

AREA 53 GUIDELINES

REVISED JULY 2026

AREA 53 GENERAL SERVICE

CENTRAL & SOUTHEAST OHIO

Table of Contents

Contents

Foreword 2
Preamble 2
Operating Principles of the Area 53 Assembly 2
Article I – Name of the Organization 3
Article II – Purpose 3
Article III – Membership 3
Article IV – Meetings of the Area 53 Assembly 3
Article V – Area 53 Assembly Officers 3
Article VI – Duties of the Officers 4
Article VII – Area Committee of the Area 53 Assembly 5
Article VIII – Standing Committees of the Area 53 Assembly 6
Article IX – Standing Committee Areas of Activity 7
Article X – Districts of the Area Assembly 8
Article XI – Intergroup and Central Offices 10
Article XII – Election of Area Delegate, Alternate Delegate and Area Officers 10
Article XIII – Financial Guidelines of the Area 53 Assembly 10
Article XIV – Changes to these Guidelines 11
Appendix A – District Boundaries 12

Foreword

We are but trusted servants of Alcoholics Anonymous. The suggested Guidelines presented here for the Area Committee, Area Assembly, and Districts were voted on and approved by a majority of those voting at the Area Assembly meeting of June 16, 1991. Since that time, they have been updated. The September 2024 revision added three changes voted on by the Area 53 Assembly between 2023 and 2024, Panel 73. The July 2026 revision combines Districts 13 and 14, voted on at the Area 53 Assembly in June 2026. View Revision History Here

These Guidelines exist to assist us as we serve and are compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and *The A.A. Service Manual.* However, autonomy allows the Area to establish practices and customs that have been accepted over time unless stated herein.

Future Area Assemblies and Districts may, of course, decide to exercise their "right of decision" and change these guidelines. It is hoped, however, that such changes will be a result of informed group conscience and in the spirit of true A.A. Unity, Service and Recovery.

Preamble

The Area 53 Assembly of Alcoholics Anonymous shall always be a service body and shall respect the autonomy and privilege of dissent of any or all A.A. Groups in the Area 53 General Service Conference Area. In the course of its deliberations and discussions, the Area Assembly shall be ever mindful of the ideals expressed in the Twelve Traditions, Twelve Concepts, and *The A.A. Service Manual* and shall strive to be the true voice and group conscience of Area 53 A.A. Unity.

Service shall be the Area Assembly's Primary Purpose. The Area Assembly shall encourage all Area 53 A.A. Groups to participate in the business of the Area Assembly and to support the Area Assembly in its efforts to cooperate with Alcoholics Anonymous at all levels.

The Area Assembly is specifically charged with the duties of electing a Delegate to the General Service Conference, giving the Delegate financial support so that he or she may serve the Area, and assisting the Delegate in the course of the duties of the office. The Area Assembly is also to elect an Alternate Delegate and Area Officers and Alternates as outlined in Article V of the Guidelines.

Operating Principles of the Area 53 Assembly

(Adapted from Concept XII of "The Twelve Concepts of World Service")

In all of its proceedings, the Area 53 Assembly shall observe the spirit of the A.A. Traditions. Great care shall be taken that the Assembly never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of the Assembly 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. No Assembly action shall ever be personally punitive nor an incitement to public controversy. Though the Assembly may act for the service of Alcoholics Anonymous, which it serves, the Assembly itself shall always strive to maintain unity in thought and action.

Article I – Name of the Organization

1. Area 53 Assembly of the General Service Conference of Alcoholics Anonymous (referred to as "Area 53 Assembly").

Article II – Purpose

1. To support the General Service Conference and its members in their roles as provider of A.A. World Services and as guardian of the Twelve Steps and Twelve Traditions.
2. To elect, and support, a Delegate to the General Service Conference.
3. To provide communication and encourage unity within Area 53.
4. To assist in the development and communication of an informed group conscience.

