

DISTRICT 54



EPGSA

AREA59

STRUCTURE MANUAL

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DISTRICT 54 – OUR HISTORY

Alcoholics Anonymous in Philadelphia took root on March 6, 1940, when the first open meeting of the Philadelphia Group of Alcoholics Anonymous was held at the home of George Sullivan. Mr. and Mrs. Bill Wilson were among the seventeen in attendance. The second "A.A. Clubhouse" was opened in November 1940 on Sansom Street (the first being established in New York). Membership now numbered seventy-five, including three women.

The growth of A.A. was rapid. By 1948, when Philadelphia Intergroup was founded (now known as SEPIA), there were 26 active groups. The Pennsylvania State Structure began in 1951, and by 1956, there were a total of 13 Eastern Pennsylvania "areas" representing 122 groups. 1958 marked the first State Convention.

Pennsylvania "Rap Sessions" (later to be called "Caucuses") started in 1951 and were attended by GSRs, DCMs, and all members interested in service. Caucuses were later called Mini- Assemblies where the Delegate gave his/her report on the Conference. By 1977, the 12 conference "areas" became Districts, and the Area Committee replaced the State Committee.

In 1981, the Districts were renumbered to be compatible with GSO's computer system. The 23 "areas" (1A through 12B) became Districts 21 through 43. In 1988, District 32 was split into Districts 54 and 32.

DISTRICT 54 STRUCTURE

Per the Area Structure Map, District 54 of Area 59 covers an area that is bound by Route 1 to the south, Route 3 to the north, Rout 352 to the west and Route 476 to the east. Our meetings do not generally fall within those boundaries. Instead, District 54 meetings are located in an area that includes Media Borough and spans from Woodlyn to Broomall and Swarthmore to Lima.

District 54 tries to adhere to the Principles, Traditions, and Concepts of Alcoholic Anonymous as suggested for District Committees as outlined in the AA Service Manual. The AA Service Manual which outlines practices and procedures that have proven effective for District operations, is considered to be a full part of this structure manual.

The District meeting is open to all A.A. members. However, only District Officers and GSRs (or their alternates, in the absence of the GSR) have a voice or a vote. If a member wishes to address the District, he or she may do so through the group's GSR.

Monthly District Meeting Agenda – Fourth Wednesday @ 7:30 PM

Serenity Prayer

Roll Call by Secretary

Group Reports

 Summaries & Actions

DCM introduces guest speaker

 Speaker shares on monthly Tradition & Concept

 GSR Questions & Comments

District Officer Reports

 ADCM

 Treasurer

 Secretary

 Officer At Large

 Grapevine

 Literature

 Archives

 Sub/Ad Hoc Committee Reports as pertinent

DCM Report

Old Business

New Business

Close with the Responsibility Statement

DISTRICT OFFICERS - 2 YR Term of Service

District Committee Member (DCM)

Alternate District Committee Member (ADCM)

Secretary

Treasurer

Officer At Large

STANDING COMMITTEE / CHAIRS - 2 YR Term of Service

GRAPEVINE

LITERATURE

District Archivist

AD-HOC SUB-COMMITTEES - Varying Terms

PLANNING COMMITTEE
STRUCTURE COMMITTEE
CO-OP With SEPIA COMMITTEE
WORKSHOP COMMITTEE

ELECTION PROCEDURES

Officers are elected in the even years, (usually in October or November) but always prior to the EPGSA in November.

Current district officers and GSRs in good standing (or GSRs who were seated during the current panel) are eligible to stand for all offices.

Nominees must be present to stand for election. It is suggested that nominees for DCM have at least 4 years of continuous sobriety, ADCM 3 years of Sobriety. All other officer nominees should have at least 2 years of continuous sobriety.

It is recommended that someone outside the District who is familiar with the Third Legacy procedure(e.g., past, or present Area officer) conduct the election. Paper ballots are recommended when more than one potential nominee is present.

Third legacy procedure is used for elections, with DCM and Alternate DCM elected by substantial unanimity (2/3 or 67%). All other Officer Positions and Standing Committee Members by majority vote (51%). Only Officers, GSRs, or Alternates (in the GSR's absence) may vote in the election procedure. One vote per Group.

The DCM assumes their duties as of the December Quarterly Area Meeting. All other new officers assume their duties at the January meeting.

