

DISTRICT 32

STRUCTURE

MANUAL

DISTRICT 32 OFFICERS

- DCM:** Liaison between District, GSR's and Area/Delegate (5 years sobriety requirement)
- ADCM:** Backup for DCM and steps up to position if DCM resigns (3 years sobriety requirement)
- SECRETARY:** District Record Keeper (3 years sobriety requirement)
- TREASURER:** Maintains District's funds (3 years sobriety requirement)
- OFFICER AT LARGE:** Fills District officer position if anyone other than DCM resigns (3 year sobriety requirement)

DCM

District Committee Member (see the AA Service Manual)

District level duties (including but not limited to):

- Holds monthly District Meeting
- Gives DCM report during meeting
- Gets guest speakers for District Meeting as required/requested
- Recruits Sub-Committee chairpersons as needed
- Responsible for and advisor to District Workshop Sub-Committee
- Represents District as spokesperson in all matters

Area level duties (including but not limited to):

- Attends Quarterly Area Meeting Gives District Report - verbal (if requested) and written
- Participates in Area Sub-Committees (as determined by Area)
- Participates in Mini-Assemblies, Share-A-Day, District Workshops and Eastern Pennsylvania General Service Assembly (EPGSA) Convention/Assembly

ADCM

Alternate District Committee Member (see the AA Service Manual)

District level Duties (including but not limited to):

- Attends Monthly District Meeting
- Gives ADCM Report during meeting
- Participates in District Workshop

Area Level Duties (including but not limited to):

- Attends Area Meeting with DCM
- Participates in Mini-Assemblies, Share-A-Day, Multi District Workshops and E.P.G.S.A. Convention/Assembly

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Secretary

District Level Duties (including but not limited to):

- Attends Monthly District Meeting
- Records minutes of District Minutes
- Copies and distributes monthly minutes to GSR's and District Officers
- Fulfills all other District correspondence as directed

Area Level Duties (including but not limited to):

- Attends at least one Area Meeting
- Participates in Mini-Assembly, Share-A-Day, Multi-District Workshops, E.P.G.S.A. Convention/Assembly

Treasurer

District Level Duties (including but not limited to):

- Attends Monthly District Meeting
- Gives Treasurer's Report (verbal and written)
- Speaks on 7th Tradition each month at District Meeting (optional)
- Collects donations from District's Groups and sends thank you notes
- Pays District Expenses
- Pays Rent for Room in January and pays Rent for P.O. Box in March
- Prepares yearly District Budget for January District Meeting
- Makes disbursements to G.S.O, Area 59 and Intergroup, with group conscience approval.
- Maintains a prudent reserve of \$500.00 (district conscience)

Area Level Duties (including but not limited to):

- Attends at least one Area Meeting
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly

Officer At Large

District Level Duties (including but not limited to):

- Fills any position (except DCM) if District Officer resigns or is temporarily unavailable to fulfill their duties
- **If it occurs that the OAL needs to fill an Officer position (except DCM) due to a resignation, or an officer position unable to be fulfilled, a new OAL will be voted and elected into the vacant OAL position through the end of the remaining term.**

Area Level Duties (including but not limited to):

- Attends at least one Area Meeting
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly

District Archivist

- Obtains and maintains archives from District 32 and Groups
- Obtains and shares information with Area Archivist

Sub-Committees: The purpose of District 32's sub-committees is to allow GSR's, District Officers and District AA members to meet, share information and take action to carry the AA message on a District Level. Each sub-committee is to have a chairperson, sub-committee members and a District Officer who will act as advisor. The District DCM will be liaison to all sub-committees. The chairperson should be a GSR and have at least two years sobriety. The Chairperson will be chosen from within the subcommittee and if none are found the advisor will appoint someone or fill in themselves if no other appropriate AA can be found, however this should be a last resort.

Archives: To maintain and document the history of District 32 with materials relating to information about District 32, Area 59, and AA as a whole (where relevant to the District). The District Secretary will be Advisor to this sub-committee.

District Workshop(s) To share information about AA related topics in a larger format than regular meetings. The DCM (or ADCM) will be responsible for forming a District Workshop sub-committee each year and oversee the workshop.

Grapevine: To stress the importance of the Grapevine and other Grapevine materials as tools for sobriety and to aid new Grapevine Representatives in learning about the Grapevine and how to sell subscriptions and related items. The ADCM will be the Advisor to this sub-committee.

Structure: To create and maintain a systematic procedure for District activities. The Treasurer will be Advisor to this sub-Committee.

Visitation: To visit groups in the District on order to facilitate communication between the District and groups, especially with District Officers. The OAL will be Advisor to this sub-committee.

P I: To assist District to inform the general public and the AA membership of ways to carry the message; such as workshops, literature kits, conventions, health fairs, and the community through libraries, churches, and schools.

