

# DISTRICT 42 STRUCTURE MANUAL

EASTERN PENNSYLVANIA  
GENERAL SERVICE ASSEMBLY  
AREA 59



ALCOHOLICS ANONYMOUS

April 2015

## **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.

---

### **Declaration of Unity**

This we owe to A.A.'s future:  
To place our common welfare first;  
To keep our fellowship united.  
For on A.A. unity depend our lives,  
And the lives of those to come.

---

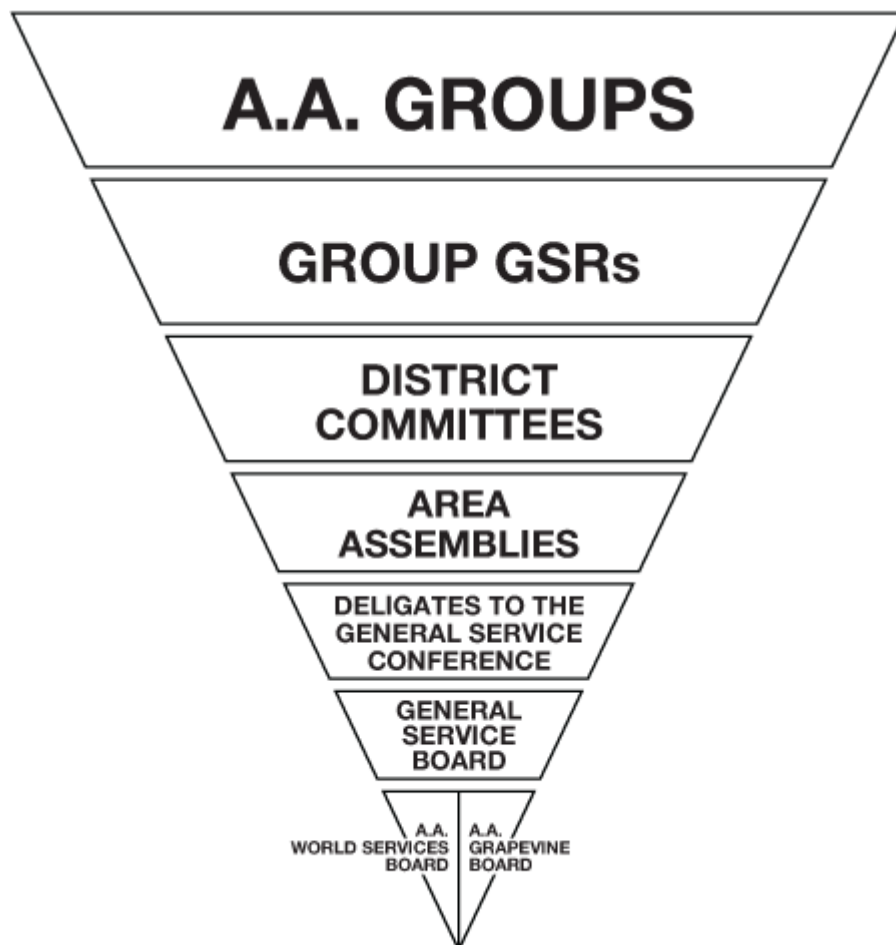
### **I am responsible...**

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

## AA's Legacy of Service

Our Twelfth Step – carrying the message – is the basic service that the AA Fellowship gives; this is our principle aim and the main reason for our existence. Therefore, AA is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die. Hence, an AA Service is anything whatever that helps us to reach a fellow sufferer – ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to AA's General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

-By Bill W.



