

**DISTRICT 64
STRUCTURE MANUAL**

NORTHERN LANCASTER COUNTY

**EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY AREA 59**

ALCOHOLICS ANONYMOUS

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SECTION I

WELCOME TO DISTRICT 64 SERVICE

PURPOSE OF STRUCTURE MANUAL

BUSINESS MEETINGS

FINANCES EXPENSE

ACCOUNT FORM

WELCOME TO GENERAL SERVICE IN DISTRICT 64

District 64 (Area 59) is defined as that portion of Lancaster County north of Route 30. It was created when old District 34 was separated into Districts 34, 63, and 64, in 1992. The District's first trusted servants took office in January 1993. Currently, it is composed of 25 groups. Groups meeting in District 64 are urged to be part of District 64.

Note: since December 1998, Eastern Pennsylvania General Service Assembly (EPGSA), Area 59 (of which District 64 is a constituent part) has been, and is incorporated as a not-for-profit institution for educational purposes under the laws of Pennsylvania. The Traditions are incorporated by reference as part of the Bylaws of EPGSA, Area 59, and therefore, legally binding on District 64, along with relevant Pennsylvania and federal law.

PURPOSE OF DISTRICT 64 STRUCTURE MANUAL

District 64 tries to adhere to the Principles, Traditions, and Concepts of Alcoholics Anonymous and follows the suggestions for a District Committee as outlined in the A.A. Service Manual. The purpose of this structure manual is to provide an orientation for general service work in the District. It outlines practices and procedures that have proven effective for District operations.

DISTRICT 64 BUSINESS MEETINGS

Currently, District 64 meets at 7:00 p.m. on the first Thursday of each month at St. James Catholic Church, 505 Woodcrest Avenue, Lititz, PA, 17543.

The District Meeting generally follows the format below:

- Open the meeting with the Serenity Prayer.
- Approval of previous month's minutes
- Roll call, including the General Service Representatives' (GSRs) reports.
- Treasurer's report.
- Officer-At-Large's (OAL's) report.
- Alternate District Committee Member's (ADCM's) report.
- District Committee Member's (DCM's) report.
- Reading and brief review of the month's Tradition (in keeping with *Service Manual*; duty of GSRs to "learn everything they can about the 12 Traditions").
- Old business.
- New business (GSRs may introduce any group issues at this time).
- 7th Tradition collection.
- Close the meeting with the Responsibility Pledge.

District monthly meetings are attended by District Officers, GSRs, alternate GSRs, and invited guests. All A.A. members are welcome.

Voting on district 64 related items is limited to ONE vote per group present (GSR, or group's AGSR in the GSR's absence, or the group's designated representative in the absence of both the GSR and AGSR). Per A.A.'s concept IV, each district officer also has ONE vote. A simple majority is needed to pass motion.

Voting on Area 59 related items is limited to ONE vote per group and district officer present. A 2/3 majority is needed.

DISTRICT 64 FINANCES

INCOME:

Operating funds for the District come from voluntary donations by the groups within the District. These donations are made at the discretion of each group. Revenue is also generated from workshop donations, the District Meeting Seventh Tradition and the sale of “Newcomer Packets”.

EXPENSES:

Funds received by the District are used for rent, copying expenses, postage, literature for GSRs, sponsoring of workshops, and supplies for District business. The following expenses incurred by the DCM and ADCM in the course of carrying out their absolute duties, will be estimated on an annual basis and subsequently covered, *contingent on availability of District 64 funds and District Panel's approval*. These Expenses will be submitted for reimbursement on an Expense Account Form a month after the expense is incurred.

- DCM and ADCM attend Area 59 Quarterly Business Meetings as District Representatives.
- DCM and ADCM attend appointed Area 59 sub-committee meetings as needed.
- DCM and ADCM attend Area 59 workshops to bring message of sub-committees back to District.
- DCM and ADCM attend Area 59 functions such as Mini-Assemblies (at least one per year) and Day-of-Sharing.
- DCM and ADCM attend Area 59 Annual Assembly Convention (EPGSA)
- DCM and ADCM attend NERAASA annually (usually February).
- DCM and ADCM attend NERF every other year.
- District workshop expenses.
- Reimbursement of tolls at actual cost. Receipts required; carpooling suggested.
- Reimbursement for mileage using the suggested limits/rates approved by the Area Committee for members of the Panel; carpooling suggested.
- Meals reimbursed using the suggested limits approved by the Area Committee for members of the Panel. Prudence is suggested; receipts required.
- In the event an overnight stay is required, reimbursement will be made at the double occupancy rate. Prudence is suggested; receipts required.

Any expenses other than those listed above need to be approved by the District Panel and be submitted on the Expense Account Form a *month prior to expense being incurred*. (See Expense Account Form on page 6.)

PRUDENT RESERVE:

District 64 maintains a prudent reserve of \$450.00; approximately 3 months of operating expenses.

