

DISTRICT 27 STRUCTURE MANUAL

EASTERN PENNSYLVANIA
AREA 59

ALCOHOLICS ANONYMOUS

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SECTION I

WELCOME TO DISTRICT 27 SERVICE PURPOSE OF STRUCTURE MANUAL BUSINESS MEETINGS FINANCES EXPENSE ACCOUNT FORM

WELCOME TO GENERAL SERVICE IN DISTRICT 27

District 27 (Area 59) is defined as the portion of Philadelphia, from river to river, south of Market Street to the Navy Yard. It was created when old District 34 was separated into Districts 34, 63, and 27, in 1992. The District's first trusted servants took office in January 1993.

Groups meeting in District 27 are urged to be part of District 27 by electing a GSR who will attend monthly District Meetings.

District 27 adheres to the principles of Alcoholics Anonymous, including the right of participation and right of appeal. As a general rule we follow these suggestions for an District committee as outlined in the A.A. Service Manual. This manual is for use as a guide, reference, and resource for what has worked in the past. It can be amended as better ways are found to carry out our primary purpose.

PURPOSE OF DISTRICT 27 STRUCTURE MANUAL

District 27 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, 2018-2020 Edition*.

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.

RE-ACCEPTANCE OF STRUCTURE MANUAL

At the first District meeting of a new panel, the DCM will place review of the Structure Manual on the agenda. During the first quarter, the District will vote to accept or amend the current version of the Structure Manual.

DISTRICT 27 BUSINESS MEETINGS

Currently, District 27 meets at 7:30 p.m. on the fourth Tuesday of each month at SEPIA offices 1903 South Broad Street, 2nd Floor, Philadelphia, PA 19146. (Fellowshipping from 7:00 to 7:30 p.m.).

The District Meeting generally follows the format below:

- Open the meeting with the Serenity Prayer
- Introductions
- Reading and brief review of the month's Tradition and Concept (in keeping with *A.A. Service Manual* 2018-2020 page S26 (duty of GSRs to "learn everything they can about the 12 Traditions")
- General Service Representatives' (GSRs) reports and concerns
- District Committee Member's (DCM's) report
- 7th Tradition collection
- Alternate District Committee Member's (ADCM's) report
- Officer reports: Secretary, Treasurer, Grapevine, Visitation, Officer-at-Large, Archivist/Webchair
- Old Business
- New Business
- Close the meeting with the Responsibility Statement or Declaration

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

General Voting Eligibility

In matters affecting AA, as a whole, including the Area committee, each group present at the meeting has ONE vote, cast by the GSR/AGSR or other designated representative. The DCM may vote only to make or break a tie, or to create or deny a 2/3 plus one majority.

In District 27 matters each group present at the meeting has ONE vote, cast by the GSR/AGSR or other designated representative. In addition, Secretary, Officer-at-Large and Treasurer not simultaneously representing a group may vote. The DCM may vote only to make or break a tie, or to create or deny a 2/3 plus one majority.

You must be present at the meeting to cast a vote.

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 (P-19) 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 [if others are willing to serve]. GSR responsibilities include:

- Attend monthly District 27 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 27 participates
- Attend one mini-assembly co-hosted by District 27 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)

- 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*, 2018-2020 Edition, pages S31 and S32):

The District Committee Member (DCM) is, in fact, a member of the Area Committee representing the District. He/She/They 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, the Twelve Concepts, the *A.A. Service Manual* 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. Note: If DCM-Elect currently holds another service position within the district, that position must be resigned.

ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM):

(Ref. the *A.A. Service Manual*, 2018-2020 Edition, pages S33):

The ADCM has the same qualifications for office as the DCM, and should be elected at the same time for a concurrent term. Note: If ADCM-Elect currently holds another service position within the district, 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 at the District 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 within the district, that position must be resigned.

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 *officer* position at the District level.

DISTRICT OFFICER-AT-LARGE:

The District Officer-at-Large serves a two-year term and should satisfy the requirements of all the officer positions he/she/they may have to occupy (ADCM, Secretary, or Treasurer). The Officer-at-Large-Elect may not hold any other *officer* position at the District level.

DISTRICT GRAPEVINE REPRESENTATIVE:

The District Grapevine Representative serves a two-year term and should have a suggested minimum of two years continuous sobriety at the beginning of the term, have served (or currently serve) as a GSR or Intergroup position, and hold no other *officer* position at the District level. Appointed by DCM or volunteer.

DISTRICT VISITATION CHAIR(s):

The District Visitation Chair(s) serves a two-year term and should have a suggested minimum of two years continuous sobriety at the beginning of the term, have served (or currently serve) as a GSR, and hold no other *officer* position at the District level. Appointed by DCM or volunteer.

DISTRICT ARCHIVIST/WEBCHAIR:

The District Archivist/Webchair serves a two-year term and should have a suggested minimum of two years continuous sobriety at the beginning of the term, have served (or currently serve) as a GSR, and hold no other *officer* position at the district level. Appointed by DCM or volunteer.

