

DISTRICT 33 STRUCTURE MANUAL

This manual will cover the structure of District 33, 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 33 at the District level.

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

District 33, Area 59

District 33, Area 59 is located in Berks County, Pennsylvania, and is composed of 17 AA groups. A.A. group has an elected General Service Representative who carries the group conscience to the District. The combined group conscience of District 33 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.

The Group and Its Members.

What is an AA group? See "The AA Group", pg. 15

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, gays 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, Intergroup or Central Office.

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.

The General Service Representative: See “The AA Group” pg. 26-27

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 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 G.S.O.’s primary tool for communicating with the Fellowship.

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.

An alternate is elected at the same time 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. S44-S45, for further information.)

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 this thinking to the area delegate and the area committee. (See *The AA Service Manual*, pS51-S52)
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. 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.
3. *Treasurer*: Responsible for collection and distribution of donations, payment of all district bills and record keeping associated with the functioning of the district.
4. *Secretary*: Responsible for the recording, publishing and distribution of district minutes, district announcements, the tallying and recording of votes, and group information records.
5. *NEW Officer At Large* : Fills District officer position if anyone other than the DCM resigns.

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.

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.

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.
2. Other District Office nominees have at least two years 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, that 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.

1. Written 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.)

4. 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.)
5. 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.)
6. If no election occurs by this time, the sitting D.C.M. announces the choice will be made by lot (from the hat).
7. Lots are drawn by the sitting District Secretary, and the first one “out of the hat” becomes the elected.

For other District Officers

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

Resignation

In the event that a District Officer resigns, 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.

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.

Committees of the District

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.

Grapevine 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.

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 as well as with Intergroup Institutions Committee. 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.

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 business 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 annual District Inventory Meeting. The Committee should report on its activities monthly.

Other District Positions:

Intergroup Liaison:

The Intergroup Liaison serves as Area representative to maintain open communications with Intergroup/Central Offices. His/Her regular contact with the Intergroup/Central Offices helps provide the Area with an informed membership regarding Intergroup/Central Office matters and concerns.

District Committees

The Chairperson/Spokesperson for each Committee is elected by and from the G.S.R. and Alternate G.S.R. volunteers that serve on the Committee.

District Workshop Committee

The District Workshop Ccoordinator position is absorbed by the outgoing DCM.

and is responsible to the District for putting on the annual District Workshop. The Workshop content is the sole responsibility of the Committee with the approval of the D.C.M.

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 33 Structure Manual prior to new officers taking responsibility,

The recommended time is suggested as 30 days before new officers begin their tenure..

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.

Mileage: \$.47 per mile. To match A59 changes to this rate going forward. Added 7/1/22. sgp
Meals: \$20.00 per day, broken down as follows: \$5.00 breakfast, \$5.00 Lunch, and \$10.00 dinner.

Traditionally the D.C.M./Alternate is also sent to the Northeast Regional Forum and 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 financial status permits.

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

The District Committee must maintain a prudent reserve, which is determined and approved by the District Committee. Current Reserve is set at \$600.00 based on 2018 annual figures. This includes rent, Grapevine and other literature, newsletters, envelopes, stamps, copies, Conferences/Forums/Mini-Assemblies and District Workshop.

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 as a whole, 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 if the G.S.R. is not present. If no group officer is present, the member may request of the D.C.M. recognition during the "Challenges and Solutions" section of the meeting format. It is requested that visitors not enter into discussion during the regular meeting.

Meeting Format & Schedule

District Meetings will be chaired by the A.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 on the third (3rd) Thursday of the month at 6:30 PM (10/21) at St. Paul's Lutheran Church, 117 East Arch St., Fleetwood, PA. 19522

Appendix:

Parliamentary Procedure on Points and Motions

In the course of 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., don't 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 a 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 committee-man or committee-woman. 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

Notes: