

Structure Manual

District 51

Area 59



(revised) December 2023

Panel 73, 2023-2024

WELCOME TO THE DISTRICT 51 COMMITTEE

District 51 of Area 59 adheres to the principles and traditions of Alcoholics Anonymous. As a general rule, we follow suggestions for a District Committee as outlined in the A.A. Service Manual. However, since 1985, the District Committee has developed practices and procedures appropriate to the specific needs of Eastern Bucks County. These practices and procedures, by now customary, have served us well.

Our growth is rapid. In just the past decade, as a result of A.A.'s 12 step work, the number of new groups formed in our district has doubled. Experience has taught us that we can no longer effectively scan through our past District minutes looking for a relevant motion passed, nor can we retain our collective memories all the experience and knowledge that has been passed on to us orally. Responding to issues with, "That's part of our District structure!" has become insufficient. Therefore, we have collected, in this Manual, as that has become basic to our District's structure.

No action by a prior District Committee is binding on an incoming Panel. Each newly elected District Committee Member may make recommendations for the incoming Committee consideration. This manual, then, is for use as a guide—a reference and a resource for what has worked in the past. It is subject to change. We hope that it will be amended as better ways are found to carry out our primary purpose, which is to help other alcoholics to achieve sobriety.

GSR Preamble

We are the General Service Representatives.

We are the link in the chain of communication for our groups with the General Service Conference and the World of AA.

We realize that the Ultimate Authority is a Loving God as he may express himself in our group conscience.

Responsibility Pledge

I am responsible,

When anyone, anywhere, reaches out for help.

I want the hand of A.A. to always be there,

And for that, I am responsible.

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Past District Committee Members (DCMs)

1985 – 1986	John T.
1987 – 1988	Gretchen E.
1989 – 1990	Dave E.
1991 – 1992	Dave M.
1993 – 1994	Bob R.
1995 – 1996	Marty S.
1997 – 1998	Lorna M.
1999 – 2000	Sheila D.
2001 – 2002	Sue V.
2003 – 2004	Drew D.
2005 – 2006	Dave A.
2007 – 2008	George S.
2009 – 2010	Jared M.
2011 – 2012	Matt S.
2013 – 2014	Rich M.
2015 – 2016	Michael N.
2017 – 2018	Jules C.
2019 – 2020	Michael S.
2021 – 2022	Melissa M.
2023 – 2024	Alex N.

District 51 History

In 1985, District 21 comprised all of Southern Bucks County. With the rapid growth in membership and number of groups, it was agreed that a split would be beneficial. Twenty-one groups comprising Eastern Bucks County split and formed District 51. The loose boundary line between the two Districts was designated to be Route 413.

Since that time, District 51 has grown to over 85 groups, with 40% having GSRs and/or alternate GSRs, 5 District Officers, 1 intergroup liaison, 1 BuckYPAA liaison, 5 sub-committees, and 1 ad-hoc sub-committee. We meet on a monthly basis (the third Thursday of every month), hold one workshop per year, initiate and hold an annual picnic, active in Area 59, contribute to S.E.P.I.A., Area 59, and GSO on a biannual basis, and attend the annual area meeting to remind ourselves that our goal remains to help the still suffering alcoholics to find these rooms.