Article III – Membership

1. The following are voting members of the Area 53 Assembly:
    a. Area Delegate and Alternate Delegate
    b. Past Delegates
    c. Area Officers and their Alternates
    d. Representatives of each District within Area 53
        i. District Committee Members (DCM) or their Alternates
        ii. General Service Representatives (GSR) or their Alternates
    e. Chairpersons of Standing Committees, or their Alternates
    f. The DCM Chairperson

Article IV – Meetings of the Area 53 Assembly

1. The full Area 53 Assembly will meet as follows:
    a. In March on the Sunday of the Mini Conference weekend
    b. In June on the first Sunday
    c. In September on the second Sunday
    d. In December on the second Sunday
2. The Assemblies shall be held in a convenient location and may be moved from community to community within Area 53.

Article V – Area 53 Assembly Officers

1. Area Officers shall include:
    a. Delegate
    b. Alternate Delegate
    c. Chairperson
    d. Alternate Chairperson
    e. Secretary
    f. Alternate Secretary
    g. Registrar
    h. Alternate Registrar
    i. Treasurer
    j. Alternate Treasurer

2. All area officers shall be elected using "Third Legacy Procedures" as outlined in *The A.A. Service Manual*.
3. All area officers shall have a vote at both the Area Assembly meeting and the Area Committee meeting.
4. All area officers shall serve for a term of two years.
5. All officers or their alternates, unless otherwise specified, are expected to attend all Area Service activities, one state mini conference outside of Area 53 and are encouraged to attend the Ohio State Convention and the Regional Convention and Regional Forum.

Article VI – Duties of the Officers

1. Delegate:

a. Shall perform the duties specified in *The A.A. Service Manual*, whenever practical.
b. Is expected to attend all Area, State, and Regional Service activities along with A.A.'s International Convention when held.

2. Alternate Delegate:

a. Shall perform the duties of the Area Delegate in the absence of the Area Delegate.
b. In the event that the Delegate cannot serve, the Alternate shall assume fully the duties of Delegate.
c. Shall serve as Chairperson of the Area 53 Mini Conference.

3. Chairperson:

a. Shall chair all afternoon Area Assembly and Area Committee meetings.
b. Shall prepare the agenda for the Area Assembly and Area Committee Meetings.
c. Act, in general, as the administrative officer of the Area Assembly.
d. May appoint an ad hoc committee to investigate a specific purpose or situation. The ad hoc committee will report its findings to the Chairperson and Area Assembly at which time the ad hoc committee will be dissolved.

4. Alternate Chairperson:

a. Shall assume the duties of the Chairperson in his or her absence.
b. Shall assume other duties as requested by the Area.
c. Shall chair all morning Area Assembly Meetings.

5. Secretary:

a. Shall take minutes of all Area 53 Assembly and Committee Meetings.
b. Shall mail minutes of all meetings at appropriate times to all voting members of the Area 53 Assembly, with the exception of those members that have agreed to receive the assembly minutes electronically.
c. Shall have custody of all current Area 53 Assembly documents (documents for the last two years), including minutes, committee reports, Delegate reports, correspondences, publications of Area 53 Assembly, etc.
d. Shall transfer all non-current documents, in a timely fashion, to the Area Archives Committee for storage.
e. Shall notify all members of Area Assembly meetings.
f. Shall notify voting members of Area Committee meetings.

6. Alternate Secretary:

a. Shall perform the duties of the Secretary in his or her absence.
b. Shall perform other duties as assigned by the Area Assembly.

7. Registrar:

a. Shall develop, maintain and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and direct mailings or provide mailing labels as needed and approved by the Area.
b. Shall keep and update a listing of all persons eligible to vote in Area Committee and Area Assembly meetings.

c. Shall relay pertinent information between the Delegate and G.S.O., when requested to do so, and shall handle other Area correspondence as requested.

