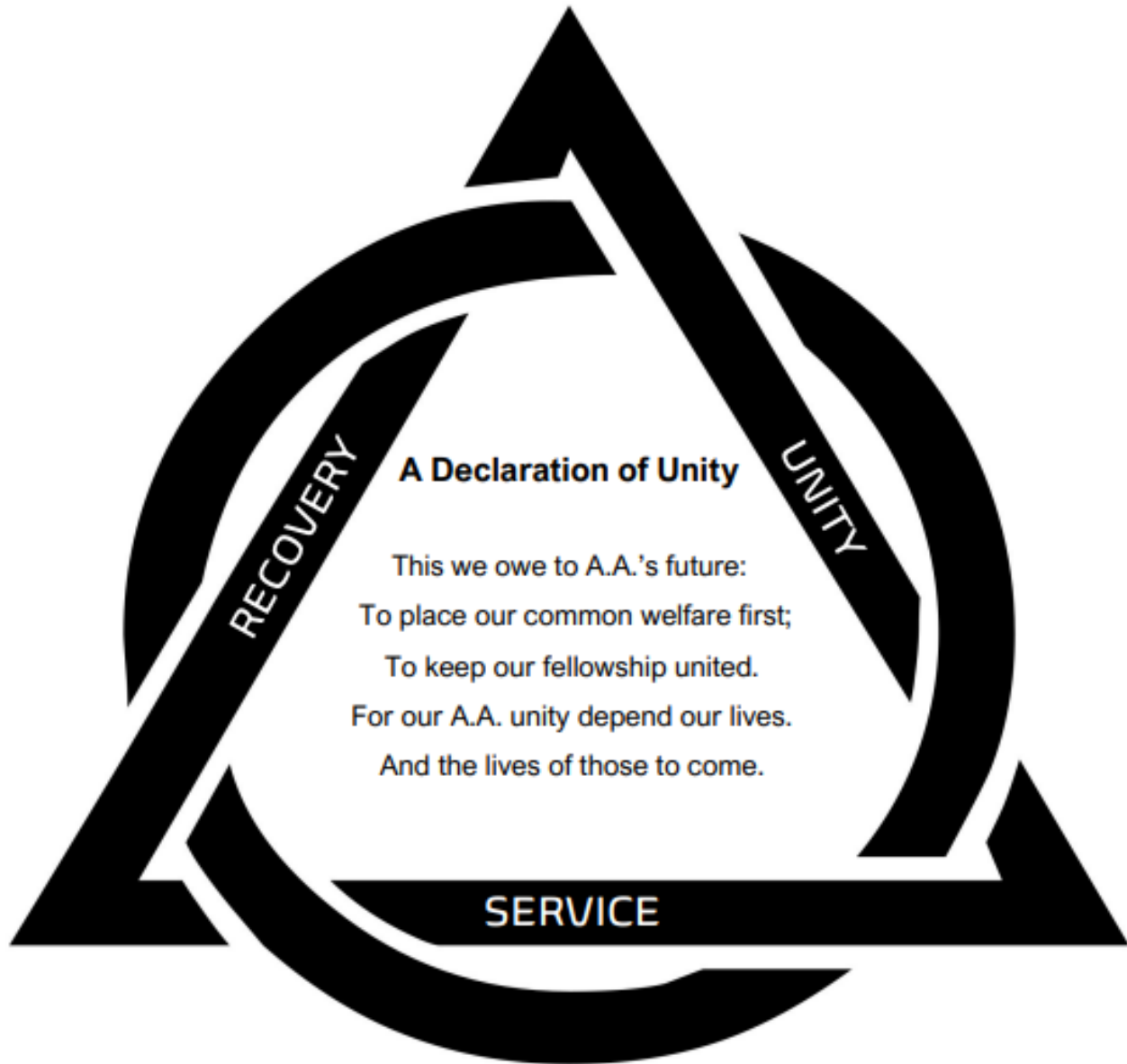


DISTRICT 38 STRUCTURE MANUAL

www.district38-aa.org



2021

OVERVIEW

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OVERVIEW

A.A. PREAMBLE:

Alcoholics Anonymous is a fellowship of people 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 A.A. membership; we are self-supporting through our own contributions. A.A. 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.

- Reprinted with permission of the AA Grapevine, Inc.

STRUCTURE MANUAL OVERVIEW:

Welcome to District 38! The District 38 Committee adheres to the principles and the traditions of Alcoholics Anonymous. As a general rule, we follow the suggestions for a District Committee as outlined in the Area 59 AA Structure Manual, which derives their direction from the GSO Service Manual.

Experience and rapid growth have taught us about the inefficacy of scanning through volumes of meeting minutes of relying on our collective memories without some sort of written conduit. The District 38 Committee first developed this manual in 1999, for the sake of continuity and consistency, and has since been revised in 2009 and 2014. Our goal is to preserve the basic practices and procedures appropriate to the specific needs of our District.

"We have to grow or else deteriorate. For us, the "status quo" can only be for today, never for tomorrow.

Change we must; we cannot stand still."

-As Bill Sees It, pg. 25

No action by a prior district committee is binding on an incoming panel. Each newly elected delegate may make recommendations for the incoming committee's 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, and we hope it will be amended as better ways are found to carry our primary purpose, to help other alcoholics to achieve sobriety.

