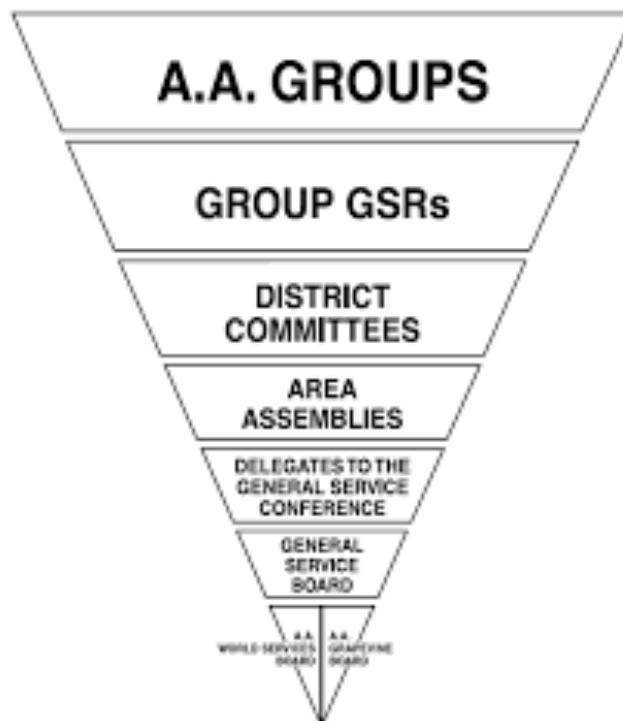


Welcome to District 58 Area 59 AA



Serving Schuylkill &
Southern Northumberland
Counties in
Northeastern Pennsylvania

DISTRICT 58 SERVICE STRUCTURE



March 2023

<https://www.district59area59aa.org>

Table of Contents

SECTION I

- Purpose of Manual
- Terms of this Manual
- Demographics of District 58
- The Group and its Members

SECTION II

- General Service Representative

SECTION III

- District Officers and Responsibilities
- Election of the District Officers
- Default/Absence of a District Officer
- Resignation
- Terms of Office

SECTION IV

- Eligibility for Nomination and Election of District Officers
- Voting Eligibility
- Election Procedures

SECTION V

Standing District Committees

- Grapevine Committee
- CPC/PI
- Archives Committee

District Workshop Committees (as needed)

- The District Workshop Coordinator
- Structure Committee
- Group Inventory

SECTION VI

- District Finances

SECTION VII

- Monthly District Meetings

SECTION VIII

Appendix

- Parliamentary Procedure on Points and Motions
- Conference Language
- Area emails

SECTION I

This manual will cover the structure of District 58, its (1) composition of AA members, AA Groups, General Service Representatives, the District Committee Members (DCM) and Alternate, and District Officers and committees; and its (2) procedures for district elections, finances and meetings.

Terms used in this manual:

District Committee Member (DCM); leader of the District Committee and member of the Area Committee, District Panel or District Officers; Those members elected to represent District 58 at the District level.

District Committee: Composed of the District Panel and current GSRs and/or their Alternates.

District 58, Area 59

District 58, Area 59 is located in Schuylkill County, Pennsylvania, and is composed of 16 AA groups as of 3/5/2023. Each A.A. group should have an elected General Service Representative who carries the group conscience to the District. The combined group conscience of District 58 is carried to the Area Committee by the DCM/Alternate and by the Area Delegate to the General Service Conference. This is the service structure of Alcoholics Anonymous contained in the AA Service manual.

The Group and Its Members.

What is an AA group? (P-16: Page 10)

As the long form of Tradition Three clearly states, “Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.”

Some A.A.’s come together as specialized A.A. groups – for men, women, young people, doctors, LGBTQ and others. If the members are all alcoholics, and if they open the door to all alcoholics who seek help, regardless of profession, gender or other distinction, and meet all the other aspects defining an A.A. group, they may call themselves an A.A. group.

A.A. groups are encouraged to register at G.S.O., as well as with their Area, District, or Central Office. **Please note that this district does not have an Intergroup.**

How do we become an A.A. group member?