8. Alternate Registrar:

a. Shall cooperate with the Group Services Committee by exchanging group, district, and Area change information.
b. Shall perform the duties of the Registrar in his or her absence.
c. Shall perform other duties as assigned by the Area Assembly.

9. Treasurer:

a. Shall receive and record contributions from A.A. Groups and individuals and return a receipt for each contribution.
b. Shall make all disbursements by check or electronic means. Maintain records and supporting documentation for each transaction.
c. Shall maintain possession of the Area 53 bank card. Shall maintain records accounting for its usage.
d. Shall maintain a bank account(s) with at least three signatories, the Treasurer and at least two other Area 53 Assembly Officers.
e. Shall reconcile bank statement(s) monthly.
f. Shall report to the Area Committee and Area Assembly at each meeting.
g. Shall prepare a written quarterly report for each Area Assembly meeting, which includes income and expenses since the previous report.
h. Shall maintain a listing by group, district, or other entity of all donations deposited to the Area account.
i. Shall prepare an annual financial report at the end of each year.
j. Shall present a budget for the upcoming year at the October Area Committee Meeting and at the December Area 53 Assembly.
k. Shall file all necessary annual IRS documents as required by law.

10. Alternate Treasurer:

a. Shall assume the duties of the Treasurer in his or her absence.
b. Shall assist in the preparation of the quarterly and annual financial report.
c. Shall review the bank reconciliation(s) prepared by the Treasurer monthly.
d. Shall serve as Treasurer of the Area 53 Mini Conference Committee.
e. Shall perform other duties as assigned by the Area Assembly.

Article VII – Area Committee of the Area 53 Assembly

1. Composition:

a. Delegate
b. Alternate Delegate
c. All current Officers and Alternate Officers
d. District Committee Members, or their Alternates
e. Chairpersons of the Standing Committees, or their Alternates
f. DCM Chairperson, or his/her Alternate

2. Purpose

a. The Area Committee will serve as the steering committee of the Area 53 Assembly.
b. The Area Committee will assist the Area Chairperson in setting the agenda for the Area 53 Assembly.
c. The Area Committee will assist the Area Officers in conducting the day-to-day business of the Area 53 Assembly.

d. The Area Committee will assist and support the work of our Area Standing Committees.

3. Meetings

a. Meetings shall be held on the second Sunday in January, April, July, and October.
b. The agenda set by the Area Committee will be communicated to all Area Assembly members at least one month prior to the Area Assembly Meeting.

Article VIII – Standing Committees of the Area 53 Assembly

1. Area Standing Committees

a. Accessibilities Committee
b. Archives Committee
c. Communication Services Committee
d. Cooperation with the Professional Community/Public Information Committee
e. Correctional Facilities Committee
f. Finance Committee
g. Grapevine Committee
h. Group Services Committee
i. Liaison Committee
j. Mini Conference Committee
k. Treatment Facilities Committee

2. Chairpersons of Committees

a. The committee members of a standing committee (except Mini Conference) shall elect the Chairperson. In the absence of an active committee membership, the Area Chairperson may recommend a Standing Committee Chairperson subject to the approval of the Area Committee.
b. Rotation shall be a principle followed by all Standing Committees with respect to election or appointment of officers with efforts being made to maintain continuity of committee service.
c. Each committee chairperson shall submit a summary report of committee action to the Area Secretary at the Area Assembly for inclusion in the minutes.
d. The Chair of each Standing Committee shall submit copies of all committee meeting minutes to the Area Secretary for inclusion with area records.
e. Should a Standing Committee require support from the Area, the Chair of the committee shall submit a budget request to the Area Treasurer by October 1st for consideration for inclusion in the yearly budget prepared by the Finance Committee.

3. Additional Standing Committee Officers

a. Each Standing Committee shall elect from among their active members those officers who, in addition to the committee Chairperson, are deemed necessary for the proper operation of the committee.