"Ultimately each group is governed by an informed Group Conscience."

-The AA Group...where it all begins, pg, 16

OVERVIEW

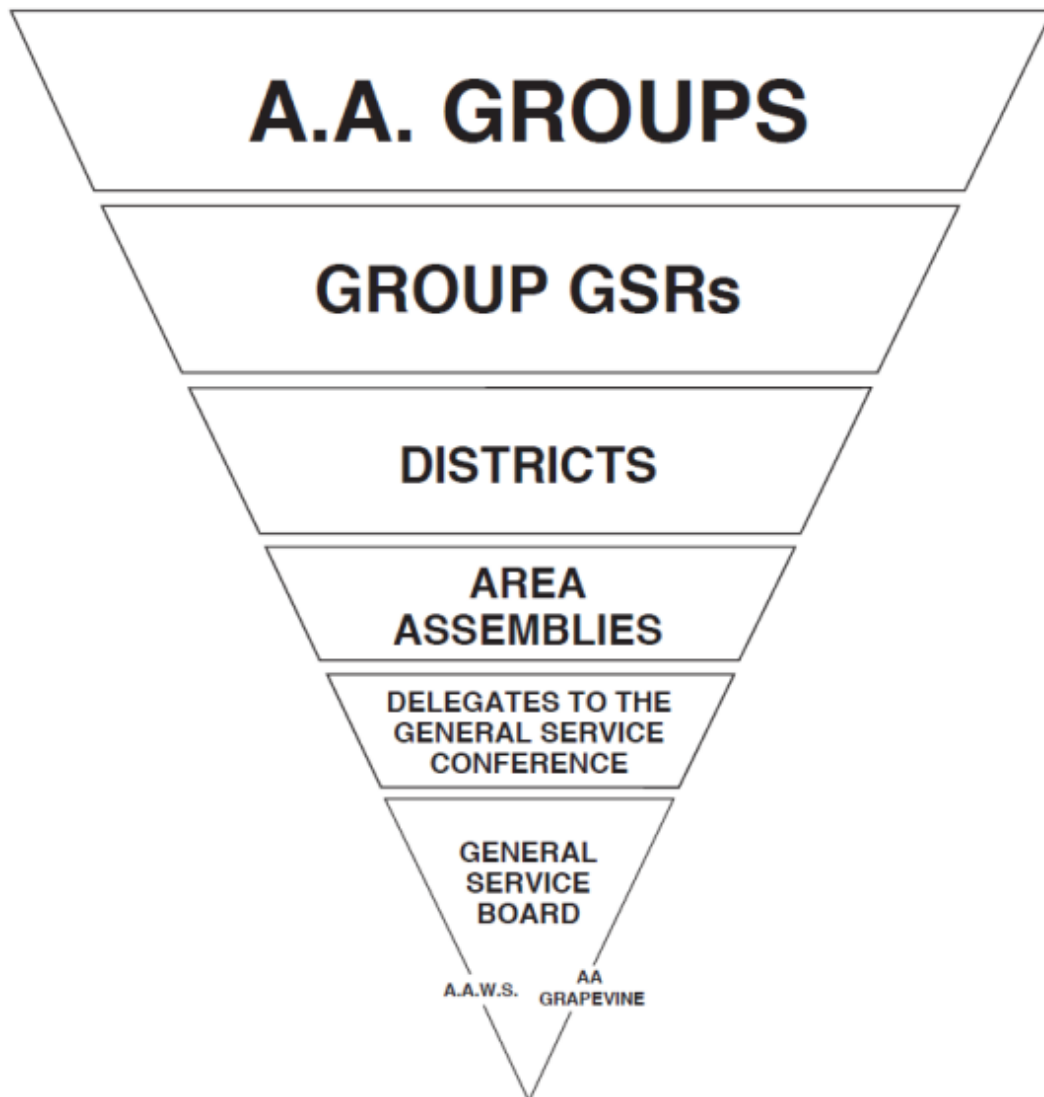
AA's LEGACY OF SERVICE:

"Our Twelfth Step—carrying the message—is the basic service that the AA Fellowship gives; this is our principal 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 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 services is our Third Legacy of Service."

- by Bill W.

Reprinted from the AA Service Manual, AA World Services, Inc. 2018 Edition of the Area 59 Structure Manual