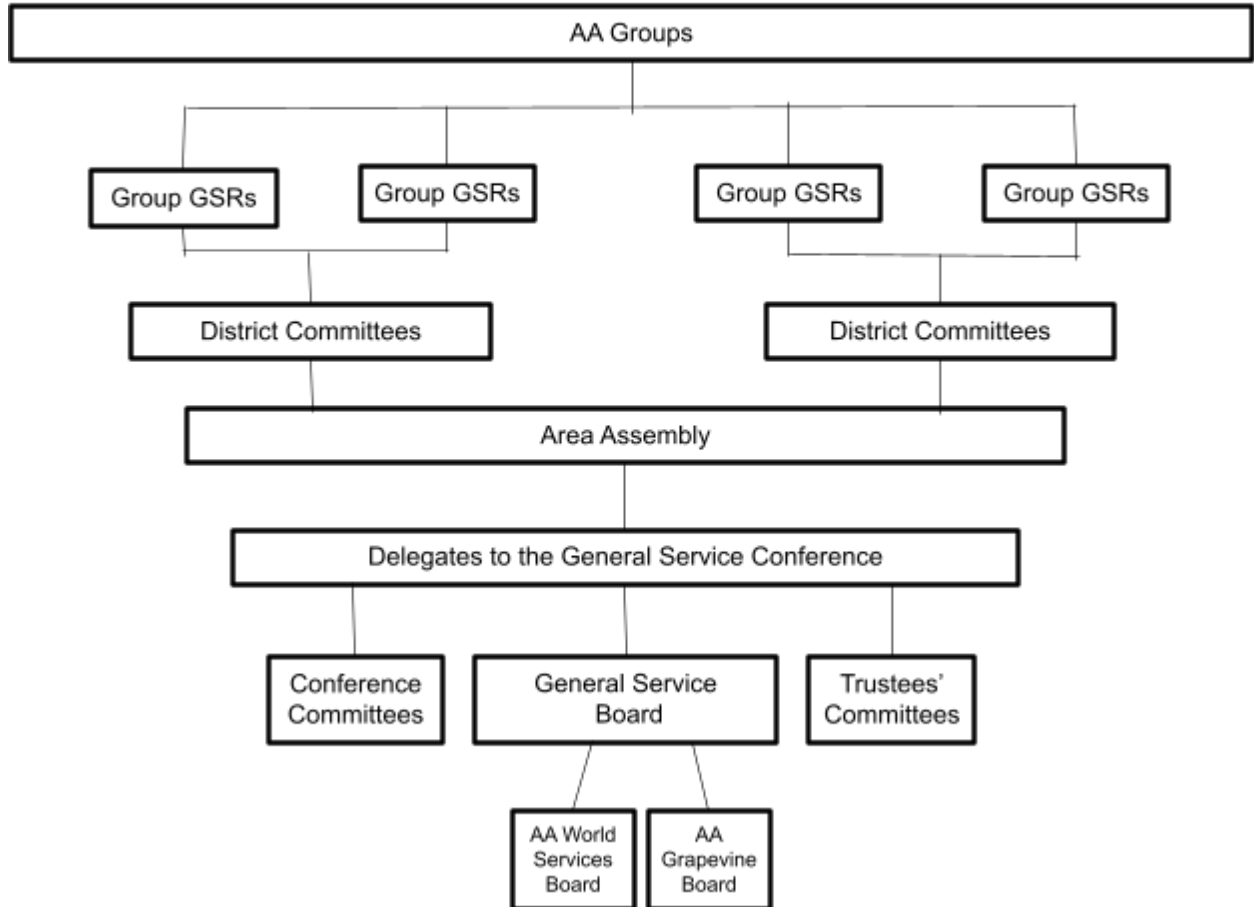
District 51 Structure - *Suggested Guidelines for District 51*

District meetings are held on the third Thursday of each month at Faith Reformed Church, located at Levittown Parkway and Sexton Lane (479 Stonybrook Drive) in Levittown, PA. The business meetings begin at 7:00 PM. There are presently over 85 groups in District 51 with about 40% participating in the service structure. All District Officers and GSRs (General Service Representatives) should be in attendance to give their monthly reports.

The District meetings are open to all A.A. members, however only GSRs (or their alternates, in the absence of the GSR) have a voice or a vote. If a member wishes to address the District, they may do so through their group GSR (or alternate, if GSR is not present.) If no group officers are present, a member may request recognition from the DCM during the "Summaries and Actions" portion of the meeting. Visitors are requested not to enter into discussions during the regular meeting.

The sub-committees may meet in the same location at 6:30PM, one-half (1/2) hour before the District meeting, on the months that they need to meet to conduct their committee work.

