

DISTRICT 58 STRUCTURE MANUAL

This manual will cover the structure of District 58, its (1) composition of AA members, AA groups, General Service Representatives (GSRs), District Committee Member (DCM), Alternate District Committee Member (ADCM), District Officers, and (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 GSR's or their Alternates.

(1) District 58, Area 59

District 58 is located in Schuylkill County, Pennsylvania and is composed of 20 AA groups (1/02). Each AA group has 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.

(1A) THE GROUP AND ITS MEMBERS.

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 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 to reach a fellow sufferer-ranging all the way from the Twelfth Step itself to a phone call and a cup of coffee, and to AA's General Service Office for national and international action. The sum total of these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And not to be forgotten,

they need voluntary contributions from with the Fellowship.
(Taken from the AA service Manual page S1 with permission).

What is an AA group? See "The AA Group" pg. 15
As the long form of Tradition, Three clearly states... *Our membership out to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought AA membership to ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group, they have no other affiliation.*

Some AA's have come together as specialized AA 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 AA group, they may call themselves an AA group. AA groups are encouraged to register at G.S.O (General Service Office) as well as with their district, area, Intergroup or central office.

How do we become an AA 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 AA if we say we are, so are we members of a group if we are-and we keep coming back.

(1B) The General Service Representatives: 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 AA's collective conscience. Sometimes called "**the guardians of the traditions**". G.S.R.'s become familiar with AA's Third Legacy-our spiritual responsibility to give service freely. Usually elected to serve two year terms they:

- Represent the group at the district and are general service assemblies.
- Keep group members informed about general service activities in their local areas.
- Receive and share with their groups all mail from General Service Office including the newsletter. Box 4-5-9, which is G.S.O.'s primary tool for communication 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 draw on all services offered by G.S.O. An alternate is elected at the same time in the event that the G.S.F. may be unable to attend all district and area meetings. G.S.R alternates should be encouraged to share responsibilities of the G.S.R. at the group, district and area levels. (See the AA service manual, pg. S-44 & S-45 for further information).

(1C) the District Committee Member, Alternate and District Officers (DCM, ADCM, DIST SEC, DIST TRESURER)

The DISTRICT COMMITTEE MEMBER is an essential link between the groups G.S.R. and the Area's Delegate to the General Service Conference. As leader of the District Committee, he or she is able to pass on this thinking to the area delegate and the area committee. (See the AA Service Manual pg. S51-S52).

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 two mini-assemblies each year and more if possible. DCM will attend the Convention each year and participate in the election of Area officers every 2nd year.

The ALTERNATE DCM (ADCM) is the backup for the regular district committee member (DCM). 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 DCM'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 the second year of his or her term. The Alt. will also give a report during the District meeting comprising of an AA interest. For example: Third Legacy, Grapevine, voting procedure, any history of AA including our founders, structure, and service. The ADCM will also work with the District Secretary to maintain the District Database, comprising of group numbers, locations, types of meetings, name, address, telephone number, and email address of each GSR

and AGSR in the district. The ADCM will also maintain a current meeting and telephone list for the district. Should attend mini-assemblies whenever possible, especially the one hosted by our district. Should attend all Area meetings and annual EPGSA convention (Eastern Pennsylvania General Service Assembly).

DISTRICT OFFICERS:**1-TREASURER**

Responsibilities:

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 to help the next suffering alcoholic. The district checking account is to be made available for review by any member at any time.

2-SECRETARY

Responsibilities:

Responsible for the recording, publishing, and distribution of district minutes to GSR's and all Area officers. The tallying and recording of votes and group information records (ie. Database, district telephone list). The district minutes are suggested to be mailed or hand delivered at least two weeks prior to the next district meeting. Also aide the ADCM in maintaining a current meeting schedule and phone list for the district.

3-GRAPEVINE REPRESENTATIVE

See standing committee description, Section 3A.

4-COOPERATION with PROFESSIONAL COMMUNITY (CPC)/PUBLIC INFORMATION (PI)

See standing committee description, Section 3A.

5-VISITATION REPRESENTATIVE

See standing committee description, Section 3A.

6-INVENTORY REPRESENTATIVE

See standing committee description, Section 3A.

(2) ELECTION OF DISTRICT OFFICIERS

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.

(2A) TERMS OF OFFICE

District office positions are held for a two-year duration. January 1st to December 31st. DCM and ADCM will be seated at the December Area meeting of the election year. District Officers will assume their District responsibilities on January 1st of the next year.

If the DCM, ADCM, District Secretary, District Treasurer is NOT fulfilling their job duties any voting member may call a group conscience, and by 2/3 majority vote the member can be removed from their position.

(2B) ELIGIBILITY FOR NOMINATION AND ELECTION TO THE DISTRICT COMMITTEE

Eligible members include current District Panel members and GSRs. Eligible member may nominate themselves. Nominations can be made by sitting GSRs and District Officers.

It is suggested that:

- *DCM & ADCM nominees have at least four or five years of sobriety and have been a GSR past or present and/or have held District office.*
- *Other District Office nominees have at least two-years of sobriety and have been a GSR past or present and/or have held District office.*
- *Secretary nominees should have some note taking ability.*
- *Treasurer nominee should have some experience as a Group Treasurer.*

(2C) VOTING ELIGIBILITY

All AA group GSRs, Past DCMs and District Panel Members are eligible to vote. If the Group GSR is NOT present, that AA group AGSR or designee may vote in their place.

(3) COMMITTEES OF THE DISTRICT

(3A) STANDING DISTRICT COMMITTEES

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

1-Grapevine Committee

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

2-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 PI Committees as well as with Intergroup Institutions Committee. The Committee answers request 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 monthly on its activities.

3-Archives Committee

To preserve history of the District. Using written materials ie. books, pamphlets, newsletters, written history, photographs, and audiotapes. Local AA history is sought out from old-timers, past DCMs, committee members, etc. Attachment of Guidelines.

(4) District Finances

(4a) Approved District Officer Expenses:

Any approved expense documented by receipt will be paid by the District Treasurer.

DCM/ADCM: DCM should attend at least two mini-assemblies each year and more if possible. DCM will attend the Convention each year and participate in the election of Area officers every 2nd year. (*Taken from District 58 Area 59 Structure manual November 2001*). Expenses associated with Area meetings EPGSA Convention and Area 59 mini-assemblies, to include mileage, registration fees, and other fees associated with that particular function relative to the DCM/ADCM to attend.

SECRETARY EXPENSES: postage, envelopes, paper, printer cartridge (if every month minutes are typed), cassette tapes for 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.

(5) Procedures:

1-Meeting times is limited to one hour and thirty minutes. An overage must be voted on and approved.

2-Only GSRs and AGSRs and District Officers may speak to keep participation limited to those representing groups, and other district representatives. Space permitting visitors may sit at tables but are not to participate in discussion unless asked and may not vote on any issue or in elections.

3-Motion procedure:

- 1) Motion brought to the floor.
- 2) Motion seconded on the floor if issue dead move on.
- 3) Discussion of issue
- 4) Call for vote of floor.
- 5) After a vote has been taken, minority opinion will be heard at which time another vote may be taken if any wish to change their vote.