the latter being a comparatively recent comer to our service scene. The main outlines of this underlying structure are now defined, and the effectiveness of this arrangement has been well proven. Of what, then, does our underlying structure of service consist?

It is composed of the following elements: the five<sup>11</sup> standing committees of the General Service Board, plus our two active service corporations, AA World Services, Inc. (including its AA publishing division) and The AA Grapevine, Inc. Let's have a look at each of these operations.

The standing committees of the General Service Board are Nominating, Finance and Budgetary, Public Information, Literature, and General Policy – the titles clearly denoting the direct administrative responsibilities of the General Service Board. These committees are appointed yearly by the General Service Board chairman, whose first and last duty is to choose only the best obtainable for each vacant post, and each committee, as we have seen, includes a suitable proportion of Trustees, non-Trustee experts in the work to be done, a Headquarters executive, and a staff worker.

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<sup>11</sup> In the years since this was written, seven other specialised committees have been added: Cooperation With the Professional Community/treatment Facilities, General Service conference, Archives, International Convention/Regional Forums, Correctional Facilities and International.

### ***The Nominating Committee:***

This committee aids the Trustees in discharging their prime obligation to see that all vacancies – whether within their own ranks or among key service directors, executives, staff members – are properly filled with members and workers of the greatest possible competence, stability, and industry.

The recommendations of this committee to a large extent will determine the continuous success of our services. Its members will have the primary voice in choosing our future Trustees and non-Trustee workers. Careful deliberation, painstaking investigation and interviewing, refusal to accept casual recommendations, preparation well in advance of lists of suitable candidates – these will need to be the principal attitudes and activities of this committee. All temptation to haste or snap judgment will need to be faithfully and constantly resisted.

Another problem that future committees may have to face is the subtle tendency toward deterioration in the caliber of personnel due to the very natural and usually unconscious tendency of those who suggest nominees to select individuals of somewhat less ability than themselves. Instinctively we look for associates rather like ourselves, only a little less experienced and able. For example, what executive is likely to recommend an assistant who is a great deal more competent than he is? What group of staff members will suggest a new associate whose capabilities are a great deal above their own average? The reverse is the more likely. Government bureaus, institutions, and many commercial enterprises suffer this insidious deterioration. We have not yet experienced it to any extent, but let us be sure that we never do. All of us need to be on guard against this ruinous trend, especially the Nominating Committee,

### ***The Finance and Budgetary Committee:***

The main responsibility of this body is to see that we do not become money-crippled or go broke. This is the place where money and spirituality do have to mix, and in just the right proportion. Here we need hard-headed members with much financial experience. All should be realists, and a pessimist or two can be useful. The whole temper of today's world is to spend more than it has, or may ever have. Many of us consequently are infected with this rosy philosophy. When a new and promising AA service project moves into sight, we are apt to cry, "Never mind the money, let's get at it." This is when our budgeteers are expected to say, "Stop, look and listen." This is the exact point where the "savers" come into a constructive and healthy collision with the "spenders." The primary function of this committee, therefore, is to see that our Headquarters operation is always solvent and that it stays that way, in good times and bad.

This committee must conservatively estimate each year's income. It needs to develop plans for increasing our revenues. It will keep a cold and watchful eye on needless cost, waste, and duplication. It will closely scrutinize the yearly budgets of estimated income and expense submitted by AA World Service, Inc. and The AA Grapevine, Inc. It will recommend amendments of the estimates when necessary.

At mid-year it will ask for budget revisions if earlier estimates have gone too much wrong. It will scrutinize every new and considerable expenditure, asking "Is this necessary or desirable now? Can we afford it, all considered?"

This committee, in good times, will insist that we continue to set aside substantial sums to our Reserve Fund. It will pursue an investment policy in that fund which will guarantee the immediate availability of at least two-thirds of it at any time, without loss, thereby enabling us to meet hard times or even a calamity.

This is not to say that our Finance and Budgetary Committee constantly says "no" and fearfully hoards our money. I can remember an earlier day when we were so intent on building up the Reserve Fund out of book earnings that we let the office services run down

badly for sheer lack of enough help to cope with our fast growth. Confidence was thereby lost out in the groups, and contributions suffered severely; they dropped by tens of thousands a year. By the time the office had been reorganized and confidence restored, we had used all our current book earnings and a large part of our Reserve Funds besides. This sort of false and unimaginative economy can prove very costly – in spirit, in service, and in money.

Future committees, therefore, will ponder the difference between real prudence (which is neither fear nor hoarding, and which may indeed require us sometimes to run temporary deficits), and that kind of persistent recklessness which could someday result in the severe contraction or collapse of our vital services.

The safe course will usually lie midway between reckless budget-slashing and imprudent spending.

### ***The Public Information Committee:***

This one, too, is of top importance. Of course most of its members should be experts in the field of public relations. But emphasis should also be laid on the fact that sheer commercial expertness will not be quite enough. Because of AA's traditional conservatism, reflected in the maxim "Attraction rather than promotion," it is evident that the professional members of the committee should be capable of adapting their business experience to AA's needs. For instance, the techniques used to sell a big time personality or a new hair lotion would not be for AA. The committee should always include a certain number of AAs who, because of long experience, really do have "AA sense," that is, a thorough grasp of our total picture and what it needs public relation-wise.

At the same time let us not overlook the need for high professional skill. Dealing with the huge complex of public communications as it exists today is not a job wholly for amateurs. Skill in this Area implies much technical experience, diplomacy, a sense of what is dangerous and what is not, the courage to take calculated risks, and a readiness to make wise but tradition-abiding compromises.

These are the skilled talents we shall always need.

We are trying our best to reach more of those 25 million alcoholics who today inhabit the world. We have to reach them directly and indirectly. In order to accomplish this it will be necessary that understanding of AA and public good will towards AA go on growing everywhere. We need to be on even better terms, with medicine, religion, employers, governments, courts, prisons, mental hospitals, and all those conducting enterprises in the alcohol field.

We need the increasing good will of editors, writers, television and radio channels. These publicity outlets – local, national, and international – should be opened wider and wider, always forgoing, however, high pressure promotion tactics. It is to, and through, all these resources that we must try to carry AA's message to those who suffer alcoholism and its consequences.

This accounts for the importance in which we hold the work and the recommendations of our Public Information Committee. It is a critical assignment; a single large public blunder could cost many lives and much suffering because it would turn new prospects away. Conversely, every real public relations success brings alcoholics in our direction.

### ***The Literature Committee:***

This body is charged with the revision of existing books and pamphlets; also with the creation of fresh pamphlet material to meet new needs or changing conditions. Broadly speaking, its mission is to see that an adequate and comprehensive view of AA in its every aspect is held up in writing to our members, friends, and to the world at large. Our literature is a principal means by which AA recovery, unity, and service are facilitated. Tons of books and pamphlets are shipped each year. The influence of this material is incalculable. To keep our literature fully abreast of our progress is therefore an urgent and vital work.

The Literature Committee constantly will have to solve new problems of design, format, and content. Here our policy is to aim at only the best; we firmly believe that cheap looking, cheap selling, and poorly conceived literature is not in AA's best interest from any standpoint, whether effectiveness, economy, or any other.

Like other General Service Board Committees, this one must be expert in the work to be done. A key figure in its operation will necessarily be a paid writer and consultant. The creative work – that is, the initial form and draft and the final development of new undertakings – will be for this specialist to make. The role of the other committeemen will be of constructive criticism and amendment of the consultant's effort. Here, too, we should remember that the committee must certainly include persons of wide AA experience. This matter of getting the "AA feel" into all our writings is absolutely vital. What we say so well by word of mouth we must also communicate in print.

The Literature Committee consequently will find it desirable to test carefully each new creation by asking a number of AAs who are sensitive to AA feeling and reaction, to offer their criticism and suggestions. If the new material is to affect the nonalcoholic world, especially the fields of medicine and religion, a consultation should be held with those nonalcoholic Trustees or other qualified friends who are knowledgeable in these Areas.

### ***The General Policy Committee:***

Perhaps this is the most important of all of the General Service Board Committees, and it is regarded as the senior one. It can take jurisdiction of practically all problems or projects which involve AA policy, public information, or AA Traditions that may arise in the other committees or service corporations.<sup>12</sup>

Several years ago it became evident that the mass of business coming before the quarterly Trustees' meetings had become too big to handle. We therefore had to devise a committee that could filter all these matters, disposing of the lesser and fully examining the larger. The object was to break the jam at Trustees' meetings and to present the Board with carefully discussed recommendations, including minority reports, on the more serious issues. Thus the attention of the General Service Board could be accurately focused on what it really had to do.

This committee, with ample time at its disposal, could also strengthen our process of planning and policy formation. It could avert blunders, both large and small, due to haste.