Duties and Responsibilities:

GSR (General Service Representative)

- Attends the regular monthly district meeting bringing group news, questions and/or problems to the district table for discussion

- Attends home group business meetings and reports on what is happening at the district and area level
- Makes announcements of district and area activities at meetings, informing members of current events
- Votes their group conscience at district meetings on matters concerning District, Area, or AA as a whole
- Acts as an advocate for the AA Traditions during group meetings and business meetings. Speaks up when our traditions are not upheld
- Attends the Assembly/Convention (EPGSA) in November of each year.

It is suggested that all GSR's....

- Volunteer and participate in district sub-committees.
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attends at least one Area or Regional assembly a year
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
 - Post Conference Mini Assembly (Philadelphia, Pa)
 - Share-A-Day
 - Area Inventory
 - Unity Day
- Attend the following events outside of Area 59:
 - NERAASA (Varied State Locations)
 - NERF (Varied Locations)
 - PENNSYPAA or other YPAA events
 - SEPIAA Unity Picnic

Further responsibilities are found in The A.A. Service Manual. 2018- 2020 edition, pages S25-30.

It is suggested that GSR's have 2 years of continuous sobriety and Alternate GSR's have 1 year of continuous sobriety, but the application of this suggestion is a Home Groups' group conscience choice.

DCM (District Committee Member)

- Functions as chairperson at monthly district meetings.
- Carries the collective conscience of his or her district groups to Area.
- Attends all 8 area meetings and submits a verbal and written report on district activity

- Gives verbal report at District to inform members of pertinent events and issues in Area 59
- Serves on Area sub-committee as determined by Delegate
- Attends the mini assembly for which the district is host
- Attends the Assembly/Convention (EPGSA) in November
- The DCM (or the person the DCM shall designate) will make reminder calls/emails to notify all current GSRs and district officers of the upcoming monthly District meeting
- Oversees District inventory (Planning Committee) at the beginning of first and second year of the panel
- Facilitates periodic GSR orientation
- Appoints members to Ad Hoc Committees.
- Oversees the elections of new district officers at end of his/her panel.
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
 - Post Conference Mini Assembly (Philadelphia, Pa)
 - Share-A-Day
 - Area Inventory
 - Unity Day
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ADCM (Alternate District Committee Member)

- Fills in for the DCM in the case of absence or resignation
- Presents the Concept of the month at the regular monthly meeting
- Assists DCM with District inventory (Planning Committee) the beginning of first and second year of the panel
- Attends at least one area meeting during the two-year term
- Attends the Assembly/Convention (EPGSA) in November
- Assists the DCM as needed
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
 - Post Conference Mini Assembly (Philadelphia, Pa)
 - Share-A-Day

- Area Inventory
- Unity Day
- If District Funds permit, attend the following events outside of Area 59:
 - NERAASA (Varied State Locations)
 - NERF (Varied Locations)
 - PENNSYPAA or other YPAA events
 - SEPIAA Unity Picnic

Further responsibilities of the DCM/ADCM are found in The A.A. Service Manual. 2018-2020 edition, page S31-35.

DISTRICT SECRETARY

- Takes roll at monthly district meetings
- Records, publishes, and distributes minutes of district meetings
- Mails/E-mails copies of minutes to all area officers within two weeks of district meeting
- Reports to district committee monthly
- Participates in District inventory (Planning Committee) at the beginning of first and second year of the panel
- Attends at least one area meeting during the two-year term
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
 - Post Conference Mini Assembly (Philadelphia, Pa)
 - Share-A-Day
 - Area Inventory
 - Unity Day
- If District Funds Permit, attend the following events outside of Area 59:
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 - SEPIAA Unity Picnic

DISTRICT TREASURER

- Collects and distributes all moneys
- Pays all district expenses
- Keeps accurate records of all expenditures
- Supplies a written report to district committee monthly

- Sends receipts and thank you notes to groups following contributions
- Participates in District inventory (Planning Committee) at the beginning of first and second year of the panel
- Attends at least one area meeting during the two-year term
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
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OFFICER AT LARGE

- Keeps accurate & updated group records for the District
- Communicates all changes in group records to Area Registrar
- Assist DCM with periodic GSR Orientation/Workshop
- Keeps an updated list of GSR names, emails, and phone numbers and distributes on a quarterly basis
- Communicates with all groups not represented at District through Outreach/District encouragement
- Participates in District inventory (Planning Committee) at the beginning of first and second year of the panel
- Attends at least one area meeting during the two-year term
- Attend District 54 sponsored workshop (Typically 1 per year)
- Attend the following Area 59 Events:
 - Pre-Conference Sharing Session (Varied Pa. Locations)
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STANDING COMMITTEES/AD-HOC Positions

