

DISTRICT 67 AREA 59

EASTERN PENNSYLVANIA

DISTRICT STRUCTURE MANUAL (2024)

Revised and Updated: 1/17/2024

This structure manual will cover the structure of District 67. It's composition of AA members, AA groups, general service representatives (GSR), the district committee member (DCM) and alternate (ADCM), the district officers, and it's 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 67 at the district level.

District Committee: Composed of the district panel and current GSRs or their alternates.

(1) District 67, Area 59

District 67, Area 59 is in Berks County, Pennsylvania, and is composed of 22 active AA groups. It is suggested that each AA group elect a General Service Representative (GSR) who carries the group conscience to the district. The combined group conscience of District 67 is carried to the area committee by the DCM/ADCM and by the Area Delegate to the General Service Conference.

(2) The General Service Representative (See "The AA Service Manual" pg. S26-S27)

Working via the district and area committees, the GSR is the groups' link with the General Service Conference; through which, U.S. and Canadian groups share their experience and voice AA's collective conscience. Sometimes called

“the guardians of the Traditions,” the GSR becomes familiar with AA’s Third Legacy, our spiritual responsibility to give service freely. Usually elected to serve a two-year term.

They represent the group at the district and area general service assemblies. Keep group members informed about general service activities in their local areas. Receive and share with their groups all mail from the General Service Office, including the newsletter Box 4-5-9, which is GSO’s primary tool communicating with the Fellowship.

GSR’s may also 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 GSO.

An alternate is elected at the same time if the GSR may be unable to attend all district and area meetings. GSR alternates should be encouraged to share the responsibilities of the GSR at the group, district, and area levels. (see the AA Service Manual, pg. S28 for further information)

(3) The District Committee Member, Alternate and District Officers

(3a) District Committee Member (DCM) - an essential link between the group’s GSR and the area’s delegate to the General Service Conference. As leader of the district committee, made up of all the GSR’s in the district, the DCM is exposed to the group conscience of the district. As a member of the area committee, he or she can pass on this thinking to the area delegate and the area committee. (See the AA Service Manual, pg. S31-S33). The DCM cannot serve as a GSR but can provide updates at district meetings regarding a homegroup that is not otherwise represented by a GSR.

(3b) Alternate DCM - backup for the regular district committee member. If the latter resigns, or for any reason is unable to serve, the alternate assumes the duty of the DCM. 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 DCM’s responsibilities, attending the district and area meetings where feasible, depending on local needs. The ADCM cannot serve as a GSR but can provide

updates at district meetings regarding a homegroup that is not otherwise represented by a GSR.

(3c) District officers - elected to two-year terms at the same time as the DCM and Alternate DCM and serve in their specific roles to help maintain the district in all its affairs.

The DCM cannot serve as a GSR but can provide updates at district meetings regarding a homegroup that is not otherwise represented by a GSR.

District Officers

Treasurer – Responsible for the collection and distribution of donations, payment of all district bills and record keeping associated with the functioning of the district; presents a report at district meetings.

Secretary – Responsibility for the recording, publishing and distribution of the district minutes, district announcements, the tallying and recording of votes, and group information records.

Officer at Large – Acts as liaison to Intergroup; and, in this capacity, attends Intergroup meetings and participates as the district representative. Provides a report on happenings with intergroup at the monthly district meeting. Supports the other district officers by filling in where needed when office absences occur.

(4) Election of District Officers

Election of the District Panel is held in November of even years in conjunction with Area 59 elections. Nominations for office are offered and accepted at the election meeting in November.

(4a) Terms of Office - District office positions are held for a two-year duration: January 1st to December 31st. DCM and Alternate DCM will be seated at the November Area meeting of the election year. District Officers will assume their District responsibilities on January 1st of the next calendar year.

(4b) Eligibility for Nomination and Election to the District Committee - Eligible members include current District Panel member and GSRs. Eligible members may nominate themselves. Nominations can be made by sitting GSRs and District Officers. It is suggested that the DCM and Alternate DCM nominees

have at least four or five years of sobriety and have been a GSR (past or present) or have held District Office. Other District Office nominees have at least two years of sobriety and have been a GSR past or present or have held District Office. Secretary nominees should have some note taking ability. Treasurer nominees should have some experience as a Group Treasurer.

In the spirit of rotation, District officers must rotate on from their position during election years. Officers cannot serve in the same position on consecutive panels.

(5) Voting Eligibility

All AA Group GSRs, the previous DCM, and all current District Officers are eligible to vote. If a group's GSR is not present, that AA group's Alternate GSR or designee may vote in their place.

(5a) Election Procedures - Third Legacy procedures are in effect for the election of all District Officers by substantial unanimity (2/3 or 67% of the votes.) All nominees must be present at the time of election.

(5b) DCM and Alternate DCM – written ballots are cast. The vote is counted by a member not standing for an officer position. (First Ballot) If there is not a 2/3 majority for any nominee, a second ballot is cast. (Second Ballot) If there is not a winner, any nominees with less than 1/5 of vote are withdrawn. The top candidates and all runners-up must remain. (Third Ballot) After the third ballot, if there is no winner, any nominees with less than 1/3 of the vote are withdrawn. Top candidates and all runners-up must remain. (Fourth Ballot) After the fourth ballot, if there is no winner, the sitting DCM asks for a motion, second and majority show of hands on conducting a fifth ballot. The candidate with the smallest vote total is automatically withdrawn. Top candidates and all runners-up must remain. (Fifth Ballot) If there is no winner, the sitting DCM announces that the choice will be made by lot. Lots are drawn by the sitting member not standing for an officer position, and the first one out of the hat becomes the elected.