4. Standing Committee Funding

a. Standing Committees may seek their funding through direct contributions to support the service components for their work. Contributions may be monetary or material in nature and within *A.A. Guidelines.*

Article IX – Standing Committee Areas of Activity

1. Accessibilities Committee

a. Shall explore, develop and offer resources to make the A.A. message and participation in our program available to alcoholics with special needs that limit their access to the full A.A. experience.
b. Shall establish and implement service priorities for A.A.s with special needs at the individual, group, district, and area level.

2. Archives Committee

a. Responsible for establishing policies, collection scope, budgets, and procedures. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the Archives.
b. Select an Area Archivist to serve as the central administrator of the Area's archival collection responsible for maintaining the physical and intellectual integrity of the collection.
c. Consistent with A.A.'s shared experience that the appointed Area Archivist position should not rotate frequently, the Area Archivist can be reappointed for consecutive panels without regard to A.A.'s normal guidelines regarding the principle of rotation.

3. Cooperation with the Professional Community/Public Information Committee

a. Shall establish good cooperation between A.A. and the professional community.
b. Shall provide information about A.A. to those that have contact with alcoholics through their profession.
c. Shall provide speakers and information for non-A.A. functions within the guidelines of the Traditions.
d. Shall assist in the preparation and dissemination of all A.A. public announcements within the Area.

4. Communication Services Committee

a. Shall administer Area website hosting, domain name and website development software. This shall include selection of products and services to be used and updating these tools as is necessary to assure smooth operation of the site.
b. Shall publish content and updates to the Area website using materials submitted by members from within Area 53. This may include but not be limited to: Area News, Calendar of Events, District and Standing Committee pages, Assembly Minutes and Reports, Information Pages and Archives. Submissions shall be published at the discretion of the committee.
c. Shall update and maintain the Area email lists for forwarding and Area News using source data provided by the Area Registrar.
d. Shall create, maintain and publish digital newsletters and subscriptions using information submitted by members of Area 53.
e. Shall provide online event registration, payments and group contributions.
f. Shall ensure the privacy of member data stored in website files.
g. Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.
h. Shall administer the Area 53 video conferencing account to provide for online and hybrid meetings of Area Assemblies, Area Committee Meetings, DCM Committee Meetings and other ad hoc and Standing Committee meetings as requested.
i. Shall coordinate audio-visual functions to achieve smooth operation of both in-person and hybrid meetings.

5. Correctional Facilities Committee

a. Shall establish good cooperation between A.A. and correctional facilities in Area 53.
b. Shall provide information about A.A. to inmates in Area correctional facilities.
c. Shall assist in the organization of correctional facilities meetings.

6. Finance Committee

a. Shall be composed of the current, and in an election year, the incoming Treasurer, Alternate Treasurer, Area Chairperson, and Alternate Chairperson.
b. Shall assist the Treasurer, in an election year the incoming Treasurer, in the preparation of the Area 53 budget.
c. Shall consider all financial requests and make recommendations to the Area as deemed prudent by the committee.

7. Grapevine Committee

a. Shall review all matters relating to *Grapevine* publications.
b. Shall consider and make recommendations regarding proposed additions and changes to *Grapevine* publications.
c. Shall inform Assembly members, through displays and other suitable methods, of all available *Grapevine* publications and audio-visual materials, and other special items.

8. Group Services Committee

a. Shall serve new and existing districts and groups in Area 53 by sharing information and experience to strengthen the General Service Structure.
b. Shall coordinate and cooperate with all DCMs to organize all inactive districts.
c. Shall provide materials and information to assist in registering groups and districts with all service entities.
d. Shall maintain and help to coordinate the GSR School.
e. Shall maintain and present Conference Approved Literature for resale at all Area 53 General Service Functions.

9. Liaison Committee

a. Shall work to establish and maintain communications among central and intergroup offices and Area 53.
b. Shall seek to prevent unnecessary duplication of efforts and conflicts arising from service work by the Area and central or intergroup offices within the Area.
c. Shall seek to keep Area members informed of all central office and intergroup office activity within the Area.