This was our original concept, and it has worked wonderfully well. Because this committee is designed to be supersensitive to AA opinion and reaction, its hard core is composed of (a) the "out-of-town" AA Trustees, one of whom is traditionally named chairman, (b) two staff members of the World Service Office, (c) the president of the AA World Services, Inc., who is also general manager of the World Office, (d) the president of The AA Grapevine, Inc., who is the editor, and (e) those Trustees and service directors known to be long experienced with our Fellowship.

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<sup>12</sup> The Policy Committee is now known as the General Sharing Session, and its makeup and functions have changed, as explained on p.45.

All other Trustees, committee members and directors and staffs are invited to attend meetings – the Trustees because they can thus get a preview of the questions that will confront them at their own meeting to follow – the committeemen and directors because in this way they will get a comprehensive picture of what other Headquarters units have been doing.

This is a large committee, and it operates “town meeting-style,” requiring four to six hours each Sunday afternoon preceding the Monday quarterly meeting of the General Service Board. A carefully worked out agenda is always prepared. The committee issues to the Trustees a full report of its recommendations, together with any minority views. Its report also shows the actual disposition of minor matters.

This General Policy Committee has greatly strengthened our Headquarters unity. All participants get the feeling they are “on the team.” The size of the meeting is no obstacle. Many minds, plenty of time, and real sensitivity to AA insure a remarkable effectiveness of policy and planning.

Again it is emphasized that none of these five General Service Board Committees are executive in character. They do not manage and conduct the active affairs of the service corporations. They may, however, make any recommendations they wish – to the service corporations themselves or to the Trustees. It will be noted that the General Policy Committee always examines the quarterly reports of the corporate services and such reports of the other General Service Board Committees as may be available at meeting time. The committee can and does comment upon these reports and makes recommendations respecting them.

Next to be considered will be our active service corporations, AA World Services, Inc. and The AA Grapevine, Inc. Their activities probably represent nine-tenths of our direct Headquarters effort.

The General Service Board owns the stock of these entities.<sup>13</sup> Therefore the Trustees yearly elect all of their directors, seven (at present) in each corporation. This means that so far as the routine direction of our established services is concerned, the Trustees have fully delegated their executive function in these constantly active service Areas.

The directorate of AA World Services, Inc. (including the AA Publishing Division) is traditionally composed of two Trustees for custodial oversight, three non-Trustee experts in the work to be done, and two executives, the general manager of the World Office and one of his staff assistants, who are president and vice president respectively. The two Trustee directors usually have seen past service on the Board as non-Trustee experts, and one of them is customarily named Treasurer. AA directors thus are those thoroughly experienced with these operations.<sup>14</sup>

The Grapevine situation is similarly structured, with two exceptions. The two Trustee directors of the Grapevine are (1) an ex-editor of the Grapevine, and (2) a finance man who has previously served on the Grapevine Board. The latter Trustee traditionally is made its chairman, and he presides at corporate meetings. This is because neither the editor, who is traditionally the Grapevine president, now his staff member director, the vice president, ordinarily will have the needed business experience to chair the Grapevine corporate Board. This arrangement also places the chairman in a favorable position to mediate differences that may arise between the

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<sup>13</sup> Both AA World Services, Inc., and The AA Grapevine, Inc. are now membership corporations; their members are the Trustees.

<sup>14</sup> The directorate of AA World Services, Inc. is now composed of: the GSO general manager, who is the president of AAWS; a GSO staff member, who is a vice-president; two Regional Trustees; two General Service Trustees; three nonTrustee directors. Its rotating chairperson is a Trustee.

editorial and business departments of the enterprise. The Grapevine also has an Editorial Board which names its own successors, subject to the approval of the corporate Board.<sup>15</sup>

The Editorial Board assists the editor and his staff in determining the editorial policy, slant and content of the magazine. It relieves the editor (up to now, a volunteer) of some of his work load. It surveys and makes recommendations respecting Grapevine promotional material going to the groups. It gives our makeup men, artists and writers both status and coherence in their joint efforts. And it is a training ground for future editors. Our Editorial Board therefore is the chief guarantor of the magazine's quality and editorial continuity.

Every new generation of workers will raise certain questions about these two corporate questions: "Why can't both of them be consolidated into the General Service Board?" Or, "Why can't the Grapevine be merged into AA World Services, Inc., thus placing all active Headquarters operations under a single management?" These questions have already been discussed under previous Concepts. We have concluded that the General Service Board is an unsuitable vehicle for an operating corporation; that because the Grapevine is such a dissimilar operation, and because we ought not concentrate too much money and executive authority in a single entity, there should be no merger of AA World Services and The AA Grapevine. Upon these points we seem well agreed – at least, as of now.

But this question has some other variations. It will often be asked, "If it is desirable to separately incorporate dissimilar enterprises, why then shouldn't the AA Publishing division of AA World Services be separately incorporated and managed by a Board of directors specially skilled in book and booklet publishing?" Offhand, this looks logical.

Today, however, AA Publishing is mostly a business operation. Unlike a commercial publisher, we do not have to ensure the selection, writing, and publication of a lot of new books each year. Most of our AA books are already written, and it is probable that not many more will be published. Of course we shall issue new pamphlets now and then, and revisions of older material occasionally are desirable. But this relatively small amount of creative publishing work can be handled easily by the Literature Committee. Hence the operation of the AA publishing division of AA World Services, Inc., is now mostly a matter of printing, distribution, accounting, and finance. For management purposes there is therefore no present need for a separate corporation; it is only required that the books of AA World Services, Inc. show a separate accounting for its AA Publishing division. Only in the highly unlikely event of a large and protracted entry *into the new book business* would we really ever need a separate corporate management.

Another question will be this: "Why don't we merge AA Publishing with The AA Grapevine, so placing all of our literature under a unified management?" The answer here is based on the complete dissimilarity of the two enterprises. The Grapevine has to produce a brand new quality product every month, on the dot. By contrast, AA Publishing success largely depends upon what has already been written.

In the Grapevine the paramount activity is therefore the creative. The Grapevine requires several paid staff members and the constant aid of a large number of specialized volunteers without whose help it could not operate. Why, then, should we load up these people with a lot more straight business activity? Obviously we should not.

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<sup>15</sup> Today AA Grapevine, Inc., has nine directors. The Corporate Board is publisher of the magazine; the chief operating officer is president. Two members of the Board are General Service Trustees; two are Regional Trustees; one is a nonalcoholic Trustee; three are non-Trustee directors. Production and management of the Grapevine are given over to a full-time paid staff. One staff member is a member of the Corporate Board.

Another question often is posed, "Why should AA World Services, Inc. not take over *all* the Grapevine's accounting, finances, promotion, and distribution. Would not such a consolidation of financing, employees, and routine business be more efficient and economical? Would not this relieve the Grapevine of all business headaches?"

This plan, too, looks reasonable at first glance. Nevertheless the chances are it would work poorly. It has serious structural defects. It would violate the basic good management principle that whoever has the responsibility for a given task must also have the needed authority, funds, personnel, and equipment to carry it out. The AA Grapevine, Inc. unquestionably holds full responsibility for its own solvency, promotion, policy, and the management of its circulation. It is supposed to have four business directors, expert in these phases of magazine operation. The Conference and the General Service Board will always hold them accountable. If, therefore, any large part of the Grapevine business functions are transferred to a completely different corporate management over which the Grapevine has no authority, what then? This certainly would be double-headed management and a source of continuous conflict. The Grapevine Board would become virtually impotent.

Such a situation also would tend to demoralize the editor, his staff, and the Editorial Board, all of them specialized volunteers. This group now has a representation of three directors on the Grapevine Board. In such a corporate body it is now possible to reconcile the editorial desire for excellence in the magazine with financial realities of the Grapevine situation. But if the business function of the Grapevine was transferred to AA World Services, Inc., the status and influence of the GV editorial people would be reduced to almost nothing. World Service directors would be mostly interested in business efficiency and solvency, while the GV editorial representatives would still be looking for quality and magazine improvements. There would be no practical way of reconciling these differences. The business directors of AA World Services, Inc. would dominate the editorial workers and therefore the editorial policy. The editorial group would find that they had become a mere committee, taking directions from AA World Services. "Who pays the piper calls the tune" would become the actual working arrangement. Having so split the management of the Grapevine in halves and having abandoned the principle of "Participation," it is doubtful if we could make this setup work at all, especially with all those volunteers. We might save some money, but we probably could not save the magazine.

Joint arrangements between The AA Grapevine and AA World Services for routine operations such as billing, mailing, etc., are not necessarily precluded, though to a lesser degree the same kind of frictions above described can be expected to develop unless there is the clearest possible understanding of "who controls what and when."

We who now work at AA's Headquarters are pretty much in agreement on the foregoing operations. They are recorded in some detail for whatever future benefits they may be. We deeply realize that we should be on guard always against structural tinkering just for money-saving purposes. These departures can often result in so much disharmony and consequent inefficiency that nothing is really saved, and there can often be a real loss.

A detailed description of the active operational side of our General Service Board Committees and active service corporations is too lengthy to set down here. But we should take note, however, of several more principles and problems which are common to both AA World Services, Inc. and to The AA Grapevine.