## **12 TRADITIONS**

- 1) Our common welfare should come first; personal recovery depends upon AA unity.
- 2) For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3) The only requirement for AA membership is a desire to stop drinking.
- 4) Each group should be autonomous except in matters affecting other groups or AA as a whole.
- 5) Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
- 6) An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7) Every AA group ought to be fully self-supporting, declining outside contributions.
- 8) Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- 9) AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
- 10) Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- 12) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## Table of Contents

<b>Section I</b>	<b>pg. 6</b>
Welcome to District 42 Service	
Purpose of Manual	
Business Meetings	
Finances	
<b>Section II</b>	<b>pg. 9</b>
General Service Representative (GSR)	
Alternate General Service Representative (AGSR)	
<b>Section III</b>	<b>pg. 11</b>
District Officers; Qualifications, Duties and Responsibilities	
District Committee Member (DCM)	
Alternate District Committee Member (ADCM)	
Secretary	
Treasurer	
<b>Section IV</b>	<b>pg. 15</b>
Election of District Officers	
Eligibility to Stand	
Eligibility to Vote	
Election Procedure	
<b>Section V</b>	<b>pg. 17</b>
Resignation of District Officers	
Third Legacy Procedure	
<b>Section VI</b>	<b>pg. 19</b>
Committees	
<b>Section VII</b>	<b>pg. 21</b>
Revision of Manual	
A Word to GSRs	

# **SECTION I**

**-WELCOME TO DISTRICT 42 SERVICE-**

**-PURPOSE OF STRUCTURE MANUAL-**

**-BUSINESS MEETINGS-**

**-FINANCES-**

## **WELCOME TO GENERAL SERVICE IN DISTRICT 42**

District 42 (Area 59) is defined as that portion of **(INSERT DISTRICT BOUNDRIES)**

Groups meeting in District 42 are urged to be part of District 42.

Note: since December 1998, Eastern Pennsylvania General Service Assembly (EPGSA), Area 59 (of which District 64 is a constituent part) has been, and is incorporated as a not-for-profit institution for educational purposes under the laws of Pennsylvania. The Traditions are incorporated by reference as part of the Bylaws of EPGSA, Area 59, and therefore, legally binding on District 42, along with relevant Pennsylvania and federal law.

## **PURPOSE OF DISTRICT 42 STRUCTURE MANUAL**

District 42 tries to adhere to the Principles, Traditions, and Concepts of Alcoholics Anonymous and follows the suggestions for a District Committee as outlined in the A.A. Service Manual. The purpose of this structure manual is to provide an orientation for general service work in the District. It outlines practices and procedures that have proven effective for District operations.

## **DISTRICT 42 BUSINESS MEETINGS**

Currently, District 42 meets at 7:00 p.m. on the third Wednesday of each month at First Baptist Church in Lewisburg, PA 17837.

The District Meeting generally follows the format below:

- Open the meeting with the Declaration of Unity and the 12 Traditions.
- Roll call, including the General Service Representatives' (GSRs) reports.
- Approval of previous month's minutes
- Treasurer's report.
- Group Reports (GSRs may introduce any group issues at this time).
- Sub-Committee Member's reports.
- District Committee Member's (DCM's) report.
- Old business.
- New business.
- Close the meeting with the Responsibility Pledge

District monthly meetings are attended by District Officers, GSRs, alternate GSRs, and invited guests. *All A.A. members are welcome.*

Voting is limited to ONE vote per group present, by group's GSR, or group's AGSR in the GSR's absence, or the group's designated representative in the absence of both the GSR and AGSR. District Officers may not vote, with one exception: the DCM may vote only to make or break a tie, or to create or deny a 2/3 plus one majority.

(NOTE: The DCM voting in this circumstance is specific to these District 64 bylaws. As a point of reference, other Districts allow their DCM to vote in this particular instance; however, it is not part of the Third Legacy Procedure.)

## **DISTRICT 42 FINANCES**

**INCOME:** Operating funds for the District come from voluntary donations by the groups within the District. These donations are made at the discretion of each group. Revenue also received comes from workshop donations and the District Meeting Seventh Tradition.