STRUCTURE OF THE FELLOWSHIP
(United States and Canada)



Standard Meeting Agenda:

- Open with the *Serenity Prayer*
- Roll Call-Name, Position, Home Group, Summaries or Actions
- Secretary's Report
- Treasurer's Report
- Officer At Large's Report
- ADCM's Report
- Read Tradition and Answer Question
- Read Concept and Answer Question
- Guest Speaker (if present)
- Committee Reports
 - Archives, Grapevine, Intergroup Liaison, YPAA
Liaison, Special Events, Visitation, Structure, Ad-
Hoc Bridging The Gap
- 7th Tradition
- DCM's Report
- Old Business
- New Business
 - Groups Summaries & Actions
- Close with *Responsibility Pledge*

District Officers

Term of Service is Two Years

- District Committee Member (DCM)
- Alternate DCM
- Secretary
- Treasurer
- Officer-at-Large

Election Procedures

Officers are elected in October of the years ending with an even number, before the GSR Assembly/Convention in November. Current District Officers and GSRs are eligible to stand for all offices. Nominees must be present to stand for election. It is suggested that nominees for DCM or ADCM have at least four to five years of continuous sobriety. Other Officer nominees should have at least two years of continuous sobriety.

Third Legacy Procedure (p22 2016-2018 AA Service Manual) is used for the election process, with DCMs and ADCMs by substantial unanimity (2/3 or 67%) and the other positions by simple majority (51%). Only District Officers and GSRs (or AGSRs in lieu of GSR) may vote in the election and must be present to vote. ***One vote per Group. It is the responsibility of the outgoing DCM to arrange for a member of the area panel of officers, past delegate, or other area committee member to facilitate the election.***

New officers assume their new positions and duties at the December District Meeting.

Duties and Responsibilities

GSR (General Service Representative)

- Attend the regular monthly District meeting; bring group news, questions, or problems to the district table for discussion. Arrange Alternate GSR or other home group member to attend regular monthly district meeting in absence.
- Act as "Guardian of the Traditions; see that group meetings are held according to our Traditions, and speak up when violations occur.
- Attend Group business meetings, report on what is happening in the district and area. Inform members of current and upcoming events.
- Attend the Delegate's Conference Report and Mini-Assembly.
- Attend the GSR Assembly/Convention in November.
- Attend the Pre-Conference Sharing Session.

DCM (District Committee Member)

Time Requirement: Four years of continuous sobriety

- Chair the monthly District meeting and reports on Area events.
- Attend all eight area meetings and submit a verbal and written report on District activity.
- Serve on the area sub-committee as determined by Area officers.
- Attend the Area 59 GSR Assembly/Convention in November.
- Oversee District sub-committees.
- Give advisory designation to panel members for sub-committees.
- Pick speaker(s) for annual picnic
- Bring Traditions problems to the attention of the delegate.
- Help GSRs become acquainted with the AA Service Manual/Twelve Concepts of World Service.
- Alert the district's GSRs to new literature, service materials, and technology applications from GSO and Grapevine
- Assist the Area in obtaining group contact information for AA Regional Directories.
- Attend all area functions as advised by the committee (District pays for all fees/expenses).
- Two-year term.

ADCM (Alternate District Committee Member)

Time Requirement: Four years of continuous sobriety

- Fill in for the DCM in case of absence or resignation.
- Present the Tradition and Concept of the month/GSR Orientation at the regular monthly meeting.
- Attend at least one area meeting during the two-year term.
- ADCMs convene at area meetings, so attendance is highly recommended.
- Attend the Area 59 GSR Assembly/Convention in November.
- Assist the DCM as needed.

Secretary

Time Requirement: Two years of continuous sobriety

- Notify GSRs, Alternate GSRs, and District Officers of the District meeting date and time.
- Record, publish and distribute minutes of District meetings.
- Mail, fax, or email copies of minutes to all area officers after the minutes have been approved by the District within two weeks of the District meeting.
- Report to the District Committee monthly.
- Attend the Area 59 GSR Assembly/Convention in November. (District will pay for registration ONLY.)

Treasurer

Time Requirement: Two years of continuous sobriety

- Collect and distribute all monies.
- Pay all District expenses.
- Keep accurate records of all expenditures.
- Supply a written report to the District Committee monthly.
- Send receipts and thank you letters to groups following contributions.
- Attend Area 59 GSR Assembly/Convention in November. (District will pay for registration ONLY.)
- Annually file tax form 990N as a Nonprofit Organization.

Officer-at-Large

Time Requirement: Two years of continuous sobriety

- Read roll call at District meetings.
- Learn the general responsibilities of the other officers.
- Substitute at District functions for the other officers if they are unavailable.
- Speak with groups on a regular basis about service.
- Attend the Area 59 GSR Assembly/Convention in November. (District will pay for registration ONLY.)