#### **1. *The status of executives – executive direction and policy formation distinguished:***

No active service can function well unless it has sustained and competent executive direction. This must always head up in one person, supported by such assistants as he needs. A Board or a committee can never actively manage anything, in the continuous executive sense. This function has to be delegated to a single person. That person has to have ample freedom and authority to do his job, and he should not be interfered with so long as his work is done well.



Real executive ability cannot be plucked from any bush; it is rare and hard to come by. A special combination of qualities is required. The executive must inspire by energy and example, thereby securing willing cooperation. If that cooperation is not forthcoming, he must know when real firmness is in order. He must act without favor or partiality. He must comprehend and execute large affairs, while not neglecting the smaller. He often must take the initiative in plan making.

The use of such executive abilities implies certain realizations on the part of the executive and those who work with him, otherwise there is apt to be misunderstanding. Because of their natural drive and energy, executives will sometimes fail to distinguish between routine execution of established plans and policies, and the making of new ones. In this Area they may tend to make new plans and put them into operation without sufficiently consulting those whose work is to be affected, or those whose experience and wisdom is actually or officially needed.

A good executive is necessarily a good salesman. But he often wants the fast sell and quick results on those very occasions where patient consultation with many people is in order. However, this is far better than timid delay and constant requests to be told by somebody or other what to do. The executive who overdrives can be reasonably restrained by the structural situation, and definitions within which he has to work. But a weak and wobbly executive is of little use at any time.

It is the duty of the good executive, therefore, to learn discrimination of when he should act on his own and when limited or wide consultation is proper, and when he should ask for specific definitions and directions. This discrimination is really up to him. His privilege of making these choices is structurally guaranteed by the "Right of Decision". He can always be censured after his acts, but seldom before.

In our world services we still have two more important executive problems. One is the lack of money to hire full-time top executives for AA World Services, Inc. and for the AA Grapevine. In our World Services Office, we can now afford only a part-time general manager. In the Grapevine we must rely on a volunteer.<sup>16</sup> Of course each of these executives has paid staff assistants. But the fact that one of our top executives can only give half his time and the other one considerably less is by no means an ideal situation.

A chief executive in fact should be constantly on the job, and ours cannot be. Someday we may be able to correct this defect. Even then, however, we should not make the mistake of hiring full-time executives who, lacking the necessary experience and caliber, are willing to work cheaply. No more expensive blunder than this could possibly be made. Outstanding ability in a volunteer, or a part-timer, is definitely preferable to that.

The second executive difficulty is inherent in our AA situation. Our key people at Headquarters are AA members; they have to be. Therefore the executives and their staffs are friends in AA, members of the same club. This sometimes makes it hard for an executive to give firm guidance and equally hard for his AA friends to accept it. Our AA executives find that they not only have to run a business; they must also keep their friends. In turn, those working under them have to realize seriously that we really do have a business to conduct as well as a cooperative spiritual enterprise to foster. Therefore a reasonable amount of discipline and direction is a necessity. Those who cannot or will not see this are not well suited for Headquarters work. Although excessive apartness or roughshod authority is to be rejected in an executive, nobody should complain if he is both friendly and firm. These problems are not insoluble; we do solve them right along, mostly by the application of AA principles.

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<sup>16</sup> Today there is a full-time editorial staff of two people and a part-time art director.

Problems of this sort occasionally crop up, but General Service Headquarters is not constantly beset with them. Because of the exceptional dedication of our people, a degree of harmony and effectiveness prevails that is unusual in the conduct of an outside business.

## **2. *Paid workers, how compensated:***

We believe that each paid executive, staff member, or consultant should be recompensed in reasonable relation to the value of his or her similar services or abilities in the commercial world.

This policy is often misunderstood. Many AAs no doubt regard AA world services as a sort of necessary charity that has to be paid for. It is forgotten that our particular charity is just as beneficial to us as it is to the newcomer; that many of those services are designed for the general welfare and protection of us all. We are not like rich benefactors who would aid the sick and the poor. We are helping others in order to help ourselves.

Another mistaken idea is that our paid workers should labor cheaply, just as charity workers often do elsewhere. If adopted, this concept would mark our service workers for unusual financial sacrifices, sacrifices that we would ask no other AAs to make. We AAs would be saying to each worker, "We send Headquarters \$3.00 apiece every year. But it would be just great if you would work for AA at \$2,000 a year less than you would be worth elsewhere." Seen in this light, the low-pay theory appears as absurd as it really is, especially when we remember that AA's world service overhead is about the smallest per capita of any large society on earth. The difference between fair and poor pay at World Headquarters is a matter only of a few cents a year to each of us.

We should also consider the well-known fact that cheap help is apt to feel insecure and be inefficient. It is very costly in the long run. This is neither good spirituality nor good business. Assuming that service money is readily available, we should therefore compensate our workers well.

## **3. *Rotation among paid staff workers*<sup>17</sup>:**

At AA's World Office, most staff members' assignments are changed yearly. When engaged, each staff member is expected to possess the general ability to do, or learn how to do, any job in the place – excepting for office management where, because of the special skills involved, rotation may sometimes be limited to part of the AA staff. But the basis of compensating all staff members is identical. Pay increases are based on time served only.

In the business world, such an arrangement would be unworkable. It would practically guarantee indifference and mediocrity, because the usual money and prestige incentives would be lacking. In our entire operating situation, this is the sole major departure from the structure of corporate business. Consequently there should be proved and compelling reasons for such a corporate heresy, and there are.

Our primary reason for the adoption of rotation and equal staff pay was the security and continuity of the office. We once had the Conventional system of one highly paid staff member with assistants at much lower pay. Hers had been the principal voice in hiring them. Quite unconsciously, I'm certain, she engaged people who she felt would not be competitive with her. Meanwhile she kept a tight rein on all the important business of the place. A prodigy [*sic*] of wonderful work was done. But suddenly she collapsed, and shortly afterwards one of her assistants did the same. We were left with only one partly

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<sup>17</sup> In order to meet the changing conditions since the writing of this section, AAWS, Inc., with the approval of the General Service Board, has implemented a two-year rotation of assignments for most staff members.

trained assistant who knew anything whatever about the total operation.

Luckily a good AA friend of mine, a fine organizer, pitched in and helped to put the office in order. We saw that we had to install a paid staff that simply couldn't break down. Next time there might be no one around to give the necessary amount of time for its reorganization. Besides this breakdown had cost us much confidence out in the field – so much so that we must have lost \$50,000 in three years of group contributions.

Thereafter we installed the principle of rotation in a considerably larger staff. Since then we have experienced sudden departures and collapses of AA staff members, each of which would have demoralized the place under the former conventional system. But since the remaining staff members always knew every assignment there was, no trouble at all was experienced. Under such a condition replacements can be carefully chosen and trained at leisure. And the usual tendency to select less able associates is largely overcome.

By thus putting our staff members on a complete parity, the removal of the usual money and prestige incentives did not really damage us at all. We AAs had what the commercial venture often lacks: a dedicated desire to serve which replaced the usual ego drives. At the same time many of the temptations to destructive competition and office "politicking" were also removed. The spirit of Headquarters improved immeasurably and found its way out into the Fellowship.

In the future – at those times when the rotation system does not work perfectly – there will be the natural demand to throw it out in the supposed interest of efficiency. Certainly our successors will be at liberty to try, but past experience surely suggests that they may be jumping from the frying pan into the fire.

One more aspect of rotation: the matter of time. We already know that the more responsible the assignment, the longer the term of service must be, if we are to have effectiveness. For example, a group secretary can be changed every six months and an Intergroup committeeman every year. But to be of any use whatever, a Delegate has to serve two years, and a Trustee must serve four.

In the World Service Office, we have found it impractical and unfair to set any fixed term of employment. A staff member has to have several years training. Are we then to throw her out, just as she is getting top grade? And if she realized that she could only serve for a fixed period, could we have hired her in the first place? Probably not. These posts are hard to fill because they require just the right ingredients of personality, ability, stability, business and AA experience. If we insisted on a fixed term of service, we would often be forced to engage AAs really not qualified. This would be both harmful and unfair.

But we need not fear too many staff members' getting "old in the service." The emotional pace of "AA around the clock" is too strenuous for most of them to take for a very long period of time. Already they come and go for this and for other personal reasons. Within reason, most of them can and must rotate from assignment to assignment. But we should attempt no more rotation than this.

Because of certain unusual skills required, rotation among Grapevine staff members is more difficult. If the magazine ever gets a part-time editor who can insist on and help in their training, we may someday bring this about. But in the Grapevine there will never be safety in numbers, as in the World Office. The present Grapevine paid staff of two could serve a circulation of many times today's size.

#### 4. ***Full “Participation” of paid workers is highly important.***

We have already discussed the necessity of giving key paid personnel a voting representation on our committees and corporate Boards.<sup>18</sup> We have seen that they should enjoy a status suitable to their responsibility, just as our volunteers do. But full participation for paid workers cannot be established by voting rights only. Other special factors usually affect the extent of their participation. Let’s see what these are, and what can be done about them.