**EXPENSES:** Funds received by the District are used for rent, copying expenses, postage, and literature for GSRs, sponsoring of workshops, and supplies for District business. The following expenses incurred by the DCM and ADCM in the course of carrying out their absolute duties, may be covered, contingent on availability of District 64 funds and the District Panel's approval at the District meeting a month prior to expense being incurred:

- DCM and ADCM attend Area 59 Quarterly Business Meetings as District Representatives.
- DCM and ADCM attend appointed Area 59 sub-committee meetings as needed.
- DCM and ADCM attend Area 59 workshops to bring message of sub-committees back to District.
- DCM and ADCM attend Area 59 functions such as Mini-Assemblies (at least one per year) and Day-of-Sharing.
- DCM and ADCM attend Area 59 Annual Assembly Convention
- District workshop expenses.
- Reimbursement of tolls at actual cost. Receipts required; carpooling suggested.
- Reimbursement for mileage using the suggested limits/rates approved by the Area Committee for members of the Panel [as of July 2008 forty cents but will rise as Area Committee increases reimbursement]; carpooling suggested.
- Meals reimbursed using the suggested limits approved by the Area Committee for members of the Panel. Prudence is suggested; receipts required.
- In the event an overnight stay is required, reimbursement will be made at the double occupancy rate. Prudence is suggested; receipts required.

*Any expenses other than those listed above are to be submitted to the District Panel for the District Panel's approval at the District meeting a month prior to expense being incurred.*

**PRUDENT RESERVE:** District 42 maintains a prudent reserve of **\$300.00**.



## **SECTION II**

**-GENERAL SERVICE-  
REPRESENTATIVE  
(GSR)**

**-ALTERNATE GENERAL SERVICE-  
REPRESENTATIVE  
(AGSR)**

## **GENERAL SERVICE REPRESENTATIVE (GSR)**

The A.A. Service Manual has a tremendous amount of information on the GSR position that is helpful, but the primary source of information is the brief GSR pamphlet put out by the General Service Office (GSO). This pamphlet suggests that the GSR should have at least two to three years of continuous sobriety and should hold no other service position in any other group (including Intergroups, Districts, or other A.A. groups).

GSR responsibilities include:

- Attend monthly District 64 Meetings.
- Provide a short verbal report on the status of the group the GSR represents.
- Attend the annual EPGSA Area 59 Annual Assembly Convention (usually held in November).
- Attend workshops in which District 64 participates.
- Attend one mini-assembly co-hosted by District 64 in order to bring the Area Delegate's General Service Conference report back to the home group.
- Share information obtained at the District Meeting with the home group.
- Learn everything they can about the Twelve Steps, the Twelve Traditions, and the Twelve Concepts, as well as become familiar with the A.A. Service Manual.
- Every GSR should have an A.A. Service Manual and become familiar with it.

## **ALTERNATE GENERAL SERVICE REPRESENTATIVE (AGSR)**

AGSR responsibilities include:

- The AGSR fulfills the responsibilities of the GSR in the GSR's absence.
- The AGSR, as such, should follow the same list of duties and responsibilities as stated above for the GSR.
- The AGSR should have an A.A. Service Manual and become familiar with it.
- The AGSR is urged to attend District Meetings with the GSR.

## **SECTION III**

**-DISTRICT OFFICER QUALIFICATIONS-**

**-DISTRICT OFFICER DUTIES AND-  
RESPONSIBILITIES**

## **DISTRICT OFFICERS QUALIFICATIONS**

### **DISTRICT COMMITTEE MEMBER (DCM)**

(Ref. the A.A. Service Manual, 2006-2007 edition, pages S28 and S29): The District Committee Member (DCM) is, in fact, a member of the Area Committee representing the District. He or she should have a suggested minimum of four years of continuous sobriety at the beginning of the term, as well as past experience as a GSR. Working knowledge of the Traditions and an ability to conduct a business meeting are strongly recommended. Terms are for two years beginning at the midpoint of the December Area meeting in what has been an Area election year.

### **ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)**

(Ref. the A.A. Service Manual, 2006-2007 edition, pages S28 and S29): The ADCM has the same qualifications for office as the DCM and should be elected at the same time for a concurrent term.

### **DISTRICT SECRETARY**

The District Secretary serves a two-year term, should have a suggested minimum of three years continuous sobriety at the beginning of the term, have served as a GSR, and hold no other service position beyond the meeting level. Note: If Secretary-Elect currently holds another service position, that position must be resigned.