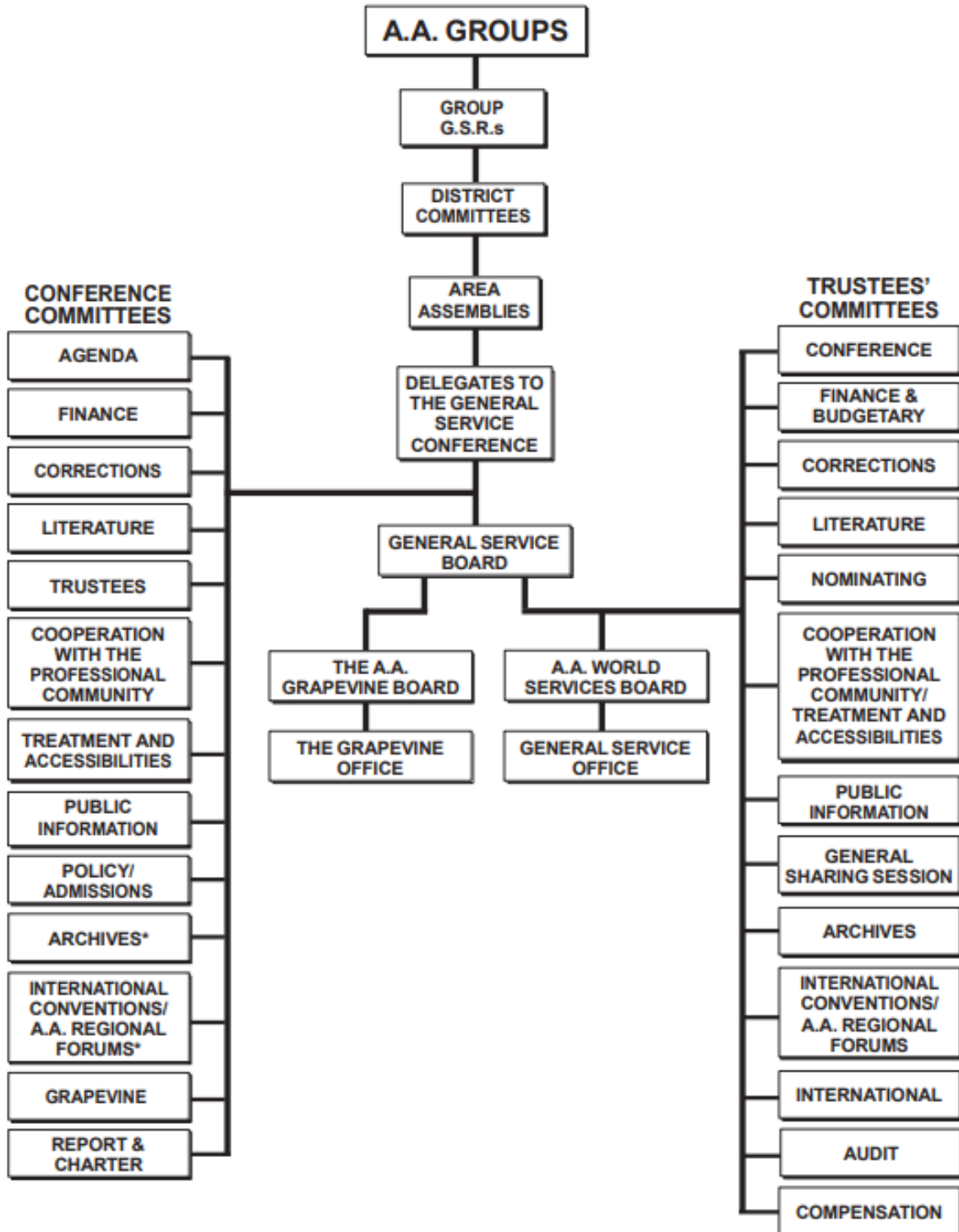
THE AA ORGANIZATION CHART (Diagram 1.1)



OVERVIEW

AA's LEGACY OF SERVICE:

GENERAL SERVICE CHART (diagram 1.2):



DISTRICT 38 MEETING INFORMATION

DISTRICT 38 MEETING FORMAT

CALL TO ORDER:

DCM

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

ALL

The 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 A.A. We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, Have the patience and tolerance to listen while others share, The courage to speak up when we have something to share, And The wisdom to do what is right for our group and A.A. as a whole.*

ALL

Welcome new GSRs, Alternate GSRs, and Guests

DCM

Roll Call

Secretary

TRADITIONS & CONCEPTS:

Tradition #: _____

Concept #: _____

***request volunteers to cover following month's Tradition & Concept*

OFFICER'S REPORTS:

District Committee Member

Alternate DCM

Secretary

Treasurer

Officer at Large

SUMMARIES & ACTIONS:

GSRs

SUB-COMMITTEE REPORTS: *list current, active sub-committees*

OLD BUSINESS:

DCM

NEW BUSINESS:

DCM

REQUEST VOLUNTEERS TO SET UP NEXT MONTH'S MEETING

DCM

MOTION TO ADJOURN:

I am Responsible Pledge: *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.*

ALL

DISTRICT 38 MEETING INFORMATION

MONTHLY MEETING INFORMATION:

WHEN:	Last Tuesday of every month @ 7pm
WHERE:	St James UCC 321 S Limerick Rd Royersford, PA
WHO:	All district officers, GSRs and/or Alternate GSRs should be in attendance
WHAT:	This is an Open Meeting

MEETING ETIQUETTE:

- ⇒ All district meetings, group representatives (GSRs, Alt GSRs, or acting officers) should refrain from speaking until recognized by the chairperson.
- ⇒ District meetings should be set up one-half (1/2) hour before meeting time; volunteers will be asked at the end of the preceding meeting.
- ⇒ District 38 believes in the spirit of rotation and encourages all its members to get involved in service and share responsibilities.
- ⇒ District 38 believes strongly in the Traditions of AA and endeavors to uphold the Traditions in all its affairs, and encourages all its members to gain an understanding of the Traditions.