“The only requirement for membership is a desire to stop drinking.” (Tradition Three) Thus, group membership requires no formal application. Just as we are members of A.A., if we say we are, so are we members of a group if we say we are - and we keep coming back.

SECTION II

The General Service Representative: See “The AA Group” pg. 20

Working via the district and area committees, the G.S.R. is the group’s link with the General Service Conference, through which U.S. and Canadian groups share their experience and voice A.A.’s collective conscience. Sometimes called “the guardians of the Traditions”, G.S.R.’s become familiar with A.A.’s Third Legacy—our spiritual responsibility to give service freely. Usually elected to serve two-year terms, they:

- Represent the group at district group and area assemblies.
- Keep group members informed about general service activities in their local areas.
- Receive and share with their groups all information from the General Service Office, including the newsletter *Box 4-5-9* (Quarterly), and more current information found under “News” in the Meeting Guide App. Additionally, current news and information can be found on Area 59, District 58 and GSO websites. See links.
- GSRs participating in District will also serve as committee members such as Grapevine, Corrections, etc.
 - [What's New | Alcoholics Anonymous \(aa.org\)](#)
 - [Events Calendar – Area 59 of Alcoholics Anonymous \(area59aa.org\)](#)
 - [Box 459 | Alcoholics Anonymous \(aa.org\)](#)
 - [District 58 Area 59 AA – Serving Schuylkill and Northumberland Counties in Northeastern Pennsylvania](#)

G.S.R.’s also may assist their groups in solving a variety of problems, especially those related to the Traditions. In serving their groups, they can draw on all the services offered by G.S.O. (see pg 30)

An alternate is elected at the same time and in the event that the G.S.R. may be unable to attend all district and area meetings. G.S.R. alternates should be encouraged to share the responsibilities of the G.S.R. at the group, district and area levels. (See *The AA Service Manual*, pp. S28, for further information.)

Qualifications for GSR:

Experience of the Fellowship **suggests** that the most effective GSRs:

- Have at least two years of continuous sobriety
- Are familiar with their group’s history, priorities, traditions, and procedures.
- Are able to listen to all points of view.
- Have the time to regularly attend district meetings and area assemblies and the group’s business meetings.
- Have a working familiarity with the Twelve Traditions and A.A. recovery and service literature.
- Have an email address or other easy way of maintaining contact with group members.
- Are familiar with the G.S.O. and area websites.

It has been the experience of District 58 that not all GSRs have the suggested 2 years sobriety time but work effectively to represent their group. We understand that every group is autonomous and sobriety time may vary.

SECTION III

The District Officers

1. **The District Committee Member (D.C.M.)** is an essential link between the group's G.S.R. and the area's delegate to the General Service Conference. As leader of the district committee, made up of all the G.S.R.'s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district thinking to the delegate and the committee. (See The AA Service Manual, (S31-32))

Responsibilities of DCM: The DCM will chair the monthly meetings and report to the GSR's on what is happening in the Area. Attend all Area meetings, submits a written report to the Area on activity in the District, and gives a verbal report consisting of summaries and actions only at the Area meeting. DCM should attend at least one mini assembly each year and Quarterly Area Meetings. DCM will attend the Eastern Pennsylvania General Service Assembly each year and participate in the election of Area officers every 2nd year. (See AA service manual S32-33) Additionally, DCM will attend NERAASA. It is also suggested a district inventory and review of service structure be scheduled with incoming elected officers. DCM will ask for volunteers for committees.

QUALIFICATIONS FOR DCM

Experience of the Fellowship **suggests** that a DCM ought to:

- Have served as a GSR
- Have at least four or five years of sobriety
- Be familiar with both the Twelve Traditions and Twelve Concepts
- Have the time and energy to serve the district well
- Be able to lead a district while respecting the conscience of the district
- Have an email address or other easy way of maintaining contact with GSRs and other members
- Be familiar with the G.S.O. and area websites

2. **The Alternate D.C.M.** is a backup for the regular district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in. ADCM will represent the DCM at any events/meetings that DCM is unable to attend including district meetings. The alternate is elected at the same time as the regular district committee member, by the same election procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities, attending district and area meetings where feasible, depending on local needs.