10. Mini Conference Committee

a. Shall report regularly to the Area Assembly meeting.
b. Shall plan and organize the Area 53 Mini Conference.
c. Shall be chaired by the Area 53 Alternate Delegate.
d. The Area 53 Alternate Treasurer shall serve as Mini Conference Treasurer.

11. Treatment Facilities Committee

a. Shall establish good cooperation between A.A. and treatment facilities in Area 53.
b. Shall provide information about A.A. to patients in Area treatment facilities.
c. Shall assist in the organization of treatment facilities meetings.

Article X – Districts of the Area Assembly

1. District Membership

a. District membership shall consist of the District Committee Member and all General Service Representatives within the District.

2. Voting Membership

Voting Membership at District Meetings Shall Consist Of:

a. District Committee Member (or their Alternate).
b. One General Service Representative (or their Alternate) from each Group in the District.
c. Other officers as required by the District membership.

3. District Meeting

a. Each District should meet at regularly defined intervals, not less than four times a year, and at a time and place of its own choosing.

4. District Elections

a. Each Group may elect a GSR and, if they choose, an Alternate GSR.
b. Each GSR is to serve a two-year term.
c. GSRs are to be elected in even-numbered years for groups with even group numbers, odd-numbered years for groups with odd numbers.
d. GSR elections should occur during the period from October to November, with the newly elected GSRs assuming their positions in December.
e. DCMs are to be elected by the currently serving GSRs in the District to serve a two-year term. DCMs should be elected in November of the year in which Area Elections do not occur.

5. District Committee Members Meeting

a. A meeting of all DCMs is to be held on the same day as and immediately prior to the Area Committee meeting. At this meeting, DCMs will discuss items to be presented to the Area Committee for inclusion on the agenda of the Area Assembly Meeting. Other service-related issues of importance to DCMs may also be discussed.
b. For organizational purposes, the DCM meeting will elect a Chairperson and a Secretary.

6. District Committee Member Chairperson (DCMC)

a. Qualifications:
    i. The DCMC has served as a DCM and is elected by other DCMs to take responsibility for DCM Committee meetings.
    ii. If the person chosen is a current DCM, a new DCM should be elected to fill his or her position.
b. Duties
    i. Shall keep in regular communication with the DCMs.
    ii. Should coordinate and report all DCM-hosted events to the Communication Services Committee to prevent scheduling conflicts. (Examples: workshops, committee meetings, sharing sessions.)
    iii. May be responsible for the smooth running of the DCM segment of the Area Assemblies and Area Committee Meetings.
    iv. Needs a sound understanding of the Steps, Traditions and Concepts.
    v. Keeps the Area Officers informed of the group conscience of the DCM Committee meeting.
    vi. Shall coordinate with the Delegate all redistricting plans if requested by the DCM.
c. DCM Secretary
    i. The DCM Secretary will be responsible for providing minutes of the meeting to Area DCMs.

7. District Boundaries

a. District boundaries are shown approximately on the map in Appendix A.
b. Specific designation of any group as being within a District is dependent upon group number assignment from the General Service Office.

Article XI – Intergroup and Central Offices

1. Members of the Area 53 Assembly recognize the vital services provided by these units which benefit the entire fellowship and encourage their coexistence.
2. Within the Area, groups are encouraged to form intergroup units which may offer the following local services:
    a. Receiving, distributing and following up Twelfth Step Calls.
    b. Answering inquiries about A.A.
    c. Establishing local public information committees.
    d. Maintaining information about local hospitals and recovery facilities for alcoholics.
    e. Providing local A.A. open and closed meeting lists.
    f. Providing a newsletter.
    g. Ordering, selling and distributing A.A. conference-approved literature.
3. Members of the Area 53 Assembly encourage intergroup officers to specify their area and scope of activity and forward such information to the Area Registrar. The Area Registrar may then distribute such information to other Area officers to enhance coordination between Area 53 and the Intergroups and Central Offices so that no essential services to members and to those who may want what we have go unfulfilled.