GROUP CONSCIENCE:

District 38 committee and all its sub-committees adopt and follow the parliamentary process followed by the General Service Conference to deliberate and reach our District 38 group conscience.

Generally speaking, the District follows Robert's Rules of Order (*see example on page 8*), and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the District to conduct its business; rules exist to allow the District to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years exceptions have been adopted to Robert's Rules, which help it proceed more closely in accord with the spirit of A.A. Tradition.

Revised for District 38 from the General Service Conference "How the Conference Operates" 04-13-17

DISTRICT 38 SERVICE POSITIONS

DISTRICT 38 COMMITTEE MEMBERS:

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

Role: The GSR is a vital part of AA. They serve as the link between the Groups and the District. Each Group elects its own GSR. (Also see the A.A. pamphlet (p19), "G.S.R. Your Group's Link to A.A. as a Whole.")

Suggested Requirements: 2 years of sobriety and 2-year term; depending on Group Conscience

- ⇒ Regular attendance at the Home Group
- ⇒ Attendance at Group Monthly Business Meeting
- ⇒ To understand the Group Conscience and take back to the District
- ⇒ Brings all appropriate handouts back to the Group
- ⇒ To share their service experience with the Group
- ⇒ Attendance at Monthly District Business Meetings
- ⇒ Gives Group Status Report at District Meeting
- ⇒ Participates in at least one (1) District Sub-Committee
- ⇒ Brings Group announcements to District meetings
- ⇒ Recommend attendance at yearly E.P.G.S.A. Area Convention/Assembly
- ⇒ Suggested to attend at least one (1) Area Business Meeting
- ⇒ Suggested to attend at least one (1) Mini-Assembly (*if applicable*)
- ⇒ Reads and follows District 38 Structure Manual
- ⇒ Attends an annual District 38 Workshop

ALTERNATIVE G.S.R. (A.G.S.R.)

Role: The alternate GSR's role is two part: (1.) The first is to back up the GSR in case they are unable to fulfill a commitment. For example, if the GSR cannot attend the District Business Meeting, it is the alternate GSR's duty to attend. (2.)The second role is to step into the GSR position if the GSR resigns.

- ⇒ Suggested Requirements: 1 year of Sobriety and 2-year term, depending on Group Conscience.
- ⇒ Regular attendance at the Home Group
- ⇒ Fills in for GSR when unable to fulfill commitment
- ⇒ Attendance at Group Monthly Business Meetings
- ⇒ To share their service experience with the Group
- ⇒ Recommended Attendance at Monthly District Business Meetings as often as possible.
- ⇒ Optional participation on a District sub-committee
- ⇒ Suggested Attendance of annual Area E.P.G.S.A. Convention/Assembly
- ⇒ Suggested attendance of at least one (1) Area Business Meeting
- ⇒ Suggested attendance of at least one (1) Mini-Assembly
- ⇒ Reads and follows District 38 Structure Manual
- ⇒ AGSR votes only in absence of the GSR

DISTRICT 38 SERVICE POSITIONS

DISTRICT 38 OFFICERS:

DISTRICT 38 OFFICERS District Officer Contact Information:

District Committee Member (DCM)	dcm.district38.aa@gmail.com
Alternate District Committee Member (ADCM)	altdcm.district38@gmail.com
Secretary	secretary.district38@gmail.com
Treasurer	treasurer.district38@gmail.com
Officer at Large (OAL)	oal.district38@gmail.com

DISTRICT COMMITTEE MEMBER (DCM)

Role: The District Committee Member (D.C.M.) is an essential link between the group, G.S.R., and the area delegate to the General Service Conference...[he/she] is responsible for grasping, and understanding the group's conscience in their district; in order to convey it to the area delegate and committee. In addition, conveying Area's group conscience, and decisions back to the district.

(for more information, A.A. pamphlet (f-12) "Your D.C.M.—District Committee Member.")

Suggested Requirements: *5 years sobriety; 2-year term

District Duties (including, but not limited to):

- ⇒ Chairs Monthly District Meeting
- ⇒ Gives DCM Report during meeting
- ⇒ Serves as the Liaison between District Sub-committees and Area; represents the District authority and ultimately responsible for the functioning of the subcommittees.
- ⇒ Recruits Chairperson for sub-committees, if at first there are no volunteers ☐ Recruits GSRs to Sub-Committees (Alt GSRs if in regular attendance)
- ⇒ Stays in contact with Sub-Committee Chairpersons, as needed
- ⇒ Advisor to all sub-committees; with the exception of Grapevine and Workshops, which the Alt DCM is the Advisor.
- ⇒ Makes reports of all Area 59 and GSO functions
- ⇒ Gets guest speakers for District meeting as required/requested
- ⇒ Represents the District as spokesperson in all matters
- ⇒ Creates written report of all Area 59 and G.S.O. events and updates

Area Duties (including, but not limited to):

- ⇒ Attends Quarterly Area 59 Meetings ☐ Gives District Report – verbal and written
- ⇒ Participates in Area 59 Sub-Committee (Sub-committee and duties determined by the Area officers)
- ⇒ Participates in Mini-Assemblies, Share-A-Day, District 38 Workshops and E.P.G.S.A. Convention/ Assembly and NERAASA

DISTRICT 38 SERVICE POSTIONS

DISTRICT 38 OFFICERS:

ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)

Role: Back-up for DCM and steps up to position if DCM resigns.