Literature Chairperson

- Discusses a different pamphlet/book monthly to educate GSRs as to what is available for their groups
- Makes recommendations to District to order literature as needed for District meeting and/or district committees

Grapevine Chairperson

- Encourages individual subscriptions to the magazine & app
- Makes sure Grapevine magazines are available at each meeting
- Reminds treasurer when the District subscription is due
- Encourages GSRs to suggest their groups elect a Grapevine representative to encourage new subscriptions
- Attends Grapevine workshops whenever possible

District Archivist

- Encourages district GSR's to gather and update group histories
- Maintains and updates group histories with Area Archivist
- Maintains and updates a binder of district history
- Due to nature of this position this typically is a non-rotating position

COMMITTEES

PLANNING COMMITTEE: Typically comprised of Officers of Current panel but any current GSR's who wish may participate. Reviews District Inventory, Sets and reviews goals for current panel, sets financial prudent reserves for upcoming year. Addresses any issues that do not fall under any existing committee.

STRUCTURE COMMITTEE: At the beginning of each panel, Structure Committee presents previous panels approved structure manual for review by all current GSR's and Officers. Makes any changes to manual as voted on by the current district GSR's and officers and presents for District approval for current panel. Changes at the beginning of or during the panel can be made with a motion(s) from an active GSR and confirmed with 2/3's substantial unanimity of all participating GSR's. Committee typically includes one or two current officers as well as any interested GSR's.

WORKSHOP COMMITTEE: Schedules yearly workshops for the district. Set theme, content, location, etc. for the workshop. When done in conjunction with other districts represents District 29 at the "multi" district workshop planning meetings. Request for funds to be brought to and voted on at regular district meetings by District.

CO-OP With SEPIA: Works with SEPIA (Southeast Pennsylvania Intergroup Association) to support and help with any needs of their committees as they relate specifically to District 29. IE Literature, PI, H&I, Prisons, CPC, etc.

AD HOC COMMITTEES: Can be appointed by DCM or ADCM at any time if the situation presents itself for the duration needed. IE: NYC trip to GSO

Resignation of District Officer

In the event that a district officer resigns their position, the DCM has the option to either elect or appoint a seated GSR to that position with the approval of the district committee.

Should the resignation of the DCM be the issue, the ADCM will assume the DCM role and has the option to either elect or appoint a seated GSR or Officer to the ADCM position with the approval of the district committee.

Default/Absence of a GSR

In the event of numerous unexplained absences of a GSR from a meeting of the district committee (typically 4 or more months in a row), and no Alternate GSR is present to represent the group, the DCM (or the person the DCM shall designate) will place a follow up call to the GSR to assess the situation and offer suggestions on how the situation may be addressed. If contact with current GSR is not possible the DCM (or the person the DCM shall designate) will reach out and/or attend the meeting that GSR serves to assess the situation and address as both the group and district representative deems appropriate to adequately have that group represented at the District.

DISTRICT VOTING PROCEDURES

District 54 generally follows Roberts rules of order for conducting the business meeting. It does follow AA's Third Legacy voting process as defined in Area 59 Service manual. All important decisions in the district are reached by discussion, call to vote, minority opinion, second call to vote and whenever possible a substantial unanimity (2/3 present majority) reached. It is asked that each groups representative (GSR or Alt GSR in GSR absence) limit their sharing to 2 minutes during the discussion and/or minority opinion part of the voting process and refrain from the floor a second time until all representatives have a chance to share.

DCM & ADCM should not represent any one group as a GSR in the district as DCM can cast final "and one" vote. ADCM may be required to do this in DCM's

absence. Other District officers may represent a group as the groups GSR and vote as such.

Officers cannot bring motions to the floor. All motions must come from a GSR (or Alt GSR in GSR's absence).

ONE VOTE - ONE GROUP: In important decisions effecting the district, area, or AA as a whole, each group gets one vote. This is typically the GSR (or Alternate in GSR's absence) unless otherwise noted by the DCM prior to the District meeting (should a group send a representative in place of the GSR or Alternate GSR). In that case, once approved by DCM that representative will serve as that groups vote for that specific district meeting.

