



Alcoholics Anonymous

DISTRICT 35

of Area 59

(Southcentral Pennsylvania)

Structure Manual

STRUCTURE OF THE CONFERENCE
(U.S. AND CANADA)

The AA Preamble

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

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

ABOUT THE DISTRICT

The area covered in District 35 includes Franklin and Adams counties and the Hanover area in York County. There are currently 35 groups and 70 meetings available to members of AA in District 35.

A Meeting Schedule for District 35 is available online at www.d35pa-aa.org. Printed schedules are available at district meetings and at many group meetings.

DISTRICT MEETINGS

District meetings are held the 3rd Monday of each month at the Mennonite Church in Fairfield, beginning at 7:00 PM. All District officers should be present to give their reports. All AA members are welcome to attend the District meetings. Only GSRs or their alternates may vote on issues.

District Committee Panel

The District Committee Panel consists of the GSRs and District Committee Officers serving from January of odd years and continuing through December of even years.

District Guidance

District 35 is guided by *The AA Service Manual*, Chapter 3, "The District and the DCM" and adheres to the principles of rotation as stated in the manual. It is suggested that groups be guided by Chapter 2, "The Group and Its GSR" of the manual and also adhere to the principles of rotation. More information may be found in "The AA Group" and other AA pamphlets on service.

The GSR

The GSR (Group Service Representative) should attend the district meetings and has a vote on any action the district takes. In the absence of the GSR, the GSR alternate should represent the home group at the district meeting. Any action taken by the district should be communicated to the home group by the GSR or Alternate. The home group's conscience status should also be taken to the district meeting.

GSRs should attend district and/or area assemblies, and report back to their group, usually at the group conscience meeting, on the activities of the District, Area, and GSO in New York.

GSRs are responsible for being the "Guardians of the Traditions" by seeing that Group meetings and business meetings are conducted according to Traditions, and to speak out when Traditions are being violated.

GSRs are encouraged to attend a Mini-Assembly each year and report back to their groups on the information presented by the Area Delegate about the GSO Annual General Service Conference.

Groups may elect a GSR at any time to represent them at District meetings and Area Assemblies. Groups whose GSRs are serving terms that do not coincide with the District Panel terms are encouraged to shorten or lengthen the term of their GSR in order to align them with the District. Special elections may be held to replace any GSR unable to complete their Panel term.

Ideally, GSRs are elected at the September meeting of even numbered years to serve for a term of two years. To begin serving in January incoming GSRs are encouraged to begin attending District meetings and the November Area Assembly with the outgoing GSR.

Groups are encouraged to assist their GSRs financially to attend Area Assemblies and other functions, so that any member, regardless of financial means, is able to represent the group.

Alternate GSR

The Alternate GSR is elected by the Group to serve in the place of the GSR. The Alternate GSR may vote at District meetings and Area Assemblies when the GSR is not available. If the GSR is not able to fulfill the remainder of his/her term, the Alternate GSR usually fills that position and the group elects a new Alternate GSR. The Alternate GSR is encouraged to attend all functions with the GSR so that he/she is aware of current issues.

District Officers

Elections

District officers are normally elected at the October meeting of even numbered years to serve for a term of two years. It is recommended that District Officers be selected from the current, outgoing Panel of GSRs and District Officers. Terms commence in January. Special elections may be held to fill the remainder of the Panel for any officer unable to complete his/her term.

It is suggested that all district officers urge their group to elect another member to represent the group as its GSR, so they may concentrate their efforts on serving the District. This allows another group member to service the group as their voting representative.

Each group represented by a GSR or Alternate GSR has one vote. Current District Officers not representing a group as a GSR also have one vote. A simple majority is needed for election.

District Officer Responsibilities

District Committee Member (DCM)

The District Committee Member is responsible for serving the District during his/her term by:

- Chairing monthly District meetings.
 - Preparing Agenda for meeting.
 - Arranging for guest speakers at meeting.
- Attending all District functions, such as workshops, inventories, etc. conducted by the District Committee.
- Be available to assist all District groups, as needed. It is suggested that the DCM visit each group in the District at least once during the Panel term. This may be in conjunction with the Visitation committee or individually.
- Representing the District at Quarterly Area Meetings and yearly Area Assemblies. He/She provides each AA group a voice by carrying his/her District's conscience on issues to these meetings.
- Submitting written report of District activities at Area Meetings.
 - Giving verbal report of summaries and actions at Area Meetings.
 - Serving on committees as requested by the Area Panel.

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- Reporting back at the District meetings on the activities and issues discussed at The Area level.
- Participating in Area elections at Area Assemblies held in even years.
- Advising, as needed, District committees.
- Responsible for being a “Guardian of the Traditions” by seeing that District meetings are conducted according to Traditions, and speaking out when Traditions are being violated.
- Attending a Mini-Assembly each year and reporting back to the District on the Area Delegate’s report.

Alternate DCM

The Alternate DCM will assist the DCM in the performance of his/her duties and will be available to fill in when the DCM is not available. If the DCM is unable to perform his/her duties, the ADCM will normally assume the remainder of the DCM term. Additionally the ADCM will be responsible for the following:

- Maintaining the District Group Records:
 - Maintains District copy of all New Group forms and Group Change forms.
 - Forwards a copy of these forms to the Area Officer at Large and GSO, NY.
 - Prepares and updates a District Confidential list of all current GSRs and AGSRs.
- Takes roll call and maintains attendance record file at District Meetings.
- Leads discussion of the Traditions at District meeting.
- Advising, as needed, District committees.
- Attend, if possible, all functions the DCM is recommended to attend.