Suggested requirements: *3 years sobriety; 2-year term

District level duties (including, but not limited to):

- ⇒ Attends monthly district meetings
- ⇒ Gives ADCM report during meeting
- ⇒ Acts as Advisor to the Grapevine and Workshop sub-committees, overseeing workshops, as needed
- ⇒ Shall assume the duties of the DCM as needed
- ⇒ Responsible for promoting and familiarizing GSRs with the District Service Manual

Area Level Duties (including, but not limited to):

- ⇒ Attends Area 59 Meetings with DCM
- ⇒ Participates in Mini-Assemblies, Share-a-Day, District 38 Workshops, EPGSA Convention Assembly and NERAASA

SECRETARY

Role: District record keeper

Suggested requirements: *3 years sobriety; 2-year term

District duties (including, but not limited to):

- ⇒ Attends monthly district meetings
- ⇒ Keeps minutes of district meeting
- ⇒ Copies and distributes monthly minutes to GSRs and District Officers, prior to following month's meeting
- ⇒ Maintains and updates district meeting list and GSR list (aka: Confidential List)
- ⇒ Fulfills all other district correspondence as directed
- ⇒ Turns over original district meeting minutes to the archivist each year

Area level duties (including but not limited to):

- ⇒ Attends at least one Area 59 meeting
- ⇒ Participates in Mini-Assemblies, Share-A-Day, District 38 Workshops, EPGSA Convention Assembly and NERAASA

DISTRICT 38 SERVICE POSTIONS

DISTRICT 38 OFFICERS:

TREASURER

Role: Maintains district's funds

Suggested requirements: *3 years sobriety; 2-year term

District Duties (including, but not limited to):

- ⇒ Attends monthly district meetings
- ⇒ Provides treasurer's report (verbal and written)
- ⇒ Addresses the 7th Tradition each month at district meeting
- ⇒ Collects donations from district home groups at post office each month
- ⇒ Sends thank you notes for all contributions, as a receipt
- ⇒ Pays district expenses
- ⇒ Maintains and balances district checkbook
- ⇒ Prepares yearly district budget for January district meeting
- ⇒ Liaison for District sub-committees to establish, and monitor budgets

Area level duties (including, but not limited to):

- ⇒ Attends at least one Area 59 Meeting
- ⇒ Participants in Mini-Assemblies, Share-A-Day, District 38 Workshops, EPGSA Convention Assembly and NERAASA

OFFICER-AT-LARGE (OAL)

Role: Fills district officer positions if anyone other than the DCM resigns

Suggested requirements: *3 years; 2-year term

District duties (including, but not limited to):

- ⇒ Fills any position (except DCM) if a district officer resigns or is temporarily unavailable to fulfill their duties. The OAL will take over the vacant position temporarily until the position is filled by the election of GSR or Alternate GSR (see page 10).
- ⇒ Familiarized with the District 38 Structure Manual
- ⇒ Should have experience as GSR
- ⇒ Attends monthly district meetings
- ⇒ No special election to replace OAL, if they resign, or move to another position

Area level duties (including, but not limited to):

- ⇒ Attends at least one Area 59 Meeting
- ⇒ Participates in Mini-Assemblies, Share-A-Day, District 38 Workshops, EPGSA Convention Assembly and NERAASA

DISTRICT 38 SERVICE POSITIONS

DISTRICT 38 SUB-COMMITTEES:

Purpose: The purpose of District 38's sub-committees is to allow GSR's, district officers, and district AA members to meet, share information and take action to carry the AA message on a district level. They are created by, and are responsible to, the full district committee.

Sub-committee Structure: Sub-committees consist of (a) Sub-committee members; (b) Chairperson; © Advisor, and (d) Liaison.

(a.) Sub-committee Members: Each GSR chooses to be, and/or is named to a sub-committee by the DCM; such responsibility runs concurrently with the GSR's term of office.

(b.) Chairperson suggested requirements: Should be a GSR and have at least two years of continual sobriety. The DCM will recruit and elect the Chairperson; if there is not first a volunteer.

(c.) Advisor: A District Officer serves in an advisory capacity, as a non-voting member, and is consulted on all decisions and recommendations. Note: it has been District 38's Tradition that the DCM serves as the Advisor for all sub-committees; with the exception of Workshop and Grapevine sub-committees; in which the Alt DCM is the Advisor.

SUB-COMMITTEES:

- ⇒ **1st Contact**—the purpose of this sub-committee is to help an alcoholic in a treatment facility transition into the outside world. We will provide a contact person to take the client to an AA meeting; thereby, introducing them to the fellowship of AA. (NOTE: this sounds like Bridging the Gap and needs to be updated.)
- ⇒ **Archives**—purpose is to maintain and document the history of District 38 with materials relating to information about District 38, Area 59 and AA as a whole (as relevant to the District).
- ⇒ **Community Awareness**—purpose is to inform the community at large within District 38 how AA works and what AA does and does not do.
- ⇒ **Cooperation with the Professional Community (CPC)** - as its name implies, this committee serves to work with both professional groups and individual professional who commonly come into contact with alcoholics that might know of and understand the AA program and Fellowship. Such professional include physicians, nurses, social workers, counselors, teachers, attorneys, criminal justice professionals, among others.
- ⇒ **District Workshop(s)** - purpose is to share information about AA related topics in a larger format than regular meetings.
- ⇒ **Grapevine**—purpose is to stress the importance of The Grapevine magazine and other Grapevine materials as tools for sobriety and to aid new Grapevine Representatives in learning about the Grapevine and how to sell subscriptions and related items.