The first is the fact of employment for money – the employer-employee relation. In human affairs, authority and money are deeply lined. Possession or control of money spells control of people. Unwisely used, as it often is, this control can result in a very unhappy kind of division. This ranges the “haves” on one side of the fence and the “have nots” on the other. There can be no reconciliation or harmony until a part of that fence is taken down. Only then can proper authority join hands with a responsible willingness to get on with the job.

In our AA structure of service we therefore must do more than give our paid workers a place at the AA council table. We ought to treat them in all respects as we would volunteers, people who are our friends and co-workers. So long as they work well, the fact that they are dependent upon the money they receive should never consciously or unconsciously, be used as a lever against them. They must be made to feel that they are on the team. If, however, they cannot or will not do their jobs, that is something else again. We can and should let them go.

Women workers present still another problem. Our Headquarters is pretty much a man’s world. Some men are apt to feel, unconsciously, that they are women’s superiors, thus producing a reflex reaction in the gals. Then, too, some of us – of both sexes – have been emotionally damaged in the Area of man-woman partners. We have turned them into our “moms” and “pops,” and then we have deeply resented that situation. Perhaps maladjustment has taken still other turns which leave us with a hangover of hostility that we are apt to project into any man-woman relatedness that we undertake.

It is possible for these forces to defeat the good working partnerships we would like to have. But if we are fully aware of these tendencies, they can be the more easily overcome, and forgiven. We can be aware also that any sound working relation between adult men and women must be in the character of a partnership, a non-competitive one in which each partner complements the other. It is not a question of superiority or inferiority at all. Men, for example, because they are men, are apt to be better at business. But suppose we replaced our six women staff members with six men? In these positions, could the men possibly relate themselves so uniquely and so effectively to our Fellowship as the women? Of course not. The women can handle this assignment far better, just because they are women.<sup>19</sup>

Such are the realizations which we can all use every day of our working lives. Add to these the further thought that no organization structure can fully guarantee our Headquarters against the depredations of clashing personalities, that only the sustained willingness to practice spiritual principles in all our affairs can accomplish this, and we shall never need to have any fear for our future harmony.

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<sup>18</sup> As a director of the AAWS Board, the staff member serving as staff coordinator has a vote.

<sup>19</sup> The restrictions no longer apply. In 1999, six women and five men serve as GSO staff members.

## CONCEPT XII

***General Warranties of the Conference: in all its proceedings, the General Service Conference shall observe the spirit of the AA Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others: that all important decisions be reached by discussion vote, and, whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.***

The Concept here considered consists of Article 12 of the Conference Charter. There are good reasons for placing it in this context.

Taken as a whole, our Conference Charter is the substance of an informal agreement which was made between the AA groups and their Trustees in 1955. It is the agreed basis upon which the General Service Conference operates. In part, the Charter is an elastic document: its first eleven Articles can be readily amended by the Conference itself at any time.

But Article 12 of the Charter stands in a class by itself. An amendment or a cancellation of any of its vital Warranties would require the written consent of three-quarters of all the directory-listed AA groups who would actually vote on any such proposals, and the considerable time of six months is allowed for careful deliberation. Although changes in the Warranties of Article 12 thus have been made difficult, they have not been made impossible.

It is clear that all of these Warranties have a high and permanent importance to AA's general welfare. This is why we believe we should permit change in them only upon positive evidence of their defectiveness and then only by common consent of the AA groups themselves. We have ranked them therefore with AA's Twelve Traditions, feeling that they are quite as important to AA's world services as the Traditions are to AA as a whole.

The Warranties of Article 12 are a series of solemn undertakings which guarantee that the Conference itself will conform to AA's Twelve Traditions; that the Conference can never become the seat of great wealth or government; that its fiscal policy shall ever be prudent; that it will never create any absolute authority; that the principle of substantial unanimity will be observed; that it can serve AA only; and that it shall always remain democratic in spirit. These Warranties indicate the qualities of prudence and spirituality which our General Service Conference should always possess.

Barring any unforeseen defects, these are the permanent bonds that hold the Conference fast to the movement it serves.

There are significant aspects of these Warranties which should be considered. Notice, for example, that all of them are counsels of *prudence* – prudence in personal relatedness, prudence in money matters, and prudence in our relations with the world about us. For us, prudence is a workable middle ground, a channel of clear sailing between the obstacles of fear on the one side and of recklessness on the other. Prudence in practice creates a definite climate, the only climate

in which harmony, effectiveness, and consistent spiritual progress can be achieved. The Warranties of Article 12 express the wisdom of taking forethought for the future based on the lessons of the past. They are the sum of our protection against needless errors and against our very natural human temptations to wealth, prestige, power, and the like.

Article 12 opens with this general statement: "In all its proceedings the General Service Conference shall observe the spirit of the AA Tradition..." Of all bodies and groups in Alcoholics Anonymous, the Conference should above all feel bound by the AA Tradition. Indeed the Conference is named "the guardian of the Traditions of Alcoholics Anonymous." The Traditions themselves outline the general basis on which we may best conduct our services. The Traditions express the principles and attitudes of prudence that make for harmony. Therefore AA's Twelve Traditions set the pattern of unity and of function which our General Service Conference is expected to exemplify at the highest possible degree.

**The Warranties of Article 12 are as follows:**

***Warranty One: "The Conference shall never become the seat of perilous wealth or power."***

What is meant by "perilous wealth or power"? Does it mean that the Conference should have virtually no money and no authority? Obviously not. Such a condition would be dangerous and absurd. Nothing but an ineffective anarchy could result from it. We must use *some* money, and there must be *some* authority to serve. But how much? How and where should we draw these lines?

The principal protection against the accumulation of too much money and too much authority in Conference hands is to be found in the AA Tradition itself. So long as our General Service Board refuses to take outside contributions and holds each individual's gift to AA's world services at a modest figure, we may be sure that we shall not become wealthy in any perilous sense. No great excess of group contributions over legitimate operating expenses is ever likely to be seen. Fortunately the AA Groups have a healthy reluctance about the creation of unneeded services which might lead to an expensive bureaucracy in our midst. Indeed, it seems that the chief difficulty will continue to be that of effectively informing the AA groups as to what the financial needs of their world service actually are. Since it is certain therefore that we shall never become too wealthy through group contributions, we need only to avoid the temptation of taking money from the outside world.

In the matter of giving Delegates, Trustees, and staff enough authority, there can be little risk, either. Long experience, now codified in these Twelve Concepts, suggests that we are unlikely to encounter problems of too much service authority. On the contrary, it appears that our difficulty will be how to maintain enough of it. We must recall that we are protected from the calamities of too much authority by rotation, by voting participation, and by careful chartering.

Nevertheless, we do hear warnings about the future rise of a dictator in the Conference or at the Headquarters. To my mind this is an unnecessary worry. Our setup being what it is, such an aspirant couldn't last a year. And in the brief time he did last, what would he use for money? Our Delegates, directly representing the groups control the ultimate supply of our service funds. Therefore they constitute a direct check upon the rise of too much personal authority. Taken all together, these factors seem to be reliable safeguards against too much money and too much authority.

We have seen why the Conference can never have any dangerous degree of human power, but we must not overlook the fact that there is another sort of authority and power which it cannot be *without*: the spiritual power which flows from the activities and attitudes of truly humble, unselfish, and dedicated AA servants. This is the real power that causes our Conference to function. It has been well said of our servants, "They do not drive us by mandate; they lead us by example." While we have made abundantly sure that they will never drive us, I am confident that they will afford us an ever-greater inspiration as they continue to lead by example.

### ***Warranty Two: "Sufficient operating funds, plus an ample reserve, should be its prudent financial principle."***

In this connection we should pause to review our attitudes concerning money and its relation to service effort.

Our attitude toward the giving of time when compared with our attitude toward giving money presents an interesting contrast. Of course we give a lot of our time to AA activities for our own protection and growth. But we also engage ourselves in a truly sacrificial giving for the sake of our groups, our Areas and for AA as a whole.

Above all, we devote ourselves to the newcomer, and this is our principal Twelfth Step work. In this activity we often take large amounts of time from business hours. Considered in terms of money, these collective sacrifices add up to a huge sum. But we do not think that this is anything unusual. We remember that people once gave their time to us as we struggled for sobriety. We know, too, that nearly the whole combined income of AA members, now more than a billion dollars a year, has been a direct result of AA's activity. Had nobody recovered, there would have been no income for any of us.

But when it comes to the actual spending of cash, particularly for AA service overhead, many of us are apt to turn a bit reluctant. We think of the loss of all that earning power in our drinking years, of those sums we might have laid by for emergencies or for education for the kids. We find, too, that when we drop money in the meeting hat there is so much bang as when we talk for hours to a newcomer. There is not much romance in paying the landlord. Sometimes we hold off when we are asked to meet Area or Intergroup services expenses. As to world services, we may remark, "Well, those activities are a long way off, and our group does not really need them. Maybe nobody needs them." These are very natural and understandable reactions, easy to justify. We can say, "Let's not spoil AA with money and service organization. Let's separate the material from the spiritual. That will really keep things simple."