Voting within committees, sub committees and on issues not affecting the district, Area, or AA as a whole may be based on simple majority and all attending district meeting may vote.

MEETINGS IN DISTRICT 54

There are currently twenty-eight active groups and meetings within District 54. Loosely defined, a "group" has a GSR and is considered part of the AA Service Structure. A "meeting" does not have a GSR, does not attend district meetings and does not have a voice in the AA Service Structure. Some meetings may choose to become groups and will be assigned a number by GSO, for tracking of contributions and service literature orders. It is not required that a group of AAs that get together become a group, but if they consider themselves such then they should consider the Traditions and Concepts and be gathered for the primary purpose as stated in the Preamble of Alcoholics Anonymous.

A current and accurate list of meetings in District 54 may be found by using the meeting guide app, available through Google Play or the Apple Store. A link to the app is here:

https://www.aa.org/pages/en_US/meeting-guide

DISTRICT FINANCE GUIDELINES

In keeping with the 7th Tradition, District 54 received contributions from groups and individual AA members within our loose geographic area. These contributions are collected and managed by the Treasurer. Contributions may be hand delivered to the Treasurer or sent to the District post office box at the following address:

District 54
PO Box 1594
Media, PA 19063

The PO Box is maintained by the district and must be approved and renewed annually. The keys are maintained by the DCM and Treasurer and should be transferred from panel to panel.

District 54 accepts electronic payment by way of the VENMO phone and computer application at the QR link to be provided. The Venmo phone app will be maintained by the District Treasurer and the District Committee Member, as the TD Bank Account is currently maintained and set forth in Paragraph 3 below. Access to the Venmo App will be passed to the new DCM and Treasurer of each new incoming Panel, in the same way the TD Bank Account is transferred the new District Officers at the start of each panel and following the District Elections in November of a voting year.

Funds are kept in a business deposit account in TD Bank, Media, PA. There should always be (2) signers on the account, normally the DCM and the Treasurer. The account should be transferred to the new signers at the beginning of every panel, or whenever there is an officer change within the district.

The District incurs regular expenses as part of the AA Service Structure. Standard and customary district expenses include the following:

- Monthly Meeting Room Rent (currently paid annually)
- DCM Travel to all events as shown under DCM Duties and Responsibilities
- ADCM Travel to events as shown under ADCM Duties and Responsibilities
- Annual District Workshop – whether in combination with another district or on our own

Additional District Expenses which may be incurred, depending upon funds availability:

- Other District Officer Travel to events as shown under the Duties and Responsibilities
- Sponsorship/scholarships for District GSR's to attend the EPGSA

In following with Area 59 guidelines, District 54 endeavors to maintain a prudent reserve of 1/3 of estimated annual operating expenses. The current rough estimate of this amount is approximately \$450 - \$850 per year, depending upon the number of officers. This amount should be reviewed annually and adjusted as necessary.

EVENT DISCRIPTIONS

AREA MEETINGS: Held quarterly throughout Eastern Pennsylvania and consists of the DCM's, ADCM's, or other district officers, the six Area Officers and the Area Committee.

EPGSA: (Eastern Pennsylvania General Service Assembly) Is held annually in the fall of each year. It provides informative workshops, meetings and fellowship. It is open to the general membership. The Assembly Meeting that convenes on Saturday is also open to all however only Area and District committee members (GRSs) may participate in discussions.

NERAASA: (Northeast Regional Alcoholics Anonymous Service Assembly) Attendees include current Northeast Regional Delegates, Area Committee members, DCM's, GSR's, Intergroup and Central Office Representatives. This is open to anyone in the general membership and is a forum to discuss issues and concerns affecting AA as a whole. There are workshops, and roundtable discussion for each service position.

NERF: (Northeast Regional Forum) is a weekend sharing session designed to improve communication and participation between AA service workers and the General Service Office (GSO).

Pre-Conference Sharing Session: This event proceeds the General Service Conference and is hosted by Area 59. Conference agenda items are presented and discussed among area membership for the purpose of giving our Delegate a sense of the Area's collective conscience on selected issues before he or she attends the actual Conference.

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS (SHORT FORM)

1. Our common welfare should come first; personal recovery depends upon A.A. 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 A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. 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. A.A., 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 A.A. 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.

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Responsibility Statement

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.

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 depends our lives,
And the lives of those to come.