Article XII – Election of Area Delegate, Alternate Delegate and Area Officers

1. At the September Area 53 Assembly Meeting of each even-numbered year, the Area Assembly will hold elections of the Area Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Registrar, Alternate Registrar, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer.
2. The term of service for these individuals will be for two years and will begin January 1 of the following year.
3. At the beginning of this even-numbered election year, the Chairperson will ask the immediate Past Delegate to chair an ad hoc nomination committee to identify, secure, and submit names of qualified nominees.
4. The Election Assembly will follow the general order of business as outlined on page S34 of *The A.A. Service Manual* with special emphasis on items 4, 5, and 6.
5. Pages S34, a *Typical Election Assembly,* and S20-21, *Third Legacy Procedure,* are to be read to the Assembly prior to the beginning of the election.
6. All elections will be held using *the Third Legacy Procedure.*
7. All members of the Area Assembly designated as voting members as described in *Article III "Membership"* shall have voting privileges.

Article XIII – Financial Guidelines of the Area 53 Assembly

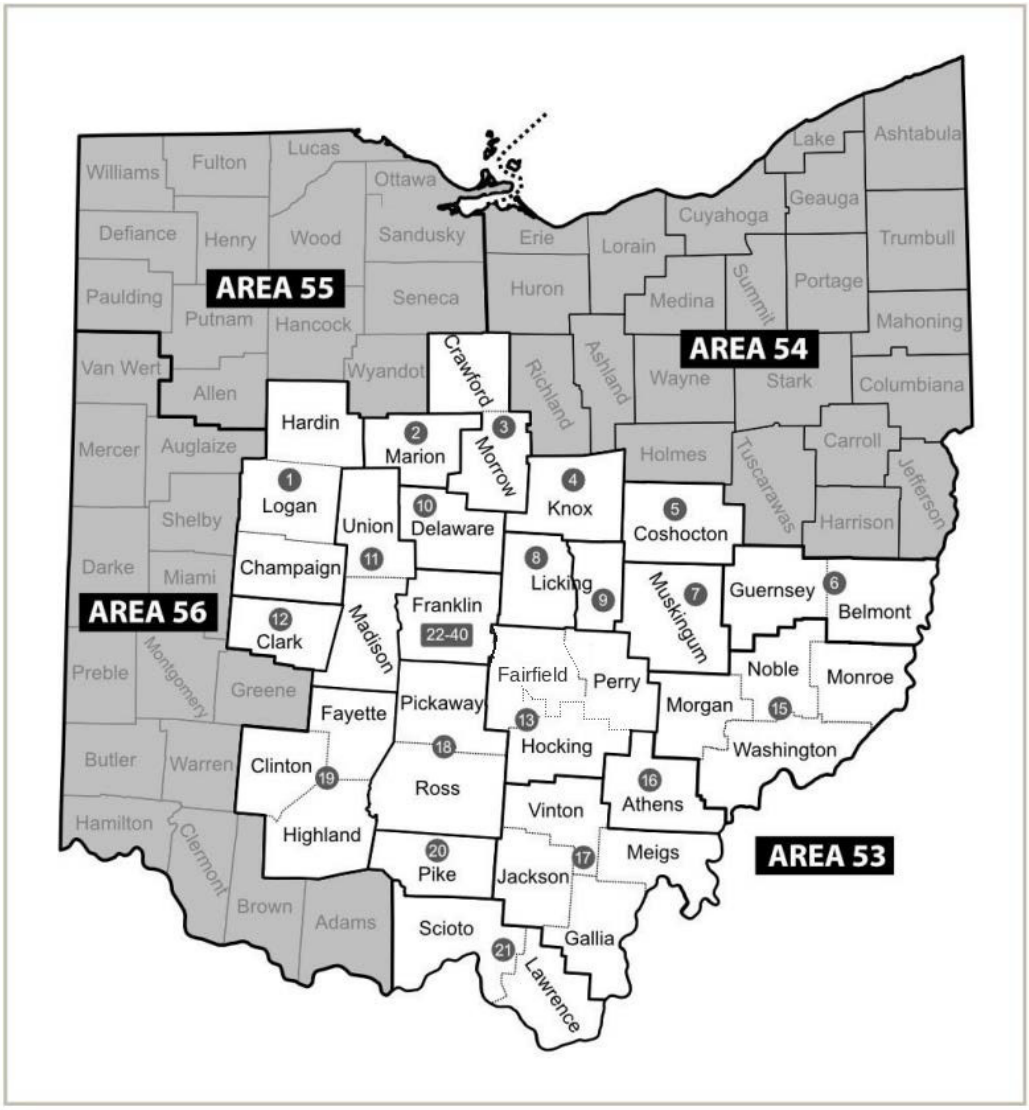
1. The Area Assembly will accept contributions only from A.A. Members, groups, and other A.A. entities in Area 53 to ensure that the Assembly remains directly responsible to those it serves. Consistent with the principle of non-affiliation, the Area Committee will determine the appropriateness of contributions from other A.A. entities.
2. A.A. Groups are encouraged to use the pamphlet "Self-Support: Where Money and Spirituality Mix" when determining contributions.
3. Disbursements for expenditures approved in the budget shall be considered approved by the Area 53 Assembly and will not require additional pre-approval.