DISTRICT OFFICERS DUTIES AND RESPONSIBILITIES:

DISTRICT COMMITTEE MEMBER (DCM):

(Email: dcm@district27.org)

AT AREA 59:

- Attends Area 59 Quarterly Business Meetings as the District representative
- Is assigned to an Area 59 subcommittee and attends separate meetings with subcommittee members to conduct the business of the subcommittee
- Attends Area 59 workshops to bring the message of the subcommittees back to the District
- Provides a verbal and written report to Area 59 on status of District 27, presenting any concerns of District 27 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 Pre-Conference Sharing Session, Delegate's Conference Report, Share-A-Day, or other Mini-Assemblies
- Attends Area 59 Annual Assembly Convention
- Attends NERAASA annually (usually February)
- Attends NERF every other year

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
- Appoints Grapevine Rep and Visitation Chair

- Makes sure group information is up-to-date in files of both GSO and Area 59
- Sees to the health of the District
- Contacts any District Officer who has not attended three consecutive District Meetings

ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM):

(Email: adcm@district27.org)

- Assists the DCM and assumes the duties of the DCM when he or she is not available to serve
- Coordinates at least one workshop per year, hosted by District 27 or co-hosted by District 27 and neighboring districts
- Coordinates a workshop subcommittee consisting of GSRs and AGSRs
- Coordinates Anniversary of AA in Philadelphia event, usually in March, except for milestone anniversaries, e.g. 80th
- 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
- Attends NERAASA annually (usually February)
- Attends NERF (every other year)

TREASURER:

(Email: treasurer@district27.org)

- Receive all monies (checks PO Box regularly) 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:
 - o Beginning balance
 - o 7th Tradition (District Meeting)
 - o Other income
 - o Itemized expenses
 - o Ending balance, including prudent reserve
- Together with DCM and ADCM prepare an annual budget at the beginning of each year to reflect estimate recurring annual expenses including but not limited to, sending DCM/ADCM to annual events such as NERASSA, NERF, Area 59 Assembly Convention, AA Anniversary in Philadelphia, District workshops, etc.

SECRETARY:

(Email: secretary@district27.org)

- Records and prepares District Meeting minutes, emails to District panel at GSRs@district27.org, and has copies (electronic or paper) available at the subsequent monthly District meeting
- Sends copies of District Meeting Minutes to Area 59 Officers at area59officers@district27.org.

OFFICER-AT-LARGE:

(Email: oal@district27.org)

- Temporarily replaces ADCM, Secretary, or Treasurer if unable to serve
- If already *pro tempore* Secretary or Treasurer, may not serve as *pro tempore* ADCM
- Maintains and updates Group Change forms for District groups of new GSRs and AGSRs Supplies any Group Change form updates to the following:
 - o Area 59 Officer-at-Large
 - o District Archivist to maintain District Group History

GRAPEVINE REPRESENTATIVE:

(Email: grapevine@district27.org)

- Attends monthly Grapevine meetings and reports to District 27
- Advises District of and attends Grapevine workshops
- Receives subscription and offers available Grapevines magazines at District Meeting

VISITATION CHAIR:

(Email: visitation@district27.org)

- Coordinates one or more visits per month (District Night Out) to any group within the District boundaries that has not had representation at the District Meetings or not registered as a group. Invites all GSRs, AGSRs and District officers to attend District Night Out. At the group's meeting, makes an announcement of the day and time of the next District Meeting, brings GSR pamphlets and other relevant literature, and invites participation (elect and send a GSR or any member) at the District level
- Coordinates a visitation subcommittee if necessary
- Supply District Night Out flyer to District Archivist/Webchair to put dates and flyer on District calendar

ARCHIVIST/WEBCHAIR:

(Email: archivist@district27.org and webchair@district27.org)

- Maintains District electronic archives
- Maintains and updates District website regarding both changes to website and group events
- Maintains District group histories
- Maintains copies of all District Meeting Minutes for historical purposes
- Maintains open communication with Area 59 Archivist and SEPIA Archivist

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 October of even numbered years, prior to the Eastern Pennsylvania Area 59 Annual Assembly Convention in November. 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 Quarterly 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. The DCM, ADCM and Treasurer may hold no other service position within the District.

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.
- The following District officers: Secretary, Officer-at-Large and Treasurer.
- Any eligible voter may only cast one vote.
- The DCM may vote only to make or break a tie, or to create or deny a 2/3 plus one majority.

ELECTION PROCEDURE

All District Officers are elected by written ballot as directed in the Third Legacy Procedure of the *A.A. Service Manual*, 2018-2020 Edition, pages S21-S23. If only one candidate is standing the GSRs may opt out of written ballots. A person may stand for, but not be elected to, more than one office.