Special terms: Liaison will be the DCM, who is to represent the District authority and be ultimately Responsible for the functioning of the sub-committees. Advisor to represent the District, appoint a chairperson and attend subcommittee meetings.

GSR The General Service Representative - See the AA Service Manual

The **GSR** is a vital part of AA. They serve as the link between the Groups and the District. Each Group elects it's own GSR. It is usually a two-year commitment, and it is *suggested* that they have at least two years of sobriety. **They are the guardians of the AA Traditions.** *Also see the pamphlet "GSR", and "The AA Group".*

Regular attendance at the Group

- Attendance at Group Monthly Business Meetings
- To understand group conscience and take back to the District
- Brings all appropriate handouts back to the Group
- To share their service experience with the Group

Attendance at Monthly District Business Meetings

- Gives Group Status Report at District Meeting
- Participates on at least one District Subcommittee
- Brings Group announcements to meetings
- Attends yearly E.P.G.S.A. Area Convention/Assembly
- Attends at least one Area Business Meeting
- Attends at least one Mini-Assembly

Alternate GSR (see GSR Description)

The Alternate GSR's role is two parts. The first is to back up the GSR in case they are unable to fulfill a commitment. For example, if the GSR cannot attend the District Business Meeting, it is the **Alternate GSR's** duty to attend. The second role is to step into the GSR position if the GSR resigns.

Suggested time of sobriety is one year, depending on Group Conscience.

- Regular attendance at the Group
- Fills in for GSR when unable to fulfill commitment
- Attendance at Group Monthly Business Meetings
- May participate in District 32 Meetings, but can not vote if the GSR is present (only one vote per group)
- To share their service experience with the Group
- Attends District Sponsored Workshops
- Recommended attendance at Monthly District Business Meetings
- Optional participation on a District Subcommittee
- Suggested attendance at yearly Area E.P.G.S.A. Convention/Assembly
- Suggested attendance at least one Area Business Meeting
- Suggested attendance at least one Mini-Assembly

DISTRICT 32 MEETING FORMAT

The District Meeting will be held once a month. Currently it is being held at Tree of Life Church in Springfield (Delco), PA, at 7 PM, the fourth Wednesday of the month. The DCM will be the chairperson, in the event the DCM is not present the ADCM will chair.

Open with: Serenity Prayer , Declaration of Unity, Preamble

Call Room to Order

Basic Introduction - State Name, Position for D32 and state opening meeting

Tradition or Concepts of the month

Minutes (Read, accept, and approve)

Roll Call: taken for attendance only, problems or concerns discussed under new business

Treasurer's Report (Read, accept, and approve)

Pass basket - 7th Tradition

DCM Report

ADCM Report

OAL Report

Structure Committee

Archivists Report

Visitation Committee

Any other Committee

Old Business

New Business

Close with: Responsibility Declaration

PROCEDURES: Meeting time is limited to 1 hour. Any overage must be voted on and approved. Only GSR's, acting AGSR's and District Officers may sit at the tables and speak so to keep participation limited to those representing Groups. Also, to aid in counting during any voting. Motion Procedure: 1) motion brought to floor, 2) discussion, 3) call if motion remains, if so ask for second, 4) call for vote. Every GRS or Alternate GSR (only 1 person) shall be entitled to one vote. Unless otherwise specified, the favorable vote of a majority of those present shall be sufficient to approve any matter brought before the meeting. After a vote has been taken, minority opinion will be heard at which time another vote may be taken if any wish to change their vote. If any GSR arrives after the Group Reports, they must wait until after the Treasurer's Report. If they are later than that, it is up to the DCM to fit them in before the end of the meeting. All District Officers may vote at District meeting.

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An Inactive DCM/District Officer/Trusted Servant:

In the event a District Officer fails to attend 3 consecutive district meetings without excuse and with no notification of absence, within a year, the officer position is considered vacated and is disqualified from serving on the committee. Notification of absences can only be taken by the DCM, ADCM, or the Secretary.

As stated in the AA Service Manual, "Each service entity has autonomy regarding what constitutes an "inactive" trusted servant. While the district needs to establish its own practices or guidelines, it is generally suggested that a service worker be asked to resign if it appears they are unable to carry out the responsibilities of the position." Consequently, the position will be fulfilled according to District position outlined under Officer Positions in (this) District Structure Manual.

DISTRICT RESPONSIBILITIES

- ❖ Sending the District Officers to the E.P.G.S.A. Convention/Assembly, Mini Assembly, Area Day.
- ❖ Sending the DCM and ADCM to Area Meetings. District 32 **sends both** the DCM and ADCM to the E.P.G.S.A Convention/Assembly **and** pays the expenses for both.
 - Travel expenses for the above events are to be included in the yearly budget.
 - Mileage reimbursement to the DCM is the same as Area 59.