But in recent years these attitudes are everywhere on the decline; they quickly disappear when the real need for a given AA service becomes clear. To make such a need clear is simply a matter of right information and education. We see this in the continuous job now being done with good effect for our world service by Delegates, Committee Members, and General Service representatives. They are finding that money-begging by pressure exhortation is unwanted and unneeded in AA.

They simply portray what the giver's service dollar really brings in terms of steering alcoholics to AA, and in terms of our overall unity and effectiveness. This much done, the hoped-for contributions are forthcoming. The donors can seldom see what the exact result has been. They well know, however, that countless thousands of other alcoholics and their families are certain to be helped.

When we look at such truly anonymous contributions in this fashion, and as we gain a better understanding of their continuous urgency, I am sure that the voluntary contributions of our AA groups, supplemented by many modest gifts from individual AAs, will pay our world service bills over future years, in good times at any rate.

We can take comfort, too, from the fact that we do not have to maintain an expensive corps of paid workers at World Headquarters. In relation to the ever-growing size of AA the number of workers has declined. In the beginning our World Service Office engaged one paid worker to each thousand of AA members. Ten years later we employed one paid worker to each three thousand AAs. Today we need only one paid helper to every seven thousand recovered alcoholics. 20 The present cost of our world services (\$200,000 annually as of 1960) is today seen as a small sum in relationship to the present reach of our Fellowship. Perhaps no other society of our size and activity has such a low general overhead.

These reassurances of course cannot be taken as a basis for the abandonment of the policy of financial prudence.

The fact and the symbol of AA's fiscal common sense can be seen in the Reserve Fund of our General Service Board. As of now this amounts to little more than \$200,000 – about one year's operating expense of our World Office.<sup>21</sup> This is what we have saved over the last twenty years, largely from the income of our books. This is the fund which has repeatedly prevented the severe crippling, and sometimes the near collapse, of our world services.

In about half of the last twenty years, AA group contributions have failed to meet our world needs. But the Reserve Fund, constantly renewed by book sales, has been able to meet these deficits – and save money besides. What this has meant in the lives of uncounted alcoholics who might never have reached us had our services been weak or nonexistent, no one can guess. Financial prudence has paid off in lives saved.

These facts about our Reserve fund need to be better understood. For sheer lack of understanding, it is still often remarked: (1) that the Reserve Fund is no longer needed, (2) that if the Reserve Fund continues to grow, perilous wealth will result, (3) that the presence of such a Reserve Fund discourages group contributions, (4) that because we do not abolish the Reserve Fund, we lack faith, (5) that our AA books ought to be published at cost so these volumes could be cheapened for hard-up buyers, (6) that profit-making on our basic literature is counter to a sound spirituality. While these views are by no means general, they are typical. Perhaps, then, there is still a need to analyze them and answer the questions they raise.

Let us therefore try to test them. Do these views represent genuine prudence? Do we lack faith when we prudently insist on solvency?

By means of cheap AA books, should we engage, as a Fellowship, in this sort of financial charity? Should this sort of giving not be the responsibility of individuals? Is the Headquarters' income from AA books really a profit after all?

As this is written, 1960, our Headquarters operation is just about breaking even. Group contributions are exceeding our service needs by about 5%. The AA Grapevine continues in the red. Compared with earlier days, this is wonderful. Nevertheless this is our state in the period of the greatest prosperity that America has ever known. If this is our condition in good times, what would happen in bad times? Suppose that the Headquarters income were decreased 25% by a depression, or that expenses were increased 25% by a steep inflation. What would this mean in hard cash?

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<sup>20</sup> 1998 – about one to fifteen thousand, U.S. and Canada.

<sup>21</sup> In 1998, the \$7,440,000 Reserve Fund would have covered about 9 months' operating expense.



The World Service Office would show a deficit of \$50,000 a year and the Grapevine would put a \$20,000 annual deficit on top of this. We would be faced with a gaping total deficit of \$70,000 every twelve months. If in such an emergency we had no reserve and no book income, we would soon have to discharge one-third of our thirty paid workers and AA staff members. Much mail would go unanswered, pleas for information and help ignored. The Grapevine would have to be shut down or reduced to a second-rate bulletin. The number of Delegates attending our yearly General Service Conference would have to be drastically reduced. Practically and spiritually, these would be the penalties were we to dissipate our Reserve Fund and its book income.

Happily, however, we do not have to face any such slash as this. Our present reserve and its book income could see us through several years of hard times without the slightest diminution in the strength and quality of our world effort.

It is the fashion nowadays to believe that America can never see another serious business upset. We can certainly hope and pray that it will not. But is it wise for us of AA to make a huge bet – by dissipating our own assets – that this could never happen? Would it not be far better, instead, for us to increase our savings in this period when the world about us in all probability has already borrowed more money than can ever be repaid?

Now let us examine the claim that the presence of our Reserve Fund discourages group contributions. It is said that the impression is created that AA Headquarters is already well off and that hence there is no need for more money. This is not at all the general attitude, however, and its effect on contributions is probably small.

Next comes the question of whether AA as a whole should go in for what amounts to a money charity to individual newcomers and their sponsors – via the selling of our books at cost or less. Up to now we AAs have strongly believed that money charity to the individual should not be a function of the AA groups or of AA as a whole. To illustrate: when a sponsor takes a new member in hand, he does not in the least expect that his group is going to pay the expenses he incurs while doing a Twelfth Step job. The sponsor may give his prospect a suit of clothes, may get him a job, or present him with an AA book. This sort of thing frequently happens, and it is fine that it does. But such charities are the responsibility of the sponsor and not of the AA group itself. If a sponsor cannot give or lend an AA book, one can be found in the library. Many groups sell books on the installment plan. There is no scarcity of AA books; more than half a million are now in circulation. Hence there seems no really good reason why AA services should supply everybody with cheap books, including the large majority who can easily pay the going price. It appears to be altogether clear that our world service need those book dollars far more than the buyers do.

Some of us have another concern, and this is related to so-called book “profits.” The fact that AA Headquarters and most of the groups sell books for more than they cost is thought to be spiritually bad. But is this sort of non-commercial book income really a profit after all? In my view, it is not. This net income to the groups and to AA’s General Services is actually the sum of a great many contributions which the book buyers make to the general welfare of Alcoholics Anonymous.

The certain and continuous solvency of our world services rests squarely upon these contributions. Looked at in this way, our Reserve Fund is seen to be actually the aggregate of many small financial sacrifices made by the book buyers. This fund is not the property of private investors; it is wholly owned by AA itself.

While on the subject of books, perhaps a word should be said concerning my royalties from them. This royalty income from the book buyers has enabled me to do all the rest of my AA work on a full-time volunteer basis. These royalties have also given me the assurance that, like other AAs I have fully earned my own separate livelihood. This independent income also has enabled me to think and act independently of money influences of any kind – a situation which has at times been very advantageous to AA as well as to me personally. Therefore I hope and believe that my royalty status will continue to be considered a fair and wise arrangement.

***Warranty Three: "None of the Conference members shall ever be placed in a position of unqualified authority over any of the others."***

We have learned that this principle is of incalculable value to the harmonious conduct of our Conference affairs. Its application in our structure has already been extensively discussed under the Concept entitled "The Right of Participation," which emphasizes that our world servants, both as individuals and as groups, shall be entitled to voting rights in reasonable proportion to their several responsibilities.

Because this right of participation is so important we have made it the subject of this Warranty, thus providing insurance that Conference action alone can never overturn or amend this right. For any such purpose widespread group consent would be needed, which would probably prove difficult though not necessarily impossible for the Conference to obtain. We believe that our whole service experience fully justifies the taking of this strong stand against the creation of unqualified authority at any point in our Conference structure.

It is to be noted, too, that this Warranty against absolute authority is far more general and sweeping in its nature than a guarantee of voting participation. It really means that we of AA will not tolerate absolute human authority in any form. The voting rights urged under our concept of "Participation" are simply the practical means of checking any future tendency to an unqualified authority of any sort. This healthy state of affairs is of course further reinforced by our concepts of "Appeal and Petition."

Many AAs have already begun to call Article 12 of the Conference Charter "The AA Service Bill of Rights." This is because they see in these Warranties, and especially in this one, an expression of deep and loving respect for the spiritual liberties of their fellows. May God grant that we shall never be so unwise as to settle for anything less.

***Warranty Four: "That all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity."***

Here on the one hand we erect a safeguard against any hasty or overbearing authority of a simple majority; and on the other hand we take notice of the rights and the frequent wisdom of minorities, however small. This principle further guarantees that all matters of importance, time permitting, will be extensively debated, and that such debates will continue until a really heavy majority can support every critical decision that we are called upon to make in the Conference.