Resignation of District Officer

In the event that a District Officer resigns, the DCM has the option to either elect or appoint a seated GSR to that position with the approval of the District Committee.

Default/Absence of a District Officer

In the event of an unexplained absence of a District Officer from a meeting of the District Committee, the DCM (or the person that the DCM shall designate) will place a follow-up call to the officer to arrange for the minutes of the meeting to be sent, and offer suggestions on how the situation may be addressed in the future.

If a District Officer accumulates three unexplained absences in their term, the DCM (or the person that the DCM shall designate) will contact the officer and relieve them of their District Committee duties. The DCM (or the person that the DCM shall designate) will call a special election to fill the vacancy from the current panel. The newly elected officer will serve out the term of the former officer.

Default/Absence of a GSR

In the event of an unexplained absence of a GSR from a meeting of the District Committee, the DCM (or the person that the DCM shall designate) will place a follow-up call to the GSR to arrange for the minutes of the meeting to be sent and offer suggestions on how the situation may be addressed in the future.

If a GSR accumulates three unexplained absences in their term, the DCM (or the person that the DCM shall designate) will visit a meeting of the group the GSR serves, to inform them of the situation. The visitation could be at a regularly scheduled meeting or at the group's business meeting, whichever the DCM (or the person that the DCM shall designate) deems appropriate.

Default/Absence of a Sub-Committee Chair

In the event of an unexplained absence of a Sub-Committee Chair from a meeting of the District Committee, the DCM (or the person that the DCM shall designate) will place a follow-up call to the Chairperson to arrange for the minutes of the meeting to be sent, and to offer suggestions on how the situation may be addressed in the future.

If a Sub-Committee Chair accumulates three unexplained absences in their term, the DCM (or the person that the DCM shall designate) will contact the Sub-Committee Chair and relieve them of their Sub-Committee Chair duties. The DCM (or the person that the DCM shall designate) will call a special election to fill the vacancy from the current panel. The newly elected Sub-Committee Chair will serve out the term of the former Chairperson.

Sub-Committees

Archives

This committee serves to collect, catalog, preserve, and share historical information and materials relevant to the Area, mounts archives' displays at AA events on request, and works with the Area Historian on related projects.

Grapevine/La Vina

This committee serves to inform the membership about the AA Grapevine magazine (our meeting in print) and its Spanish-language edition, La Vina, and about Grapevine-related materials and resources such as the many books published by The AA Grapevine, Inc., the Audio Grapevine (CD and MP3 versions of the Grapevine magazine) and the on-line Grapevine Digital Archive (an on-line collection of everything ever published by the Grapevine). The Grapevine representative is available to present information as requested by groups and can provide a resource table at district functions including (but not limited to) workshops, picnics, and group anniversary meetings. The task of this committee is to collect, accumulate, and distribute Conference-Approved AA Literature for persons in treatment and correctional facilities and halfway houses throughout Eastern Bucks County.

Intergroup Liaison

This committee of one serves to foster and support effective communication and cooperation between and among S.E.P.I.A and Intergroup/Central Offices or Answering Services in District 51.

YPAA Liaison

This committee of one serves to foster and support communication and cooperation between and among various YPAA Committees and District 51

Structure Manual

The Purpose of the Structure Manual Committee is to review and suggest modification of The District 51 Service Structure Manual as required by continuing growth and changes in the Fellowship. Any suggested modification shall be presented to committee chair for approval by the District Committee.

Visitation

The function of this committee is to visit groups in District 51 that have not been attending at District meetings. They will invite the groups to attend the monthly District meeting. If any groups choose not to participate, then the representative will report back to the Officer-at-Large with that group's information in order to transfer to the area's mailing list.

Special Events

The responsibility of this committee is to the District for putting on the annual District Workshop and other special events as directed by the current DCM. The Special Event content is the sole responsibility of the sub-committee with the approval of the DCM.

Ad-Hoc Bridging the Gap

Bridging the Gap is a program that connects new A.A. members leaving facilities such as treatment and corrections with volunteers on the outside to meet with them and take them to their first meetings making a priority to do this within the first 24 hours after release. The responsibility of this committee for the District assists in the collection of volunteers and building the database on a local level while keeping contact with the Area Bridging the Gap Coordinator to ensure accuracy and efficiency.