(5c) Other District Officers - follow the same procedure as outlined above for substantial unanimity needed for election.

(6) Resignation / Default / Absence of a District Office

If a District Officer resigns their position, the DCM has the option to either elect or appoint a sitting GSR to that position with the approval of the District Committee.

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 no longer than three (3) months, shall be replaced by either the “runner up” from the last election by appointment of the DCM or a newly elected GSR by majority vote.

(7) Committees of the District

(7a) Standing District Committees - The chairperson/representative for each committee is elected by the District Committee at the January meeting of the new panel. Each Chairperson should seek volunteer GSRs for service to the Committee. These volunteers should be active and responsible to help their respective Committee. The Chairperson / Spokesperson for each Committee is elected by and from the GSR and Alternate GSR volunteers that serve on the Committee.

Grapevine Committee: The Grapevine Committee is entrusted with the District GV Display. The Committee 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.

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 GSRs and District Committee.

(7b) Ad Hoc District Committees

Visitation Committee: The Visitation Committee is responsible for the timely collection of information for the updating of District records. The Committee should also offer literature and encouragement to the Groups for their participation in monthly meetings. The Committee should report on its activities monthly.

Inventory Committee: The Inventory Committee is responsible for encouraging Groups to take a Group inventory as outlined in the pamphlet "The AA Group". This will include but is not limited to offering to attend meetings to speak on the topic, presenting the topic at the regular meetings of an AA Group and assisting in inventory taking by any requesting AA Group. The Committee is also responsible for the bi-annual District Inventory meeting on the first year of the new panel. The Committee should report on its activities monthly as needed.

District Workshop Committee: The District Workshop Committee, comprised of District Officers, GSRs and Alternates, is appointed for one year and is responsible for the district for putting on the annual District Workshop. The workshop content is the sole responsibility of the Committee with the approval of the DCM.

(8) District Finances

(8a) Approved District Officer Expenses - any approved expense documented by receipt will be paid by the District Treasurer.

(8b) DCM / Alternate DCM: Expenses associated with Area meetings, the EPGSA Convention, Area 59 mini assemblies, Northeast Regional Forum and Northeast Regional Conference to include mileage and meals as follows:

Milage:

As amended September 2010: Current IRS rate rounded down to the nearest whole cent. The district 67 Treasurer will check the IRS rate each December for the next calendar year and include the rate in the December Treasurer's report to District 67 that will be used for the coming calendar year.

Meals:

Up to \$75 per day

(8c) 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 financial status permits.

(8d) Other Approved Expenses – With district committee approval, such expenses may include, but are not limited to: literature, district workshop expenses, meeting room rental, district minutes, announcements, newsletters and postage.

(8e) Prudent Reserve - The District Committee must maintain a prudent reserve which is determined and approved by the District Committee. The current prudent reserve is set at \$550.00 as amended in January 2021. This includes rent, Grapevine and other literature, envelopes, stamps, copies, conferences, forums, mini assemblies, and District Workshop.

(9) Monthly District Meetings

(9a) District Voting Procedures - (See Appendix on Parliamentary Procedures) All GSRs, the previous DCM, and all current District Committee Officers shall have one vote. If a District Officer is also representing an AA group as a GSR, that person will still have only one vote. In matters of housekeeping, a majority or 51% of the vote is needed for approval. In matters affecting the Groups, or AA, substantial unanimity 2/3rds of the vote is required for approval.

Motions may be made by any member of the district. After a motion is made, the DCM may recognize the motion and call for a second. If a second is made, the motion belongs to the body, and is open for discussion. The DCM will determine the method in which the vote is cast (e.g., paper ballot, show of hands or voice vote). Only eligible voters may vote. 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.

(9b) AA Members Addressing the District - Attendance at District meetings is open to all members. If a member wishes to address the district, they may do so through their group GSR or Alternate if the GSR is not present. If no group officer is present, the member may request DCM recognition during the

“Summaries Actions” section of the meeting format. It is requested that visitors not enter into district discussions during the regular meetings.

(9c) Meeting Format and Schedule - District meetings will be chaired by the DCM or by whom he/she designates. The format of the meeting will be set by the DCM in cooperation with the District Officers. District meetings are held on the first Wednesday of the month at St. Marks Lutheran Church, 5 Brooke Manor, Birdsboro Pennsylvania, 19508.

Appendix

Parliamentary Procedures on Point 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 GSR 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 three points are always in order:

1. **Point of Order:** A question about process or objection and suggestion of alternative process. This may include a request for the facilitator to rule on the process.

2. **Point of Information** (question on the motion): A request for information on a specific question, either about the 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.

3. **Calling the Question:** (To stop the debate on the vote. This should only happen once enough background information is presented.) The chairperson or (DCM) is the only person to overturn calling the question. A simple majority vote is needed to call the Question.

Motions

Only the Chair or (DCM) 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 the meeting while a motion that is being voted on is under consideration. This is "Out of Order".

For AA's Voting Procedure (Robert's Rules AA version) see attachment clipped to this structure manual/email.