### **DISTRICT TREASURER**

The District Treasurer serves a two-year term and should have a suggested minimum of four years continuous sobriety at the beginning of the term, have served as a GSR, and hold no other service position beyond the meeting level. In addition, it is strongly suggested the District Treasurer be currently employed, or have a consistent and viable form of income if not employed. Note: If Treasurer-Elect currently holds another service position, that position must be resigned.

## **DISTRICT OFFICERS DUTIES AND RESPONSIBILITIES**

### DISTRICT COMMITTEE MEMBER

#### AT AREA 59:

- Attends Area 59 Quarterly Business Meetings as the District Representative.
- Is assigned to an Area 59 sub-committee and attends separate meetings with committee members to conduct the business of the sub-committee.
- Attends Area 59 workshops to bring the message of the sub-committees back to the District.
- Provides a verbal and written report to Area 59 on status of District 64, presenting any concerns of District 64 to Area 59 for feedback, and subsequently presenting appropriate Area feedback to the District Panel at next monthly District Meeting.
- Attends Area 59 functions such as Mini-Assemblies (at least one) and Day-of-Sharing.
- Attends Area 59 Annual Assembly Convention.

#### AT DISTRICT:

- Conducts the monthly District Meeting.
- Reports on all Area 59 events, decisions, and other pertinent information.
- Assists and coordinates the work of other District Officers when necessary.
- Makes sure group information is up-to-date in the files of both GSO and Area 59.
- Sees to the health of the District.
- Contacts any group that has not had representation at the District Meetings for three consecutive months.
- Contacts any District Officer who has not attended three consecutive District Meetings.

### ALTERNATE DISTRICT COMMITTEE MEMBER

- Assists the DCM and assumes the duties of the DCM when he or she is not available to serve.
- Attends Area 59 meetings with the DCM, whenever possible.
- Attends Area 59 meetings in the absence of the DCM.
- Attends the Area 59 Annual Assembly Convention.

### SECRETARY

- Records and prepares District Meeting minutes, and has copies available at the subsequent monthly District meeting.
- Mails copies of District Meeting minutes to Area 59 Officers.
- Keeps an updated list of GSR and AGSR names, addresses, and phone numbers.

#### TREASURER

- Receive all monies and deposits them in the District bank account.
- Pays all District expenses.
- Keeps accurate records of all transactions.
- Provides Expense Account Forms for District members.
- Prepares and distributes a written report at each District meeting. It is suggested the report include the following information:
  - Beginning balance.
  - Contributions by groups-
  - Other income.
  - Itemized expenses.
  - Ending balance, including prudent reserve.

## **SECTION IV**

**-ELECTION OF DISTRICT OFFICERS-**

**-ELIGIBILITY TO STAND-**

**-ELIGIBILITY TO VOTE-**

**-ELECTION PROCEDURE-**

**-TIMETABLE FOR ELECTION-  
PROCEDURE**

## **ELECTION OF DISTRICT OFFICERS**

Election for District Officers is held in November of even numbered years. Newly elected officers assume office for their two-year term beginning in January. Note: Both old and new Area Panel members attend the December Area Meeting: the District has usually followed this lead at the December District Meeting.

## **ELIGIBILITY TO STAND**

Except as may be noted in the A.A. Service Manual or Area Structure Manual, anyone may stand for District Office provided they meet minimum continuous sobriety qualifications and hold no other service position.

## **ELIGIBILITY TO VOTE**

The following are eligible to vote for District Officers:

- All GSRs
- In the absence of a group's GSR, their AGSR or their designated representative may vote, provided only one vote per group is cast.
- The presiding DCM may vote only to break a tie (remaining Officers – ADCM, Secretary, Treasurer, Officer at Large – do not have a vote as Officers).

## **ELECTION PROCEDURE**

All District Officers are elected by written ballot as directed in the Third Legacy Procedure of the A.A. Service Manual, 2006-2007 edition; see pages S20-S21. Each position is voted on separately, starting with the DCM, ADCM, Secretary, Treasurer, and then Officer-at-Large. A person can be nominated for, but not elected to, more than one office.

Majorities required for election:

- DCM, ADCM, Secretary, Treasurer require a simple majority.