DISTRICT 38 SERVICE POSITIONS

DISTRICT 38 SUB-COMMITTEES

SUB-COMMITTEE GROUPS (cont...)

- ⇒ **Intergroup Liaison**—the purpose is to attend District Intergroup meetings and reports at monthly district meeting on district activities.

- ⇒ **Public Information**—This committee focuses on ways to get the word of AA into the public through public service announcements and literature placed at schools, grocery stores, libraries, hotels, etc. Also by making literature available to the medical, religious, mental health, and law enforcement communities (among others). Public Information meetings should be encouraged.

- ⇒ **Special Needs**—the purpose is to provide outreach service to local community members with needs that present a challenge to being a member of Alcoholics Anonymous and the achieving of sobriety. Including, but not limited to physical handicaps, language barriers, or learning disabilities. (also see AA pamphlet – p83 “*Serving Alcoholics with Special Needs.*”)

- ⇒ **Structure**—Structure addresses matters of district structure referenced by the district committee; explores ways to encourage and improve upon continuity and communications between the various service entities in District 38. In addition, responsible for maintaining and updating the district structure manual.

- ⇒ **Visitation**—the purpose is to visit groups in the district, in order to facilitate communication between the district and groups; especially, with district officers.

- ⇒ **Website**—The responsibility of this committee is to update, revise and continually check the status of our District 38 website. Information that may be included on the website can include District 38 business meeting times, location, upcoming AA functions, events, and any other information that may be useful to AA members in the district.

DISTRICT 38 ELECTIONS

ELECTION PROCEDURE :

"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." - Alcoholics Anonymous, Tradition 2.

- ⇒ **Overview**
- ⇒ **Eligibility**
- ⇒ **Format of Elections**
- ⇒ **3rd Legacy Voting Procedure**
- ⇒ **Resignation Procedure**
- ⇒ **3 rd Legacy Voting Procedure (diagram 4.1)**

OVERVIEW:

Election of District Officers is held every two (2) years, on even-numbered years, coinciding with the Area 59 Delegate and Officer's election.

There are five (5) elected positions at the District level, elected every two (2) years. District Committee Member (DCM), Alternate District Committee Member (ADCM), Secretary, Treasurer, Officer-at-Large

Please see page #9-11, "District 38 Service Positions—District 38 Officers" for descriptions of positions, and so briety requirements.

ELIGIBILITY:

Eligibility to Run:

- ⇒ Current District Officers, (except outgoing DCM) and all present GSR's.
- ⇒ In the event no GSR's accept a position, the election chair will open the position to present Alternate GSR's

Eligibility to Vote:

- ⇒ Each group should have one vote – GSR, Alternate GSR, or designated representative
- ⇒ Current District Officers

Eligibility to be Elected:

- ⇒ The nominee must be present at the election meeting to be able to accept or decline

DISTRICT 38 ELECTIONS

ELECTION PROCEDURE:

FORMAT OF ELECTIONS:

- ⇒ September District Meeting—Announcement of Upcoming Elections “New Business”
 - As part of the “New Business,” the Chairperson will announce the upcoming elections.
 - A brief explanation will take place, with Q&A to follow.
 - Elections Held: October
- ⇒ October District Meeting – “Old Business”
 - The Chairperson will announce elections, as part of “Old Business”
 - The Chairperson will turn the meeting over to:
 - Elections will be chaired by an Area Officer (Election Chairperson – ‘EC’).
 - If no Area Officer is available, the past/outgoing DCM will chair the election
 - The EC will ask for a roll call before beginning the election process.
 - Voting will be Third Legacy Procedure (See page 13 for diagram)
 - Nominations and Elections will be held in the following order:
 - DCM
 - ADCM
 - Secretary
 - Treasurer
 - Officer-At-Large
 - The EC will ask the voting members how they wish to cast their votes for the election: written ballots, or simple show of hands; whatever group conscience elects.
 - The EC will ask voting members if they prefer candidates to remain in the room while voting, or to step out.
 - The EC will have two (2) non-voting members available to count hands or ballots.
 - Preceding each position being elected, it will go around the room; whereby, each eligible District Officer and GSR will accept or decline the nomination.
 - Once everyone has chosen to accept/decline a nomination for a specific position, the EC lists the names of each candidate for the specific position being voted on

DISTRICT 38 ELECTIONS

ELECTION PROCEDURE:

The 3rd LEGACY VOTING PROCEDURE:

Votes are cast and counted; the first candidate to receive two-thirds (2/3) vote is elected.

1 st Ballot: Does one candidate have a 2/3 majority?

Yes? Candidate is elected

No? 2 nd Ballot

2 nd Ballot: Does one candidate have a 2/3 majority?