Alternate DCM responsibilities: The ADCM of District 58 will also chair the District meeting for the last 2 months of the DCM's term. The ADCM will also give a report during the district meeting comprising of an area of AA interest. For example: Third Legacy voting procedure, any structure, and service. Additional responsibilities are to maintain hotline reporting, and attend mini-assemblies whenever possible, especially the one hosted by our district. Consider attending all Area meetings and annual EPGSA convention (Eastern Pennsylvania General Service Assembly).

Qualifications for Alternate DCM are the same suggested qualification of DCM. See above

3. **Treasurer:** Responsible for collection and distribution of donations, payment of all district bills and record keeping associated with the functioning of the district. At each District 58 meeting will supply a written report of checks and balances within the district checking account. In addition, will order and purchase any materials needed by a District subcommittee for the purpose of helping the next suffering alcoholic. The district checking account is to be made available for review by any member at any time.

***PLEASE NOTE THAT IF TRANSITION TO NEW ACCOUNT OR BANK IS GOING TO BE MADE THAT NEW ACCOUNT SHOULD BE SET UP FIRST PRIOR TO CLOSING OLD ACCOUNT.**

Qualifications and terms of service:

- 2 years of sobriety is **strongly suggested** and to serve a 4-year term due to complexity of position.

4. **Secretary:** Responsible for the recording, submitting and distribution of district minutes, district announcements, the tallying and recording of votes, and group information records. The district minutes are suggested to be emailed or hand delivered at least two weeks prior to the next district meeting.

Qualifications and terms of service:

It is **suggested** that the secretary has 1 year of continuous sobriety and will serve a term of 2 years.

5. **Officer At Large:** Fills district officer position if anyone other than the DCM resigns and will fill in when necessary, upon request. This position will be filled when a qualified candidate is available to assume the position.

Qualifications and terms of service:

It is **suggested** that the Officer at Large has 2 year of continuous sobriety and will serve a term of 2 years.

6. **Web Servant:** Responsible for the maintenance of District web site including events and hotline, the Meeting Guide App and that meeting lists are up to date. Setting up district officer's email. Keeping district up to date on new technologies within the fellowship by being a part of TIAA. Forwarding communications to appropriate district members. Forwarding new group information to appropriate parties. The term of office is 4 years and requires IT knowledge.

Election of the District Officers

Election of the District Panel is held in October of even years in conjunction with Area 59 elections.

Nominations for office are offered and accepted at the election meeting in October. Nominees must be present.

Default/Absence of a District Officer

A District Officer that has an unexcused absence from attending District meetings and is unable to perform the duties of that position for a period of not less than three (3) months, shall be replaced by either the "runner up from the last election by appointment of the D.C.M. or a newly elected G.S.R. by majority vote.

Resignation

In the event that a District Officer resigns, other than the DCM, the officer at large assumes their position. The D.C.M. has the option to either elect or appoint a sitting G.S.R. to that position with the approval of the District Committee.

Terms of Office

District Office positions are held for a two-year duration, January 1st–December 31st. D.C.M. and Alternate D.C.M. will be seated at the December Area meeting of the election year. The remaining District Officers will assume their District responsibilities on January 1 of the next calendar year.

All district officers' positions are contingent on continued personal sobriety.

SECTION IV

Eligibility for Nomination and Election of District Officers

Eligible members include current District Panel members and G.S.R.s. Eligible members may nominate themselves. Nominations can be made by sitting G.S.R.s and District Officers. It is suggested that:

1. D.C.M. & Alternate D.C.M. nominees have at least four years of sobriety and experience as a GSR Or other district position.
2. Other District Office nominees have the **suggested** time of sobriety. Secretary nominees should have some note taking ability. Treasurer nominee should have some experience as a Group Treasurer.

Voting Eligibility

All AA Group G.S.R.s, District Panel Members, and Past D.C.M.s are eligible to vote. If the Group G.S.R. is not present, then AA Group's Alternate G.S.R. or designee may vote in their place.

Election Procedures

Third Legacy procedures are in effect for the election of D.C.M. and Alternate D.C.M. by substantial unanimity (2/3) and all other Officers by simple majority. All nominees must be present at the time of election.

For D.C.M. & Alternate D.C.M. (Third Legacy Procedure S21-S23)

1. Written and/or virtual ballots are cast. The vote is counted by the sitting District Secretary.
2. The first candidate to receive 2/3 of the vote is elected.
3. After the second ballot (assuming no candidate receives the necessary 2/3 on the first ballot), any candidates with less than 1/5 of the total vote will be withdrawn automatically, except that the two top candidates must remain. (In case there are ties for second place, the top candidate and the tied second-place candidates remain.)

After the third ballot, candidates with less than 1/3 of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place, the top candidate and the tied second-place candidates must remain.)

4. After the fourth ballot, if no candidate has 2/3 of the total vote, the sitting D.C.M. asks for a motion, second and majority of hands on conducting a fifth and final ballot. (If this motion is defeated, balloting is over and we go to the "hat" immediately. In case there are ties for second place, the top candidate and the tied second-place candidates remain. If not, the candidate with the smallest total is dropped. If the motion carries, a fifth and final ballot is conducted.)
5. If no election occurs by this time, the sitting D.C.M. announces the choice will be made by lot (from the hat).
6. Lots are drawn by the sitting District Secretary, and the first one "out of the hat" becomes the elected.

For other District Positions.

Follow the same procedure as outlined above, with the exception that a simple majority is needed for election.

SECTION V

Standing District Committees

The Chairperson for each Committee is elected by the District Committee at the October elections. Each Chairperson should seek volunteer G.S.R.s for service to that Committee. These volunteers should be active and responsible to help their respective Committee.

Any members of District (GSRs, committee chairs and members) can serve on multiple committees.

Grapevine/ Literature Committee

The GV Committee is entrusted with the District GV Display. The Committee's responsibilities include maintaining the display, the inventory of literature, making requested GV presentations and taking the display to groups requesting it for their meetings. Also included are coordination with the group GV Officers and Area GV Committee and attending GV workshops and events. The Committee should report on its activities monthly.

*The Literature component of this committee will also be responsible for bulk ordering of AA literature for district and groups.

CPC/PI

The CPC/PI Committee (Cooperation with the Professional Community / Public Information) is responsible for communications with the professional community and public information requests. This Committee cooperates with the Area CPC and Area PI Committees. The Committee answers requests by schools, businesses, law enforcement agencies and other organizations interested in the AA approach to recovery. The Committee also focuses on "cooperation but not affiliation" with professionals in the community who are often in contact with active alcoholics. The Committee should report on its activities monthly.

Archives Committee

To preserve the history of the District. Using written materials i.e.. books, pamphlets, newsletters, written history, photographs, and audiotapes. Local AA history is sought out from old-timers, past DCMs, committee members, etc. According to GSO guidelines (AA.ORG)

Corrections:

This committee is responsible for coordination with local jails and prisons to provide 12 step meetings and/or literature for those who are incarcerated. They are responsible for building a working relationship between institutional staff and AA.

Treatment:

This committee is responsible for coordinating between individual members and groups that are interested in carrying the message of recovery to alcoholics in hospitals, treatment centers and rehabilitation houses. They are responsible for facilitating clearances when needed.

Bridging the Gap:

This committee is responsible for signing up volunteers, maintaining a list of volunteers in coordination with Area Bridging the Gap to provide a first contact after being discharged or released from jails, prison or treatment facilities. Educating treatment facilities about Bridging the Gap.

Unity Committee

Committee is responsible for reaching out to groups who do not have GSR representation at District level. Additionally, Unity is responsible for special events that are not workshops.

Special Limited District Committees (as needed).

- **Structure Committee**
The District Structure Committee is responsible for evaluating and making recommendations on any changes to the District Structure Manual. The Committee will meet, as needed, to review and present any proposed changes, with their recommendation for approval or rejection, to the sitting G.S.R.'s and District Committee.
- **Group Inventory**
Outgoing & Incoming officers should use their combined knowledge to provide a smooth transition by reviewing the District 58 Structure Manual prior to new officers taking responsibility.
- **District Workshop Committee**
Current DCM or ADCM is chair of this committee but is a coordinated effort of all district members. These workshops are specifically geared to our primary purpose and education of District.