Voting is conducted in the following order:

- DCM (require $\frac{2}{3}$ majority)
- ADCM (require $\frac{2}{3}$ majority)
- Treasurer (simple majority)
- Secretary (simple majority)
- Officer-at-Large (simple majority)

TIMETABLE FOR ELECTION PROCEDURE

Nominations for all District officer positions should begin no later than September and will end at October'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*, 2018-2020 Edition, pages S21-S23). District eligibility and voting rules will apply.

A service position is considered abandoned if an officer or committee member has been inactive for a period of 3 months. In the event the ADCM, the Treasurer, or the Secretary are inactive for a period of 3 months, it is recommended that a new officer be elected as soon as possible. The Officer-at-Large stands in for these positions in times of need, but may not be elected into the Secretary or Treasurer position. However, the Officer-at-Large may be elected into the ADCM position, in which case a new Officer-at-Large needs to be elected.

In the case of other positions becoming vacant, election of a new officer is at the discretion of the District. It is generally suggested service workers resign, if unable to carry out the responsibilities of the position (refer to the *A.A. Service Manual*, 2018-2020 Edition, page S28).

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. 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. District eligibility and voting rules will apply.

RESIGNATION OF SECRETARY OR TREASURER

Upon the resignation of the Secretary or Treasurer, the DCM will hold an election to fill the position, under the rules previously stated for their election. It is preferred that the Secretary not vacate their position to run for Treasurer, and vice versa, except near the end of their term.

RESIGNATION OF GRAPEVINE REPRESENTATIVE OR VISITATION CHAIR

Upon the resignation of a Grapevine Representative or Visitation Chair, the DCM will ask for volunteers or appoint someone to fill the position.

RESIGNATION OF OFFICER-AT-LARGE

When the Officer-at-Large position is vacated, the DCM will hold an election to select a new Officer-at-Large, under the rules previously stated for their election.

There are only two scenarios in which the Officer-at-Large may resign to fill another position:

- ADCM resigns.
- DCM resigns and ADCM declines to succeed.

RESIGNATION OF ARCHIVIST/WEBCHAIR

Upon the resignation of Archivist/Webchair, the DCM will hold an election to fill the position, under the rules previously stated for their election.

THIRD LEGACY PROCEDURE:

PLEASE READ YOUR A.A. SERVICE MANUAL (as of these revisions 2018-2020 Edition, pages S21-S23)

SECTION VI

REVISION OF STRUCTURE MANUAL RE-ACCEPTANCE OF STRUCTURE MANUAL A WORD TO GSRs APPENDIX 1

REVISION OF STRUCTURE MANUAL

- Any part of the manual may be revised with substantial unanimity (2/3) of District 27 eligible voters. (Refer to General Voting Eligibility in Section I).
- Proposed changes will be voted on at the District meeting following their submission.
- A summary of each revision will be noted in the Appendix.

Please see Section I regarding re-acceptance of Structure Manual.

A WORD TO GSRs

We hope this manual has been a helpful resource for you during your term. 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.”

Revisions

APPENDIX 1

Revised August 25, 2020 - updated all AA Service Manual references to the 2018-2020 edition and new page numbers as necessary.

Section I, updated the Purpose of District with a new paragraph, added Re-Acceptance section, updated SEPIA mailing address, added two paragraphs on General Voting Eligibility stating matters affecting AA, as a whole, including the Area committee, each group present at the meeting has ONE vote, cast by the GSR/AGSR or other designated representative and with District 27 matters each group present at the meeting has ONE vote, cast by the GSR/AGSR or other designated representative, in addition the Secretary, Officer-at-Large and Treasurer not simultaneously representing a group can vote.

Section III, ADCM added responsibility to coordinate a workshop subcommittee consisting of GSRs and AGSRs, added Archivist/Webchair qualifications and duties, added Treasurer responsibility to prepare an annual operating budget together with the DCM and ADCM at the beginning of the each year, added Officer-at-Large responsibility to provide Group Changes to Archivist/Webchair, added Visitation Chair to coordinate with subcommittee if necessary and to supply District Night Out flyer to Archivist/Webchair. GSR/AGSR update listing responsibility moved from Secretary to OAL, and any group that has not had representation at the District Meeting for three months from the DCM to the Visitation Chair.

Section IV, Eligibility to Stand - specified that the DCM, ADCM and Treasurer may not hold any other service position within the District, Eligibility to Vote - specified that Secretary, Officer-at-Large and Treasurer can vote and any eligible voter can cast only ONE vote, under Election Procedure.

Section V, Resignation of District Officers - rewrote paragraphs how to handle service positions considered abandoned and positions becoming vacant, Resignation of Grapevine Representative or Visitation Chair – added the DCM will ask for volunteers or appoint someone to fill the position, upon resignation of Archivist/Webchair, the DCM will hold an election to fill the position, Revision of the Structure Manual - removed all GSRs ought to take the proposed change back to their group for approval, A Word to GSRs - rewrote paragraph.