Yes? Candidate is elected

No? Those with less than 1/5th of total votes are withdrawn, but the top two (2) candidates remain for next round of ballots.*

3 rd Ballot: Does one candidate have a 2/3 majority?

Yes? Candidate is elected

No? Those with less than 1/3rd of total votes are withdrawn, but the top two (2) candidates must remain for next round of ballots.*

4 th Ballot: Does one candidate have a 2/3 majority?

Yes? Candidate is elected

No? Chairman asks for a motion to conduct a 5th ballot, motion passed?

Yes? go to 5th ballot

No? Go to "the hat" and draw the name of the winner

5 th Ballot: Does one candidate have a 2/3 majority?

Yes? Candidate is elected

No? Go to "the hat" and draw the name of the winner

**in the case of a tie for 1st place, only the tied first-place candidates remain. In the case of a single first place, but a tied second place, all first-place and second-place candidates remain.*

RESIGNATION PROCEDURE:

When a DCM resigns before term expiration, the ADCM will step-up to the position for the remainder of the term.

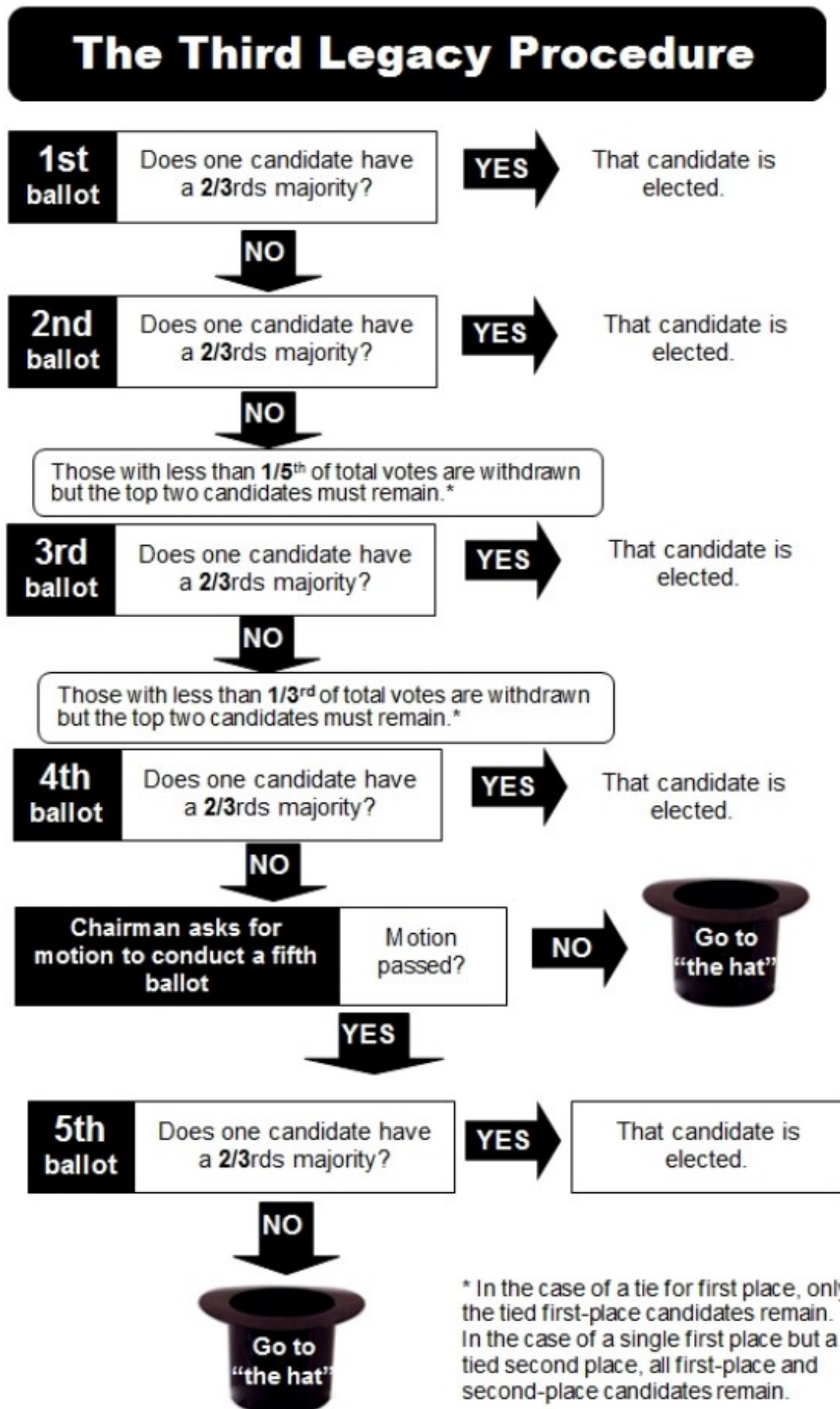
When a District Officer resigns, other than the DCM, within two (2) months there will be a special election

District election to fill the position that has been vacated. The only positions to be filled by special elections – ADCM, Treasurer, Secretary or Officer At Large.