When we take decisions in this fashion, the Conference voice speaks with an authority and a confidence that a simple majority could never give it. If any remain in opposition, they are far better satisfied because their case has had a full and fair hearing.

And when a decision taken in substantial unanimity does happen to go wrong, there can be no heated recriminations. Everybody will be able to say, "Well, we had a careful debate, we took the decision, and it turned out to be a bad one. Better luck next time!"

Like many very high ideals, the principle of substantial unanimity does, however, have certain practical limitations. Occasionally a Conference decision will be of such extreme urgency that something has to be done at once. In such a case we cannot allow a minority, however well-intended, to block a vitally needed action which is evidently in the best interests of AA. Here we shall need to trust the majority, sometimes a bare majority, to decide whether Conference debate is to be terminated and a final action taken. In certain other cases, the majority will also have to

exercise this undoubted right. Suppose, for example, that a small minority obstinately tries to use the principle of substantial unanimity to block a clearly needed action. In such an event it would be the plain duty of the majority to over-ride such a misuse of the principle of substantial unanimity.

Nevertheless our experience shows that majorities will seldom need to take such radical stands as these. Being generally animated by the spirit of "substantial unanimity," we have found that our Conference can nearly always be guided by this valued principle.

In passing it should be noted that the Conference will sometimes have to decide, with respect to a particular question, what the requirements of substantial unanimity are going to be – whether a two-thirds, three-quarters, or even a greater majority, will be required to settle a particular question. Such an advance agreement can, of course, be had on a simple majority vote.

Concluding the discussion on this Warranty, it can be said that without question both the practical and spiritual results of the practice of substantial unanimity already have been proved to be very great indeed.

### ***Warranty Five: "That no Conference action ever be personally punitive or an incitement to public controversy."***

Practically all societies and governments feel it necessary to inflict personal punishments upon individual members for violations of their beliefs, principles, or laws. Because of its special situation, Alcoholics Anonymous finds this practice unnecessary. When we of AA fail to follow sound spiritual principles, alcohol cuts us down. Therefore no humanly administered system of penalties is needed. This unique condition is an enormous advantage to us all, one on which we can fully rely and one which we should never abandon by a resort to the methods of personal attack and punishment. Of all societies ours can least afford to risk resentments and conflicts which would result were we ever to yield to the temptation to punish in anger.

For much the same reason we cannot and should not enter into public controversy, even in self-defense. Our experience has shown that, providentially it would seem, AA has been made exempt from the need to quarrel with anyone, no matter what the provocation. Nothing could be more damaging to our unity and to the worldwide good will which AA enjoys, than public contention, no matter how promising the immediate dividends might appear.

Therefore it is evident that the harmony, security, and future effectiveness of AA will depend largely upon our maintenance of a thoroughly nonaggressive and pacific attitude in all our public relations. This is an exacting assignment, because in our drinking days we were prone to anger, hostility, rebellion, and aggression. And even though we are now sober, the old patterns of behavior are to a degree still with us, always threatening to explode on any good excuse. But we know this, and therefore I feel confident that in the conduct of our public affairs we shall always find the grace to exert an effective restraint.

We enjoy certain inherent advantages which should make our task of self-restraint relatively easy. There is no really good reason for anyone to object if a great many drunks get sober. Nearly everyone can agree that this is a good thing. If, in the process, we are forced to develop a certain amount of honest, humility, and tolerance, who is going to kick about that? If we recognize that religion is the province of the clergy and the practice of medicine is for doctors, we can helpfully cooperate with both. Certainly there is little basis for controversy in these Areas. It is a fact that AA has not the slightest reform or political complexion. We try to pay our own expenses, and we strictly mind our single purpose.

These are some of the reasons why AA can easily be at peace with the whole world. These are the natural advantages which we must never throw away by foolishly entering the arena of public controversy or punitive action against anybody.

Because our General Service Conference represents us all, this body is especially charged with the duty of setting the highest possible standard with respect to these attitudes of no punishments and no public controversy. The Conference will have to do more than just represent these principles; it will frequently have to apply them to specific situations. And, at times, the Conference will need to take certain protective actions, especially in the Area of Tradition violations. This action, however, never need be punitively or aggressively controversial at the public level.

Let us now consider some typical situations that may often require Conference consideration and sometimes definite action:

Let us suppose that AA does fall under sharp public attack or heavy ridicule; and let us take the particular case where such pronouncements happen to have little or no justification in fact.

Almost without exception it can be confidently estimated that our best defense in these situations would be no defense whatever – namely, complete silence at the public level. Unreasonable people are stimulated all the more by opposition. If in good humor we leave them strictly alone, they are apt to subside the more quickly. If their attacks persist and it is plain that they are misinformed, it may be wise to communicate with them in a temperate and informative way; also in such a manner that they cannot use our communications as a springboard for fresh assault. Such communications need seldom be made by the Conference officially. Very often we can use the good offices of friends. Such messages from us should never question the motives of the attackers; they should be purely informative. These communications should also be private. If made public, they will often be seized upon as a fresh excuse for controversy.

If, however, a given criticism of AA is partly or wholly justified, it may be well to acknowledge this privately to the critics, together with our thanks – still keeping away, however, from the public level.

But under no conditions should we exhibit anger or any punitive or aggressive intent. Surely this should be our inflexible policy. Within such a framework the Conference and the Headquarters will always need to make a thoughtful estimate of what or what not should be done in these cases.

We may be confronted by public violations of the AA Traditions. Individuals, outside organizations, and even our own members sometimes may try to use the AA name for their own private purposes. As AA grows in size and public recognition, the temptation to misuse our name may increase. This is why we have assigned to our Conference a protective task in respect to such conditions. The Conference, as we know, is the “guardian” of the AA Traditions. There has always been some confusion about this term “guardianship,” and perhaps we should try to clear it up.

To the minds of some AAs “guardianship” of the AA Traditions implies the right and the duty on the part of the Conference to publicly punish or sue every wilful violator. But we could not adopt a worse policy; indeed such aggressive public acts would place the Conference in the position of having violated one AA Tradition in order to defend another. Therefore aggressive or punitive action, even in this Area, must be omitted.

Privately, however, we can inform Tradition-violators that they are out of order.

When they persist, we can follow up by using such other resources of persuasion as we may have, and these are often considerable. Manifested in this fashion, a persistent firmness will often bring the desired result.

In the long run though, we shall have to rely mainly upon the pressures of AA opinion and public opinion. And to this end we shall need to maintain a continuous education of public communications channels of all kinds concerning the nature and purpose of our Traditions.

Whenever and however we can, we shall need to inform the general public also; especially upon misuses of the name Alcoholics Anonymous. This combination of counter forces can be very discouraging to violators or would-be violators. Under these conditions they soon find their deviations to be unprofitable and unwise. Our experience has shown that continuous and general education respecting our Traditions will be a reliable preventive and protection in the years to come.

Feeling the weight of all these forces, certain members who run counter to AA's Traditions sometimes say that they are being censored or punished and that they are therefore being governed. It would appear, however, that AAs' right to object calmly and privately to specific violations is at least equal to the rights of the violators to violate. This cannot accurately be called a governmental action. Some deviators have suffered rather severe personal criticism from individual AA members, and this is to be deplored. However this is no reason for us to stop reminding all concerned of the undesirability of breaking AA's Traditions before the entire public. It can be said in all fairness that the difficulties of those who contravene the Traditions are chiefly troubles of their own making.

Another kind of problem that merits consideration is the occasional severe internal disagreement among us that comes to unwelcome public attention. For example, we once hit the headlines with a pretty hard-bitten lawsuit wherein two factions of AAs were competing for the possession of the AA name for Intergroup use, the name having been incorporated by one of them. In another instance in an overseas Area there was some rather bad publicity when considerable section of the groups there became convinced they ought to accept money subsidies from their country's government to promote AA work, the AA Tradition notwithstanding.

This internal difficulty should not have surfaced before the public because there was certainly nothing about it that mutual understanding and good temper could not have readily handled.

Fortunately this sort of episode has been infrequent and relatively harmless. But such difficulties do pose certain questions for the future. What should our General Service Conference do about this sort of thing?

Always remembering group autonomy and the fact that AA's World Headquarters is not a police operation, the most that can be done in most cases is to make an offer of mediation. What the Tradition in this respect means, and what our experience with it has been, can always be offered as a matter of information. We can always urge the avoidance of any breakthrough of such disagreements at the public level. All parties can remember that unfavorable criticism or ridicule which might ensue from such conflicts can so reflect upon AA as to keep new prospects from joining up.

Then, too, a great many of these difficulties with the Tradition are of strictly local concern, there being no serious national or international implication. Many of them represent honest differences of opinion as to how the Tradition should be interpreted: whether a lenient or strict observance would be the better thing. Especially when operating below the public level, our experience with the Tradition reveals gray Areas, where neither white or black interpretations seem possible. Here the violations are often so debatable and inconsequential they are hardly worth bothering about. Here we usually refrain from offering suggestions, unless they are insisted upon. We feel that these problems must be solved chiefly by the local people concerned.