Secretary

The Secretary is a very important position on the panel, maintaining all current District records and correspondence. Responsibilities include, but are not limited to:

- Record minutes of District Meetings.
 - Type minutes and send copies to the Area Officers.
 - Mail and/or email minutes to GSRs as soon as possible after district meeting.
Make copies for distribution at next District meeting.
- Attending Area Workshops, both at Area Assemblies and single-day events, and reporting back to the District.
- Present minutes at next District meeting and make corrections, as needed, to file copy of minutes. Send corrections, if significant, to Area Officers.

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- Maintain a copy of the Treasurer's report with a file copy of minutes.
- Handle any District correspondence.
- Make copies for distribution at District Meeting of District and Area Information and flyers, such as Area Calendar, Workshops, Area Assembly Information, etc.
- Expense receipts for copies, mailing, etc., will be submitted to the Treasurer for reimbursement.
- Send copies of Treasurer's Reports and District activities, such as workshops, presentations, etc. to the Area Archivist.
- Transfer old records to the District Archivist for storage.
- Secretary is encouraged to attend all District and Area functions, if possible.

Treasurer

The Treasurer is responsible for maintaining the District financial business. Responsibilities include, but are not limited to:

- Group contributions and collections from District meetings, District Workshops, etc.
 - Receive above monies and record them in a receipts/payments journal.
 - Deposit into the District Bank Account(s) and maintain appropriate account records (check books, savings books, etc.)
 - Balance the monthly account statement(s) against account records, Resolving any discrepancies with the bank.
 - Maintain current signature cards for the District Bank Account(s) With the District Treasurer and DCM's signatures.
- Pay all District expenses and record them in a receipts/payments journal.
 - Prepare a monthly financial report, present it at District meeting And make corrections, as needed, to file copy of financial report and other appropriate records.
 - Keep receipts for all expenses paid or reimbursed.
- Reimburse allowable expenses incurred by District Officers.
- Reimburse approved expenses incurred by District committees.
- Alert GSRs when District account balances are near or below the Prudent Reserve.
- Forwards excess funds, as approved by the District, to the Area Treasurer.
- Passes current records onto new Treasurer.
- Transfer old records to the District Archivist for storage.
- Treasurer is encouraged to attend all District and Area functions.

COMMITTEES AND CHAIRMEN

- Archives
- Correctional
- Grapevine
- Public Information
- Treatment Facilities
 - Webmaster
- InterGroup Liaison
 - Ad Hoc

ARCHIVES encourages fellow GSR's to collect ongoing updates on group and district histories, requesting group/district chronicles if none currently exist. In conjunction with the area Archivist, collects historical information about District 35 groups and the area.

CORRECTIONAL provides sharing on the challenges which arise in carrying the AA message into correctional facilities in the district; facilitates the districts "Bridging the Gap" program and encourages groups' interest in this form of twelfth step work.

GRAPEVINE develops awareness of the spiritual benefit derived from the Grapevine publication as an aid in recovery and twelfth step work; maintains current contact list of groups' Grapevine chairmen and informs them of ongoing Grapevine activity.

PUBLIC INFORMATION assists the groups in informing the general public and the AA membership of ways to carry the message, such as workshops and distribution of pamphlets and directories to public places such as schools, doctors' offices, and counseling centers. The Chairperson may also solicit individuals within the district to be available for 12th step work.

TREATMENT FACILITIES provide assistance on challenges which can arise in carrying the message into treatment facilities in the District; encourages interest in this form of twelfth step work and facilitates the district "First Contact" program.

WEBMASTER maintains the district website. Responsibilities include, but not limited to, producing of site, maintenance of current group information, and any additions and deletions as directed by the district committee. Is liaison for internet account. Will offer support for incoming webmaster until competence is reached.

INTERGROUP LIAISON attends district meetings to assure that every group, whether within the Intergroup or the general district, receives and gives equal information.

AD HOC committees are created by the DCM on an as-needed basis to perform for specific functions or projects. Their term is limited by the completion of the function or project.

DISTRICT EXPENSES

The District will pay for expenses related to District Officers performing their duties. The specific expenses covered will be determined by the District Panel. These expenses will include, but are not limited to, registration, mileage reimbursement, and if necessary, motel expenses for the DCM to attend quarterly Area meetings mini-assemblies, yearly Area Assembly, and North East Regional A.A. Service Assembly (NERAASA). If sufficient funds are available, the ADCM and other officers may also be funded for these events. Officers are encouraged to combine travel and accommodations, when practical.

MEETING GUIDELINES

The order of district meetings is governed by an agenda. The meeting is opened by the reciting of the serenity prayer, introductions, the traditions, officers and committee reports, the DCM report, old business and new business. The closing includes the Responsibility Statement and the Lord's Prayer.

“I am responsible ... When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible.”

SHARING TIME LIMITS

All persons sharing on any topic are requested to keep their remarks to about 5 minutes. The DCM may request that a person conclude their remarks and may limit time available to non-GSRs to speak to any topic.



Franklin Co.



Adams Co.

And the Hanover Area of York County