4. The Area Assembly must approve all amendments to the budget that are greater than $300. The Area Committee may approve amounts less than $300.
5. Area 53 shall maintain bank account(s) with at least three signatories, the Area Treasurer and at least two other Area 53 Officers. All disbursements shall require a check with two signatures.
6. No disbursements shall be made to any individual or group without proper statements and receipts.
7. The Area Committee is responsible for reviewing the Area's financial condition and recommending to the Area Assembly any actions needed to assure that "sufficient operating funds, plus an ample reserve, be its prudent financial principle."
8. The Area will fund the Delegate's cost for the General Service Conference and other expenses related to the execution of his or her duties approved by the Area Assembly.
9. Expenses of Alternate Delegate, Officers, Alternate Officers and Standing Committee Chairpersons associated with the execution of their duties may be paid if approved by the Area 53 Assembly.

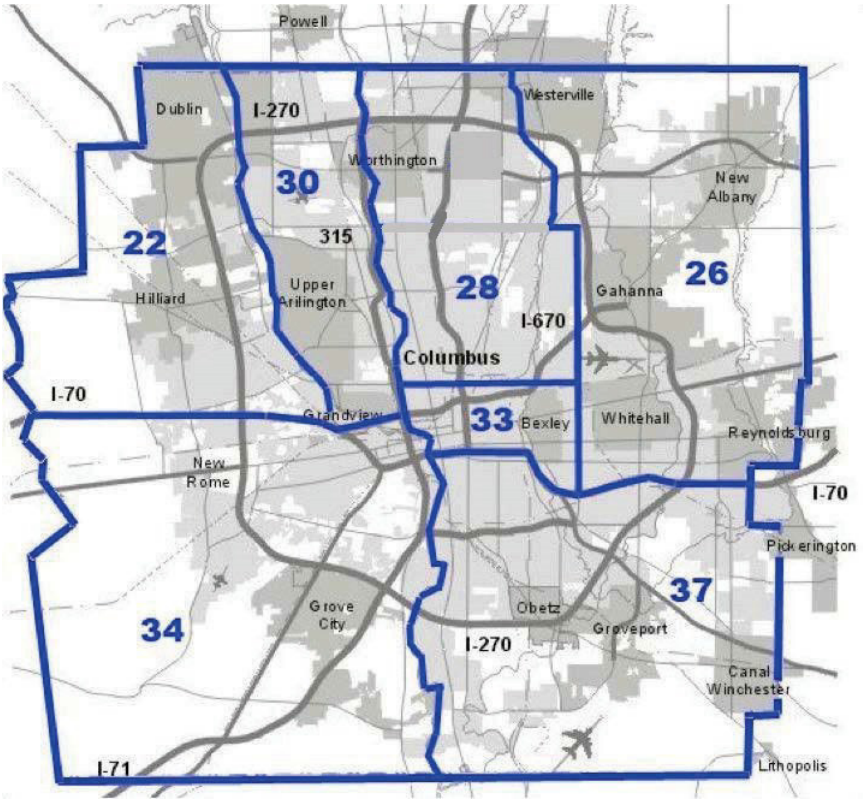
Article XIV – Changes to these Guidelines