There is, too, a grave problem that we have never yet had to face. This would be in the nature of a deep rift running clear across AA – a cleavage of opinion so serious that it might involve a withdrawal of some of our membership into a new society of their own, or in their making an alliance with an outside agency in contravention of the AA Tradition. This would be the old story of split and schism of which history is so full. It might be powered by religious, political, national, or racial forces. It might represent an honest effort to change AA for the better. But it would certainly pose the Conference a question of what to do, or not to do.

Such a development is hard to imagine. We AAs usually assume that we have too much at stake and too much in common to succumb to this very ordinary ailment of the world about us. Yet this comforting assurance is no reason for refusing to give this contingency some calm forethought. If it ever came, such a development might be a terrific surprise and shock. Suddenly aroused passions could flare, making any truly constructive solution immensely difficult, perhaps impossible.

Because society everywhere is in such a state of fission today, many of us have given this subject a great deal of consideration. Our considered opinion is this: that the best possible Conference attitude in such a circumstance would be that of almost complete non-resistance – certainly no anger and certainly no attack. We have no doctrine that has to be maintained. We have no membership that has to be enlarged. We have no authority that has to be supported. We have no prestige, power, or pride that has to be satisfied. And we have no property or money that is really worth quarrelling about. These are advantages of which we should make the best possible use in the event of a threatened major division; they should make a calm and considered attitude of non-resistance entirely possible and highly practical.

Indeed we have always practiced this principle on a lesser scale. When a drunk shows up among us and says that he doesn't like the AA principles, people, or service management; when he declares that he can do better elsewhere – we are not worried. We simply say, "Maybe your case is different. Why don't you try something else?"

If an AA member says he doesn't like his own group, we are not disturbed. We simply say "Why don't you try another one? Or start one of your own." When our actors and cops and priests want their own private groups, we say "Fine! Why don't you try that idea out?" When an AA group, as such, insists on running a clubhouse, we say "Well, that sometimes works out badly, but maybe you will succeed after all." If individual AAs wish to gather together for retreats, Communion breakfasts, or indeed any undertaking at all, we still say "Fine, only we hope you won't designate your efforts as an AA group or enterprise." These examples illustrate how far we have already gone to encourage freedom of assembly, action, and even schism. To all those who wish to secede from AA, we extend a cheerful invitation to do just that. If they can do better by other means, we are glad. If after a trial they cannot do better, we know they face a choice: they can go mad or die or they can return to Alcoholics Anonymous. The decision is wholly theirs. (As a matter of fact, most of them do come back).

In the light of all this experience, it becomes evident that in the event of a really extensive split we would not have to waste time persuading the dissenters to stay with us. In good confidence and cheer, we could actually invite them to secede and we would wish them well if they did so. Should they do better under their new auspices and changed conditions, we would ask ourselves if we could not learn from their fresh experience. But if it turned out they did worse under other circumstances and that there was a steady increase in their discontent and their death rate, the chances are very strong that most of them would eventually return to AA.

Without anger or coercion we would need only to watch and to wait upon God's will.

Unless we make a problem where there really is none at all, there need be no difficulty. We could still go about our business in good cheer. The supply of drunks in our time will be inexhaustible, and we can continue to be glad that we have evolved at least one formula by which many will come to sobriety and a new life.

We have a saying that "AA is prepared to give away all the knowledge and all the experience it has – all excepting the AA name itself." We mean by this that our principles can be used in any application whatever. We do not wish to make them a monopoly of our own. We simply request that the public use of the AA name be avoided by those other agencies who wish to avail themselves of AA techniques and ideas. In case the AA name should be misapplied in such a connection it would of course be the duty of the General Service Conference to press for the discontinuance of such a practice – always short, however, of public quarreling about the matter.

The protection of the AA name is of such importance to us that we once thought of incorporating it everywhere throughout the world, thereby availing ourselves of legal means to stop any misuse. We even thought of asking Congress to grant us the unusual favor of a Congressional incorporation. We felt that the existence of these legal remedies might prove to be a great deterrent.

But after several years of deliberation, our General Service Conference decided against such a course. The dramatic story of this debate and its conclusion may be found in our history book "Alcoholics Anonymous Comes of Age." Those early Conferences believed that the power to sue would be a dangerous thing for us to possess. It was recognized that a public lawsuit is a public controversy, something in which our Tradition says we may not engage.

To make our legal position secure, it would have been necessary to incorporate our whole Fellowship, and no one wished to see our spiritual way of life incorporated. It seemed certain that we could confidently trust AA opinion, public opinion, and God Himself to take care of Alcoholics Anonymous in this respect.<sup>22</sup>

**Warranty Six: "That though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in action and in spirit."<sup>23</sup>**

In preceding Concepts, much attention has been drawn to the extraordinary liberties which the AA Traditions accord to the individual member and to his group: no penalties to be inflicted for nonconformity to AA principles; no fees or dues to be levied – voluntary contributions only; no member to be expelled from AA – membership always to be the choice of the individual; each AA group to conduct its internal affairs as it wishes – it being merely requested to abstain from acts that might injure AA as a whole; and finally that any group of alcoholics gathered together for sobriety may call themselves an AA group provided that, *as a group*, they have no other purpose or affiliation.

It is probable that we AAs possess more and greater freedom than any Fellowship in the world today. As we have already seen, we claim this as no virtue. We know that we personally have to choose conformity to AA's Twelve Steps and Twelve Traditions or else face dissolution and death, both as individuals and as groups.

Because we set such a high value on our great liberties, and cannot conceive a time when they will need to be limited, we here specially enjoin our General Service Conference to abstain completely from any and all acts of authoritative government which could in any way curtail AAs' freedom under God. The maintenance of these freedoms in our Conference is a great and practical guarantee that the Conference itself will always remain democratic in action and in spirit.

Therefore we expect that our Conferences will always try to act in the spirit of mutual respect and love – one member for another. In turn, this sign signifies that mutual trust should prevail; that no action ought to be taken in anger, haste, or recklessness; that care will be observed to respect and protect all minorities; that no action should ever be personally punitive; that whenever possible, important actions will be taken in substantial unanimity; and that our Conference will ever be

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<sup>22</sup> However, the name Alcoholics Anonymous and the abbreviation AA were all legally registered in 1972.

<sup>23</sup> Bill here, apparently inadvertently, used the phrase "in action and spirit," instead of "in thought and action," that appears elsewhere in both the Conference Charter and the statement of Concept XII.

prudently on guard against tyrannies, great or small, whether these be found in the majority or in the minority.

The sum of these several attitudes and practices is, in our view, the very essence of democracy – in action and spirit.

Freedom under God to grow in His likeness and image will ever be the quest of the Alcoholics Anonymous. May our General Service Conference be always seen as chief symbol of this cherished liberty.

**To a man, we of AA believe that our freedom to serve is truly the freedom by which we live – the freedom in which we have our being.**

**.-ooOoo-.**

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# **THE AUSTRALIAN AA SERVICE MANUAL**

## **SECTION TWELVE LEGACY DOCUMENTS**

# **THE CONFERENCE CHARTER**

## **AUSTRALIAN GENERAL SERVICE CONFERENCE**



# CONFERENCE CHARTER

## AUSTRALIAN SECTION

### 1. Purpose:

The Australian General Service Conference of Alcoholics Anonymous is a guardian of the World Services and of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous. The Conference shall be a service body only; never a government for Alcoholics Anonymous.

### 2. Composition:

The Conference shall be composed of Area Delegates, entitled to Conference representation as elsewhere defined, the Trustees of the Australian General Service Board, staff of the General Service Office Manager or nominated deputy and the World Service Delegates.

### 3. Conference Relation to AA:

The Conference will act for AA in the perpetuation and guidance of its World Services, and it will also be the vehicle by which the AA movement can express its views upon all matters of vital AA policy and all hazardous deviations from AA Tradition. Conference Members should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the Group level, whether for information, discussion or their own direct instruction.

But no change in Article 12 of the Charter or in the Twelve Traditions of AA or in the Twelve Steps of AA may be made with less than the written consent of three-quarters of the AA Groups worldwide, as described in the resolution adopted by the 1955 Conference and Convention, North America.

### 4. Conference Relation to the General Service Board and its Corporate Services:

The Conference will replace the founders of Alcoholics Anonymous, who formerly functioned as guides and advisers to the General Service Board and its related service corporations. The Conference will be expected to afford a reliable cross section of AA opinion for this purpose.

A quorum shall consist of two-thirds of all the Conference members registered at that Conference.

To effectively further this same purpose it will be understood, as a matter of tradition, that a two-thirds vote of registered Members of Conference shall be considered binding upon the General Service Board and its related corporate services. But no such vote ought to impair the legal rights of the General Service Board and its service corporations to conduct routine business and make ordinary contracts relating thereto.