Finances

District 51 maintains a prudent reserve of \$1,000.00. We pass the 7th Tradition basket at each District meeting. Most groups contribute according to the GSO guidelines as suggested in the 7th Tradition pamphlet (50% Intergroup, 30% GSO, 10% Area, 10% District). Contributions cover all monthly District expenditures, such as rent, refreshments, copying costs, postage, Grapevine subscriptions, literature, etc.

The DCM and/or Alternate DCM shall be reimbursed at the current IRS mileage reimbursement rate.

Other expenditures include, but are not restricted to:

DCM and/or ADCM's attendance to:

- The Area 59 GSR Assembly/Convention in November every year.
- North East Regional Alcoholics Anonymous Service Assembly (NERAASA)
- North East Regional Forum (NERF) on years ending with an odd number.
- Quarterly Area meetings, Conferences, and Mini-Assemblies

Secretary, Treasurer, and Officer-at-Large registration to:

The Area 59 GSR Assembly/Convention in November during a voting year.

Traditionally, District 51 has contributed surplus funds (over \$1000.00 or prudent reserve) at the conclusion of each panel's two-year service to GSO, the Area, and to S.E.P.I.A.

Structure Guidelines

These guidelines were prepared and approved by the District Committee at the April 2023 District meeting and should be reviewed/amended by each panel thereafter.

A copy of the Structure Manual shall be presented to the committee chair upon election so that any revisions may be completed within the first quarter of the elected year. All proposed revisions to the district structure manual are to be introduced by a GSR during New Business at our monthly meeting. A Two-Thirds approval by attending GSR's (or their alternates, in the absence of the GSR) shall constitute the adoption of the revision.

Motions and Procedures

MOTION		REQUIRES A "SECOND"?	IS DEBATABLE?	VOTE REQUIRED FOR APPROVAL?	MINORITY VOICE HEARD?
SUBCOMMITTEE RECOMMENDATION	PRESENTED IN THE SUBCOMMITTEE REPORT	AUTOMATICALLY SECONDED	Yes	TWO-THIRDS	Yes
Amending a Motion	<p>A motion on the floor is owned by the entire District body, no longer by the Subcommittee</p> <p>The Subcommittee is not asked to vote on the motion to amend; any motion to amend a motion depends on the approval of the District voting members</p>	Yes	Yes	Two-Thirds	Yes
Tabling a Motion	Made without comment.	Yes	No	Simple Majority	No
Moving to Recommit	Made without comment	Yes	Yes	Two-thirds	No
Calling the Question	Made without comment	Yes	No	Two-thirds	No
Reconsidering a Vote	<p>May only be made by a member who voted with the prevailing side.</p> <p>No action may be reconsidered twice.</p>	<p>Yes</p> <p>May be seconded by either side.</p>	No	Simple Majority	No
Making a Floor Action	<p>Made without comment.</p> <p>Introduced any time during District Business Meeting except when a Subcommittee member is sharing.</p> <p>Is submitted in writing by the maker to the District Secretary.</p>	Yes	Yes	Two-thirds	Yes
Declining to Consider a Floor Action	<p>Made without comment.</p> <p>May be made after the maker of a floor action is provided time to state the rationale for it.</p>	Yes	No	Two-thirds	No

Contact Information

2023-2024 Officers

	DCM		district51dcm@gmail.com
	ADCM		district51adcm@gmail.com
	Secretary		district51secretary@gmail.com
	Treasurer		district51area59treasurer@gmail.com
	Officer-at-Large		district51oal@gmail.com

2023-2024 Sub-Committees

	Special Events		
	Archives		
	YPAA Liaison		
	Grapevine		
	Intergroup Liaison		
	Structure		
	Visitation		
	Bridging The Gap (Ad Hoc)		
	Web Servant		

District PO Box:

District 51
P.O. Box 1004
Levittown, PA 19058

District Meeting:

Faith Reformed Church
479 Stonybrook Drive
Levittown, PA 19055
3rd Thursday of each month at 7PM



Scan the QR Code for the Contents of the G.S.R. Kit