1. Any proposed change to these Guidelines shall be submitted, in writing, to the Area Chairperson who will present it to the Area Committee as an item for inclusion on the Area Assembly Agenda.
2. The proposed change will be presented at the next Area Assembly Meeting. At that time, limited discussion will occur and a vote to consider the proposed change will be taken. If a majority of Area Members present vote to consider the change, the change will be placed on the agenda for the following Area Assembly Meeting.
3. If the proposed change is to be considered, the Area Secretary will distribute a copy of the proposed change to all voting members of the Area 53 Assembly within 15 days of the meeting during which the vote to consider was taken.
4. Changes to be considered will be presented to each area Group by their respective GSRs, and the group's conscience on the proposed change assessed.
5. At the following Area Assembly Meeting, the proposed change, which was approved for consideration, will be presented for possible adoption. A two-thirds (2/3) majority vote is needed at that time to adopt the proposed change.

Appendix A – District Boundaries



District 1 Hardin, Logan & Champaign Counties
District 2 Marion County
District 3 Morrow and Crawford Counties
District 4 Knox County
District 5 Coshocton County
District 6 Guernsey and Belmont Counties
District 7 Muskingum County
District 8 Licking County, west of Rt. 13
District 9 Licking County, east of Rt. 13
District 10 Delaware County
District 11 Union & Madison Counties
District 12 Clark County
District 13 Fairfield County, Hocking County, & Perry County
District 15 Morgan, Noble, Monroe & Washington Counties
District 16 Athens County
District 17 Vinton, Meigs, Jackson & Gallia Counties
District 18 Pickaway & Ross Counties
District 19 Fayette, Clinton & Highland Counties
District 20 Pike County
District 21 Scioto & Lawrence Counties



District 22
N: Franklin-Delaware County line S: I-70
E: Scioto River
W: Madison County line

District 26
N: Franklin-Delaware County line
S: I-70
E: Franklin-Licking County line
W: Alum Creek to Morse Road and Stelzer Road to I-70

District 28
N: Franklin-Delaware County line
S: Fifth Avenue to Stelzer Road
E: Stelzer Road to Morse Road/Alum Creek
W: Olentangy River

District 30
N: Franklin-Delaware County line
S: I-670
E: Olentangy River
W: Scioto River (to the confluence)

District 33
N: Fifth Avenue
S: I-70
E: Stelzer/James Roads
W: Olentangy River

District 34
N: I-70
S: Franklin-Pickaway County line
E: Scioto River
W: Franklin-Madison County line

District 37
N: I-70
S: Franklin-Pickaway County line
E: Franklin-Licking County line
W: Scioto River

For Internal Use only, no longer a part of the guidelines:

Scan for Digital Copy of the Guidelines:

https://drive.google.com/file/d/1ERiI5aqdGeyTgsnoe4fNDmBnh2jjgEda/view?usp=sharing

The guidelines' revision history is available here:

https://drive.google.com/file/d/1nxrUjxRK8tHLxn1vlwtoh07lU26Eq_Vy/view?usp=sharing