SECTION VI

District Finances

Approved District Officer Expenses

Any approved expense documented by receipt will be paid by the District Treasurer. D.C.M./Alternate: expenses associated with Area meetings, EPGSA Convention and Area 59 Mini-Assemblies, to include mileage and meals.

SECRETARY EXPENSES: postage, envelopes, paper, printer cartridge (if every month minutes are typed), recording the monthly district meetings, copying expenses, or any other office supplies deemed pertinent by the District. A receipt must be furnished for expenses to be kept by the District Treasurer.

TREASURER EXPENSES: Copying expense for the monthly treasurer's report. Any other expenses deemed necessary for the job function of the treasurer's position.

Traditionally the D.C.M./Alternate is also sent to the Eastern Pennsylvania General Service Assembly (EPGSA) and Northeastern Regional AA Service Assembly (NERAASA).

Other Officers: It is suggested that the District also assume the expenses for sending other officers to the above Conventions, Mini-Assemblies, Forums and Conferences **if the District finances permit.**

Mileage: \$.45 per mile

Meals: \$40.00 per day, broken down as follows: \$10.00 breakfast, \$10.00 Lunch, and \$20.00 dinner.

Other Approved Expenses

Expenses may include, but are not limited to, Literature, District Workshop expenses, meeting room rental, District minutes, announcements, newsletters, and postage.

Prudent Reserve – It is recommended a 3-month prudent reserve is set aside.

The District Committee must maintain a prudent reserve, which is determined and approved by the District Committee. Prudent reserve should be based on the following annual expenses includes web services, PO Box, virtual meeting program, hotline, answering service, literature, copies, DCM or ADCM attendance at EPGSA, NERAASA/Forums/Mini-Assemblies and District Workshop

One-year projected expenses as of March 2023:

Web service: \$250

PO Box: \$80

Hotline and answering service: \$1200.

ZOOM: \$150

Literature: \$200

EPGSA: \$900

NERAASA: \$1000

Total: \$3780

Projected 3-month prudent reserve as March 2023 is currently: \$945

SECTION VII

Monthly District Meetings

District Voting Procedures (*See Appendix: Points and Motions*)

All G.S.R.s, District Committee Officers, and past D.C.M.'s shall have one vote. If a District Officer is also representing an AA group as a G.S.R., that person will still have only one vote. In matters of housekeeping, a simple majority is needed for approval. In matters affecting the Groups, or AA, substantial unanimity (2/3) is required for approval.

Motions may only be made by G.S.R.'s. After a motion is made, the D.C.M. may recognize the motion and call for a second. If a second is made, questions on the motion will be entertained. The D.C.M. will determine the method in which the vote is cast, paper ballot, show of hands or voice vote. Prior to the final vote, dissenting opinions will be heard. Only eligible voters may question or dissent. The District Secretary will use the sign-in sheet to determine the number of votes necessary for approval and be responsible for vote recording and counting.

AA Members Addressing the District

Attendance at District meetings is open to all AA members. If a member wishes to address the District, they may do so through their group G.S.R. or Alternate G.S.R. when present, otherwise it is suggested that visitors not enter into discussion during the regular meeting unless a group conscience is taken.

Meeting Format & Schedule *****

District Meetings will be chaired by the D.C.M. The format of the meeting will be set by the D.C.M., in cooperation with District Officers. District meetings will be held via Zoom.

SECTION VIII

Appendix:

Parliamentary Procedure on Points and Motions

While doing business as a District, many motions are made. Clarity and information on the motion is often needed. The following procedure on points and motions will be helpful to the G.S.R. as he/she takes part in the ongoing debates at this level. Although the District does not go by strict parliamentary procedure, it is often invoked as a way of breaking into an ongoing discussion. Following these guides will eliminate confusion, speed up the process and provide an orderly method for conducting business.

Points

The following two points are always in order:

Point of Order: a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process.

Point of Information: (Question on the Motion) A request for information on a specific question, either about a process or about the content of a motion. This is not a way to get the floor to say something you think people should know.

Motions

Only the Chair may recognize a motion. All motions must be seconded and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence, i.e., do not call for a motion to adjourn while a motion to end debate and call the vote is under consideration, this is “*Out of Order*”.