Other events not mentioned are to be brought to the District Meeting for expense approval.

ETIQUETTE

- ❖ At District Meetings, group representatives (GSR's, AGSR's, etc.) will speak only when recognized by the chairperson.
- ❖ District Meetings should be set up one half hour before meeting time.

District 32 believes in the spirit of rotation and encourages all its members to get involved in service and share responsibilities.

District 32 strongly believes in the Traditions of AA and endeavors to uphold the Traditions in all its affairs and encourages all its members to gain an understanding of the Traditions.

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INFORMATION FOR MAILING DONATIONS 2021-2022
FOR: District, G.S.O., E.P.G.S.A (Area Treasurer) *and* S.E.P.I.A.

WHERE TO SEND GROUP CONTRIBUTIONS

**** Please include your Group Service Number on all correspondence****

Contributions to District 32: Make check payable to “**District 32**”

Mailing Address:

District 32
P.O. Box 326
Morton, PA. 19070

Please include your Group ID in the memo field

DISTRICT 32 ONLINE

VENMO ACCOUNT

Contributions to G.S.O. : Make check payable to “**General Service Board**”

UPDATED Mailing Address:

***** 7th TRADITION CONTRIBUTIONS ONLY *** EFFECTIVE Immediately as of Dec 2021 *****

**General Service Office
P O Box 2407
James A Farley Station
New York, NY 10116-2407**

If an email address is provided with your contribution, they can acknowledge promptly and save on printing, mailing and postage.

Also available to make contribution online at www.aa.org (major cc or paypal)

NOTE : The Previous G.S.O. PO BOX, should now **ONLY** be used for Literature Orders and correspondences. If accidentally sent to the prior PO BOX, it will still be received but will take longer to acknowledge and process and will be more costly for G.S.O.

Now only for Literature Orders & Correspondences

*General Service Office
P.O. Box 459
Grand Central Station
New York, NY 10163*

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Contributions to Area 59: **Make check payable to “E.P.G.S.A.”**
(Subject to change every 2 years)

Mailing Address: **(UPDATED)** **This address is valid 2023 thru Dec 2024**

Area 59 Treasurer
306 W King St Apt 2
Shippensburg, PA 17257

Please include your Group ID in the memo field.

Area 59 uses PayPal for online contributions; credit or debit cards may be used without a PayPal account.

Contributions to Inter-Group **Make check payable to “S.E.P.I.A.” (PH #: 215-923-7900)**

Mailing Address:

S.E.P.I.A.
1903 S Broad St, Second Floor
Philadelphia, PA 19148

Please include your Group ID in the memo field

ALSO Accepts Individual or Group Donations ONLINE- <https://www.aasepia.org/donate/>

BY VENMO

SEPIA ALSO accepts Venmo. If you are an A.A. member
[pay @AA-SEPIA from your Venmo app.](#)

AMENDING STRUCTURE PROCESS

All requests for amending the Structure Manual must be presented to the Structure Committee, at the District Meeting or at the Committee Meeting. The requests should be written but may be verbal if properly recorded. The Structure Committee will review the request, holding in mind the Traditions, consulting with District Officers, Area Officers, and Subcommittees, and other members as needed. At the next District Meeting after the request has been put to the Structure Committee, the committee as part of its committee report advises the meeting of the request. The committee will continue to include the request in its report as long as the request is under consideration. The committee, upon reaching a consensus of opinion, will advise the District Meeting of the decision. If the opinion of the committee is that no amendment should occur than a written statement will be presented to the District Meeting with an explanation of why no action was taken. If at the District meeting there is opposition to the committee’s decision to take no action the opposition will state their reasons and the committee will again take the action under consideration, continuing to advise the District of the status. If again no action is recommended it will be brought before the District. If again there is opposition to the committee’s recommendation the matter will stay active between the committee and the District until a resolution is achieved. If the opinion of the committee is that structure should be amended, a written statement will be presented to the District Meeting with an explanation. If there is opposition then the above-described procedure should be followed. If there is no opposition then the structure manual will be amended and revised. Opposition will be qualified by majority vote. 2/3 of the vote is needed for the motion to pass.

NOTE: This Manual is a guide for our trusted servants at the District Level. We on the Structure Sub-Committee would like all Groups to keep in mind that **“ULTIMATELY EACH GROUP IS GOVERNED BY AN INFORMED GROUP CONSCIENCE”**.

In Sobriety and Service Together,

District 32 Structure Sub-Committee

Revised:

May, 2004
March, 2008
April, 2012
December, 2012
January, 2016
September, 2019
February, 2020
March, 2021
October, 2021
April, 2022
August, 2022
October, 2022
January, 2023
July, 2023
April, 2024