DISTRICT 38 ELECTIONS

ELECTION PROCEDURES:

THE THIRD LEGACY VOTING PROCEDURE (diagram 4.1):



MORE DISTRICT 38 INFORMATION

FINANCES:

DISTRICT FINANCIAL INFORMATION:

The District is responsible for funding the following activities:

- ⇒ Sending the DCM and ADCM to the Annual Area 59 Conference Assembly (full fee and expenses).
- ⇒ Sending the District Secretary, Treasurer and Officer at Large to the Annual Area 59 Conference/ Assembly (one day registration)
- ⇒ Sending DCM and ADCM to Area Meetings, Mini-Assembly and Area Day
- ⇒ Sending the DCM to NERAASA (full fee and expenses, when the District has adequate funds in their bank accounts.
- ⇒ Mileage expenses for ADCM and DCM will follow Area 59's guidelines.
- ⇒ Travel expenses for the above events are to be included in the yearly budget.
- ⇒ Other events, not mentioned above, are to be brought to the District Meeting for expense approval.
- ⇒ Carrying a Prudent Reserve based on the amount allotted by a Group Conscience.
- ⇒ Ensuring all obligations are paid in a timely fashion.

ALLOCATING FUNDS:

The General Service pamphlet (f-3) "Self-Support, Where Spirituality and Money Meet" suggests that after a group pays its Home Group expenses and retains a Prudent Reserve (emergency funds), the group divides the remaining funds on a regular basis toward essential AA services. It further suggests several options for the division of these remaining funds depending on the group's local needs; which is arrived at through its group conscience.

In District 38, one option used is known as "*The Modified 50-30-10-10 Plan*":

- ⇒ 50% to the General Service Office in New York ☐ 30% to your local Intergroup/SEPIA
- ⇒ 10% to Area 59
- ⇒ 10% to (other organizations)

For more information, an AA member can attend service meetings, workshops and subscribe to publications; such as, the G.S.O. newsletter "Box 459" and the "AA Grapevine.

MORE DISTRICT 38 INFORMATION

FINANCES/WHERE TO SEND CONTRIBUTIONS:

GENERAL SERVICE OFFICE

<https://aa.org/aa-gso>

PO Box 2407

James A Farley Station

New York, NY 10116-2407

Make check payable to: *General Service Office*

On-line: <https://contribution.aa.org>

AREA 59 TREASURER

<https://area59aa.org>

525 S 13th St

Philadelphia, PA 19147

Make check payable to: *Area 59*

On-line: area59aa.org/contributions

SEPIA / INTERGROUP

www.aasepia.org

1903 Broad St, 2nd Fl

Philadelphia, PA 19148-2216

Make check payable to: *SEPIA*

On-line: aa.sepia.org/donate

DISTRICT 38 TREASURER

www.district38-aa.org

Box 135

Oaks, PA 19456-0135

Make check payable to: *District 38*

For more information on how your Home Group handles your finances, see AA pamphlet
"Where Money & Spirituality Mix" (f-3)

MORE DISTRICT 38 INFORMATION

AMENDING STRUCTURE PROCESS:

REQUESTS: All requests for amending the Structure Manual must be presented to the Structure Sub-committee at the district meeting. The requests should be in writing, but verbal is approved, if properly recorded.

REVIEW: The Structure Committee will review the request, holding in mind the Traditions, consulting with District Officers, Area Officers, Sub-committees, and other members as needed.

PROPOSED:

- ⇒ At the next district meeting during the Structure Manual sub-committee portion, will advise the district committee of the request.
- ⇒ The committee will continue to include the request in its report, as long as the request is under consideration.
- ⇒ The Structure sub-committee, upon reaching a consensus of opinion; will advise the district meeting of their decision.
- ⇒ If the opinion of the committee is that no amendment should occur, then a written statement will be presented to the district meeting with an explanation of why no action was taken.
 - ◇ **If there is *opposition from a member of the district committee:**
 - ◇ The opposition will state the reason(s) and the committee will again take the action under consideration, continuing to advise the district of the status.
 - ◇ If again no action is recommended, it will again be brought before the district.
 - ◇ If again there is opposition to the committee's recommendation, the matter will stay active between the committee and the district until a resolution is achieved.
 - ◇ If the opinion of the committee is that the structure should be amended:
 - ◇ A written statement will be presented at the district meeting with an explanation.
 - ◇ If there is opposition, then the above described procedure should be followed.
- ⇒ If there is no opposition, then the structure manual will be amended and revised.

**Opposition will be qualified by majority vote.*

MORE DISTRICT 38 INFORMATION

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS (short form):

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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MORE DISTRICT 38 INFORMATION

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS (short form):

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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MORE DISTRICT 38 INFORMATION

THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS (short form):

The Twelve Concepts of World Service were written by AA's co-founder Bill W., and were adopted by the General service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of AA's world service structure as it emerged through AA's early history and experience. The short form of the Concepts reads:

1. Final responsibility and ultimate authority for AA world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of AA has become, for nearly ever practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of AA—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional "Right of Decision."
4. At all responsible levels. We ought to maintain a traditional "Right of Participant," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the AA purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possibly committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of service concern.
12. The Conference shall observe the spirit of AA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never performs acts of government; that, like the Society it services, it will always remain democratic in thought and action.