1. Main Motion: What it is you’re debating and amending. Motions can be withdrawn from consideration by the proposer at any time during discussion prior to the calling of the vote.
2. Motion to Table the Question: Allows the body to postpone debate on the issue until a specified time. Comes under “Old Business” in the specified proceeding.
3. Motion to End Debate and Call the Vote: Applies only to the motion on the floor. Not debatable; requires 2/3 vote.
4. Motion to Appeal the Decision: Not debatable; goes to immediate vote. Allows the body to overrule a decision made by the chair.
5. Motion to Divide the Question: Breaks the motion on the floor into two parts, in manner suggested by the mover. Requires a majority.
6. Motion to Amend: Must be voted for by a majority to be considered and by a 2/3 to be passed. If amendment is accepted as “friendly” by the proposer of the amendment, then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate. Strictly speaking, however, once the main motion is made, it is the property of the body to amend.
7. Motion to Refer to Committee: Applies only to the main motion. Refers question to a specific group with a specific time and charge.
8. Motion to Adjourn: Not debatable; goes to immediate majority vote.

CONFERENCE LANGUAGE

A Glossary of terms frequently used on General Service

ALTERNATE: A service worker who at group, district, or area level, assists, supports, and participates in service responsibilities with a coordinator / officer, where feasible, depending on local autonomy and needs.

AREA: A geographical division within a state or province. The number of Areas in a state or province depends on the AA population and area of state or province. A Conference delegate comes from an Area.

AREA COMMITTEE: A committee made up of District Committee Members (D.C.M.s) and Area Officers / Coordinators, elected by the General Service Representatives (G.S.R.s) from each District. The Area Committee is a vital element of the general service structure.

ASSEMBLY: A meeting of G.S.R.s and Area Committee members to discuss area affairs and biannually to elect a Delegate and Officers.

CONFERENCE: The General Service Conference. This can mean either the structure involving committee members, G.S.R.'s and Delegates in an area, or the annual meeting of Conference Delegates each April in New York.

CONFERENCE APPROVED

LITERATURE: Pamphlets and books which the appropriate conference committees have reviewed and reported favorably to the Conference meeting for its approval, and which have been approved by the Conference.

DELEGATE: The man or woman elected at the election assembly every other year to represent the area at the annual meeting of the Conference in New York, and to bring back to the area the results of the Conference meeting.

DISTRICT: A division within an area to be represented by a committee member. Committee member is usually responsible for 8 or more groups from within a district.

DISTRICT COMMITTEE MEMBER: Or D.C.M., sometimes called committeeman or committeewoman. He or she is an experienced G.S.R. elected by the other G.S.R.'s to represent the groups of their district in area committee meetings, and to coordinate service activities in the district.

DISTRICT MEETINGS: The meetings of the district committee member and G.S.R.s of the groups in the district.

GENERAL SERVICES: Originally, the services performed by AA's General Service Office. Today, it means the work of anyone in the general service structure – G.S.R., Committee Member, Delegate, etc.

G.S.R.: The general service representative is an AA member so elected by the group to vice the group's opinion in discussion at the District and area level. G.S.R.'s in turn, vote for the district committee member and for the delegate and other officers at the area level.

REGION: A grouping of several states or provinces from which a regional trustee comes to the board of trustees. There are six regions in the United States and two in Canada.

SHARING SESSION: A kind of group, district, area, or conference meeting where everyone is invited to contribute ideas and comments on AA matters.

THIRD LEGACY: Recovery and Unity are AA's first two Legacies. Our third Legacy is Service, the sum total of all AA services; from a Twelfth step call to AAs coast to coast and world-wide service activities.

TRUSTEE: The usual term for a member of AAs General Service Board. Some trustees are AAs some are non-alcoholic.

AREA 59 (Eastern Pennsylvania) Officers:

Area 59 Delegate

delegate@area59aa.org

Area 59 Alternate Delegate

alt-delegate@area59aa.org

Area 59 Chairperson

chairperson@area59aa.org

Area 59 Secretary

secretary@area59aa.org

Area 59 Officer at Large

Officer-at-large@area59aa.org

Area 59 Treasurer

treasurer@area59aa.org