It will be further understood, regardless of the legal prerogatives of the General Service Board, as a matter of tradition, that a three-quarters vote of all Conference members may bring about a reorganization of the General Service Board and the directors and staff members of its corporate services, if or when such reorganization is deemed essential.

Under such a proceeding, the Conference may request resignations, may nominate new Trustees and may make all other necessary arrangements regardless of the legal prerogatives of the General Service Board.

## **5. Area Assemblies: Composition of:**

Assemblies, designated as Area Assemblies, are composed of the elected General Service Representatives of all the AA Groups desiring to participate, within a designated geographical Area.

Generally speaking, each Area will be entitled to one Assembly. But Areas of large AA populations and/or whose geography presents communication problems will be entitled to additional Assemblies, as provided by The Australian AA Service Manual, or by any further amendment thereto.

## **6. Area Assemblies: Purpose of:**

Area Assemblies convene for the election of Area Committee Members, from which are elected Area Delegates to the Australian General Service Conference of Alcoholics Anonymous. Such Area Assemblies are concerned only with the general service affairs of Alcoholics Anonymous.

## **7. Area Assemblies: Method of Electing Area Committee Members and Delegates:**

Whenever practicable, Area Committee Members are elected by written ballot without personal nomination. And Area Delegates are selected from among such Committee Members by a two-thirds written ballot or by *Third Legacy Procedure*, as provided in "The Australian AA Service Manual".

## **8. Area Assemblies: Terms of Office for Group General Service Representatives, Area Committee Members and Delegates:**

General Service Representatives and Area Committee members shall serve for two years, and these terms shall be concurrent. Area Delegate terms are three years from date of appointment.

## **9. The Australian General Service Conference Meeting:**

The Conference will meet yearly in or within close proximity to the City of Sydney, unless otherwise agreed upon. Special meetings may be called should there be a grave emergency. The Conference may also render advisory opinions at any time by a mail or telephone poll in aid of the General Service Board or its related services.

## **10. The General Service Board: Composition, Jurisdiction, Responsibilities:**

The General Service Board of Alcoholics Anonymous Australia shall be an incorporated body composed of alcoholics and non-alcoholics. It shall number eight alcoholics and four non-alcoholics.

Each of the six Australian regions shall provide one alcoholic Regional Trustee. The alcoholic Regional Trustees are chosen from candidates endorsed by the Areas of the relevant Regions.

The Areas may select their nominee themselves or ask Conference to make the selection according to the method prescribed from time to time in the Australian General Service Manual.

Conference has the opportunity to disapprove endorsement of single regional nominees or candidates chosen by a nominating session as above, by a 2/3 vote of all Conference Members. The Board then elects the new Trustee by a simple majority of remaining Board Members, for a four-year term only. By tradition, the Board shall accept the nominee of Conference.

The non-alcoholics are elected by the Board for a five-year term, subject to a disapproval vote of 2/3 of all Conference Members, with the option of another 5 years subject to Conference disapproval.

In addition, two further alcoholic Trustees, who shall reside within commuting distance of the Australian General Service Office, and shall be known as General Service Trustees, shall be elected by the Board and their appointment subject to a 2/3 vote of disapproval by the full Conference.

These General Service Trustees shall provide continued service to the Board at all times of the year. They serve for a four-year term only.

All Trustee appointments shall be approved by a majority of Trustees remaining in office. Where considered essential, interim appointments may be made at its discretion by the Board in consultation with the Conference Committee on Trustees. In the case of Regional Trustees, interim positions may be filled by the Board by selecting from candidates provided by the relevant Areas, requiring a 2/3 vote of all Board Members present or the Third Legacy Procedure for more than one candidate. Such appointments are subject to a 2/3 disapproval vote of the following Conference.

As stated elsewhere, any Trustee having retired shall not be eligible for reappointment.

The General Service Board is the chief service arm of the Conference, and is essentially custodial in its character.

Excepting for decisions upon matters of policy, finance, or AA Tradition, liable to seriously affect AA as a whole, the General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the AA service corporations and may name suitable committees and elect directors to its subsidiary corporate service entities in pursuance of this purpose.

The General Service Board is primarily responsible for the financial and policy integrity of its subsidiary services.

The Charter and Memorandum and Articles of the General Service Board, or any amendments thereto, should always be subject to the approval of the Australian General Service Conference by a three quarters (3/4) vote of all its members.

Except in a great emergency, neither the General Service Board nor any of its related services shall take any action liable to greatly affect AA as a whole, without first consulting the Conference. It is nevertheless understood that the Board shall at all times reserve the right to decide which of its actions or decisions may require the approval of the Conference.

## **11. The Australian General Service Conference: Its General Procedures:**

The Conference will hear the financial and policy reports of the General Service Board and its related corporate services.

The Conference will advise with the Trustees, Directors and Staff members upon all matters presented as affecting AA as a whole, engage in debate, appoint necessary committees and pass suitable resolutions for the advice or direction of the General Service Board and its related services.

The Conference may also discuss and recommend appropriate action respecting serious deviations from AA Tradition or harmful misuse of the name "Alcoholics Anonymous".

The Conference may draft any needed bylaws and will name its own officers and committees by any method of its own choosing. The Conference at the close of each yearly session will draft a full report of its proceedings, to be supplied free of charge to all Conference Members and made available for purchase to any AA Member or Group. Also a condensation thereof will be published in AA Around Australia and will reach all AA Groups throughout Australia through their GSRs.

## **12. General Warranties of the Conference:**

In all its proceedings, the General Service Conference shall observe the spirit of the AA Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Alcoholics Anonymous it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

## **13. The World Service Delegates: Election, Roles, Terms and Alternates:**

Two World Service (WS) Delegates who report to the Board and to Conference shall be appointed by Conference, using the Third Legacy Procedure, for a four year term. These Delegates shall represent AA Australia at both the World and the Asia-Oceania Service Meetings and bring knowledge back to the Australian Fellowship from sharing wisdom, strength and hope with the broad global AA network. Their main roles are World Service and 12th Step work at international level, and keeping the Australian Fellowship aware of their work.

For continuity, the terms of appointment shall overlap. Alternate positions shall be offered to runners-up in the Delegate election, in order of the votes attracted. These positions run parallel to the Delegate positions (overlapping, duration four years), unless the Delegate position falls vacant, in which case the Alternate will step into an acting Delegate role until the next election.



# THE AUSTRALIAN AA SERVICE MANUAL

## SECTION TWELVE LEGACY DOCUMENTS

# THE '*THIRD LEGACY*' PROCEDURE



# THIRD LEGACY PROCEDURE: PURPOSE & PROCESS

## PURPOSE

AA's *Third Legacy Procedure* is a special type of electoral procedure, used primarily for the election of Area Delegates, Regional and other Trustees and International Delegates, where more than one candidate is nominated. It is considered to be unique to AA, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, it has proved highly successful in eliminating the influence of factions or parties. A second-place candidate who may be extremely well qualified, but without early popular support is encouraged to stay in the balloting rather than withdraw.

## IT MUST FIRST BE ESTABLISHED

- That the candidates are eligible and willing to stand.
- That the right to vote has been established.
- If the election involves appointing an Alternate position, it should be decided in advance whether the runner-up will be that Alternate or whether this will be by a separate election.

## PROCEDURE

1. The Chairman of the meeting will take charge of the proceedings.
2. Two scrutineers are appointed, preferably from among those not eligible to vote.
3. The names of candidates are written on a black/whiteboard or similar
4. The vote will be written on the board against the names of candidates.
5. The first candidate to receive two-thirds of the total vote is elected.
6. All ballots are secret, so blank papers (and sometimes pencils) are distributed.
7. Written ballots are cast in the traditional way (one choice to a ballot), collected and given to the scrutineers to count; the tallies are then posted on the Board.
8. If no candidate receives the necessary two-thirds of the vote at the first ballot, a second ballot is held, duplicating the first.



9. If no candidate receives the necessary two-thirds of the vote at the second ballot, any candidate having less than one-fifth of the total vote is withdrawn automatically except that the two top candidates must remain. In the case of a tie for second place, the top candidate and tied second-place candidates remain.
10. A third ballot is then held with the remaining candidates. As for the second ballot, if no candidate receives the necessary two-thirds of the vote at the third ballot, candidates with less than one-third of total vote will be withdrawn automatically, except that the two top candidates must remain. In the case of a tie for second place, the top candidate and tied second-place candidates remain.
11. A fourth ballot is then conducted as for the second and third above.
12. If no candidate receives the necessary two-thirds of the vote, the Chairman establishes by formal motion (with seconder) on a majority show of hands, whether to hold a fifth ballot or go straight to the "hat".
13. If no candidate receives the necessary two-thirds of the vote in the fifth ballot, or if the meeting has decided to drop the fifth ballot, the choice will be made by lot (by the "hat").
14. In the final round, the names of the remaining candidates will be placed in a hat, box or other suitable container, and a person nominated by the Chairman will draw one candidate's name from the hat.
15. That candidate is then the Delegate, Trustee or officer.

## The Third Legacy Procedure