## **TIMETABLE FOR ELECTION PROCEDURE**

Nominations for all District committee positions should begin no later than September and will end at November's monthly District Meeting when the elections take place.



## **SECTION V**

**-RESIGNATION OF DISTRICT  
OFFICERS-**

**-THIRD LEGACY PROCEDURE-**

## **RESIGNATION OF DISTRICT OFFICERS**

In the event a District Officer other than the DCM resigns his or her position, the DCM will hold an election using the Third Legacy Procedure (refer to the A.A. Service Manual, 2006-2007 edition, page S20). District eligibility and voting rules will apply.

## **RESIGNATION OF DCM**

Upon resignation of the DCM, the ADCM will automatically assume the position of DCM. If the ADCM is unable to assume the position, an election will be held using the Third Legacy Procedure (refer to the A.A. Service Manual, 2006-2007 edition, page S20). District eligibility and voting rules will apply.

## **RESIGNATION OF ADCM**

Upon the resignation of an ADCM, the DCM will hold an election to select a new ADCM. Election procedure used will be the Third Legacy Procedure (refer to the A.A. Service Manual, 2006-2007 edition, page S20), District eligibility and voting rules will apply.

## **RESIGNATION OF SECRETARY OR TREASURER**

Upon the resignation of a Secretary or Treasurer, the DCM will hold an election to select a new Secretary or Treasurer, under the rules previously stated for their election, including the Third Legacy Procedure in case of a continuing tied vote. It is recommended that a vacancy as Secretary not be filled by electing the current Treasurer to that position, nor a vacancy as Treasurer be filled by electing the current Secretary to that position, except (in either case) at the end of a term.

## **RESIGNATION OF OFFICER-AT-LARGE**

Upon the resignation or reassignment by election of an Officer at Large, the DCM will hold an election to select a new Officer at Large, under the rules previously stated for their election, including the Third Legacy Procedure in case of a continuing tied vote. No vacancy except that of ADCM should be filled by electing the Officer at Large, except that if the DCM resigns and ADCM refuses to succeed, the Officer at Large, like any eligible member, may be elected DCM.

**PLEASE READ YOUR A.A. SERVICE MANUAL ON THE THIRD  
LEGACY PROCEDURE.**

# **SECTION VI**

## **SUB-COMMITTEES**

**-ARCHIEVES-**

**-CORRECTIONS-**

**-LITATURE-**

**-PUBLIC INFORMATION-**

**-WEB SITE-**

## **ARCHIVES COMMITTEES**

Like any other A.A. service, the primary purpose of those involved in archival work is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by which we collect, preserve, and share the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened.

## **CORRECTIONS COMMITTEES**

The purpose of a Corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts.

## **LITERATURE COMMITTEES**

The focus of Literature committees is to assure that A.A. literature is available for A.A. groups, service meetings and other A.A. events. Through displays, supplies of A.A. catalogs and order forms, and A.A. literature workshops these committees help A.A. members carry the A.A. message through our literature.

## **PUBLIC INFORMATION COMMITTEES**

Like all of A.A., the primary purpose of members involved with Public Information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of local Public Information committees convey A.A. information to the general public, including the media.

## **WEB-SITE**

The focus of this committee is to maintain and update District 42's web site. Including updating meeting list and group information provided to the District committee for approval.

# **SECTION VI**

**-REVISION OF STRUCTURE MANUAL-**

**-A WORD TO GSRs-**

## **REVISION OF STRUCTURE MANUAL**

- Any part of the manual may be revised with substantial unanimity of the groups present when voting on the change occurs.
- All GSRs should take the proposed change back to their group for approval.
- The proposed change will be voted on two months from when submitted.
- A vote of substantial unanimity of groups present on the day of voting is required for the change(s) to be approved.

## **A WORD TO GSRs**

We hope this manual will be a helpful reference for you during your term. When you rotate out of the GSR position, please give this manual to the new GSR. It is your responsibility to remove an old page(s), and insert the new one(s), if changes are made. If there are any changes or new information you would like to see included in the District Structure Manual and Bylaws, please submit such changes or new information in writing to your DCM. It will be discussed at the monthly District Meeting as “new business.”