Expense Account Form * See attachment

SECTION II

GENERAL SERVICE REPRESENTATIVE (GSR) ALTERNATE

GENERAL SERVICE REPRESENTATIVE (AGSR)

GENERAL SERVICE REPRESENTATIVE (GSR)

The most recent edition of the *A.A. Service Manual* has a tremendous amount of information on the GSR position that is helpful, but the primary source of information is the brief GSR pamphlet "The GSR may be the most important job in AA". (P19) put out by the General Service Office (GSO). This pamphlet suggests that the GSR should have at least two to three years of continuous sobriety and should have the time and energy available to attend district and area meetings and the ability to listen to all points of view. GSR responsibilities include:

- Attend monthly District 64 Meetings.
- Provide a short verbal report on the status of the group the GSR represents at the monthly District meeting.
- Share information obtained at the District Meeting with the home group.
- Learn everything they can about the Twelve Steps, the Twelve Traditions, and the Twelve Concepts, as well as become familiar with the A.A. Service Manual. *(Every GSR should have an A.A. Service Manual and become familiar with it.)*
- Attend the annual EPGSA Area 59 Annual Assembly Convention (usually held in November).
- Attend workshops in which District 64 participates.
- Attend one mini-assembly co-hosted by District 64 in order to bring the Area Delegate's General Service Conference report back to the home group.

ALTERNATE GENERAL SERVICE REPRESENTATIVE (AGSR)

- The AGSR fulfills the responsibilities of the GSR in the GSR's absence.
- The AGSR, as such, should follow the same list of duties and responsibilities as stated above for the GSR.
- The AGSR is urged to attend District Meetings with the GSR.
- The AGSR should have an A.A. Service Manual and become familiar with it.

SECTION III

**DISTRICT OFFICER QUALIFICATIONS DISTRICT
OFFICER DUTIES AND RESPONSIBILITIES**

DISTRICT OFFICERS QUALIFICATIONS

DISTRICT COMMITTEE MEMBER (DCM):

(Ref. the most recent edition of the *A.A. Service Manual*): The District Committee Member (DCM) is, in fact, a member of the Area Committee representing the District. He or she should have a suggested minimum of four years of continuous sobriety at the beginning of the term, as well as past experience as a GSR, and the time and energy to serve the district well. Working knowledge of the Traditions and an ability to conduct a business meeting are strongly recommended. Terms are for two years beginning at the midpoint of the December Area meeting in what has been an Area election year.

ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM):

(Ref. the most recent edition of the *A.A. Service Manual*): The ADCM has the same qualifications for office as the DCM and should be elected at the same time for a concurrent term.

DISTRICT SECRETARY:

The District Secretary serves a two-year term, should have a suggested minimum of two years continuous sobriety at the beginning of the term, has served as a GSR, and the time and energy to serve the district well. Note: If the Secretary-Elect currently holds another district service position, that position must be resigned.

DISTRICT TREASURER:

The District Treasurer serves a two-year term and should have a suggested minimum of four years continuous sobriety at the beginning of the term, has served as a GSR, and the time and energy to serve the district well. In addition, it is strongly suggested the District Treasurer be currently employed, or have a consistent and viable form of income if not employed.

DISTRICT OFFICER-AT-LARGE:

The District Officer-at-Large serves a two-year term and should satisfy the requirements of all the offices he or she may have to occupy (ADCM, Secretary, or Treasurer). If any of these [ADCM, Secretary, or Treasurer] has been inactive for more than three months, it is recommended a new election be held for the vacant position and the Officer at Large return to serving as Officer at Large, except that the Officer at Large may be elected as ADCM and a new OAL chosen.

DISTRICT OFFICERS DUTIES AND RESPONSIBILITIES

DISTRICT COMMITTEE MEMBER:

AT AREA 59:

- Attends Area 59 Quarterly Business Meetings as the District Representative.
- Is assigned to an Area 59 sub-committee and attends separate meetings with committee members to conduct the business of the sub-committee.
- Attends Area 59 workshops to bring the message of the sub-committees back to the District.
- Provides a verbal and written report to Area 59 on status of District 64, presenting any concerns of District 64 to Area 59 for feedback, and subsequently presenting appropriate Area feedback to the District Panel at next monthly District Meeting.
- Attends Area 59 functions such as Mini-Assemblies (at least one) and Day-of-Sharing.
- Attends Area 59 Annual Assembly Convention (EPGSA).
- Attends NERAASA annual (usually February).
- Attends NERF every other year.

AT DISTRICT:

- Conducts the monthly District Meeting.
- Reports on all Area 59 events, decisions, and other pertinent information.
- Assists and coordinates the work of other District Officers when necessary
- Makes sure group information is up-to-date in the files of both GSO and Area 59.
- Sees to the health of the District.
- Contacts any District Officer who has not attended three consecutive District Meetings.

ALTERNATE DISTRICT COMMITTEE MEMBER:

- Assists the DCM and assumes the duties of the DCM when he or she is not available to serve.
- Attends monthly Intergroup meeting and reports to the District.
- Attends Area 59 meetings with the DCM, whenever possible.
- Attends Area 59 meetings in the absence of the DCM.
- Attends the Area 59 Annual Assembly Convention (EPGSA).
- Attends NERAASA annually (usually February)
- Attends NERF (every other year).

SECRETARY:

- Records, prepares and forwards the District Meeting minutes prior to the upcoming month's meeting, and has copies available at the subsequent monthly District meeting.
- Once minutes are approved by District Panel, forwards copy of District meeting minutes to Area 59 Officers.
- Keeps an updated list of GSR and AGSR names, addresses, ph # and email.
- Sends reminders to GSRs prior to monthly district meetings.

TREASURER:

- Receive all monies and deposits them in the District bank account.
- Pays all District expenses.
- Keeps accurate record of all transactions.
- Prepares and distributes a written report at each monthly District meeting.
- Prepares and distributes annual budget for approval by District panel
- Provides Expense Account Forms for district members as needed

OFFICER AT LARGE:

- Chair of the Visitation Committee.
- May be appointed to chair other Ad-Hoc committees; including District Workshop.
- Reports on activities at each monthly District meeting.
- Temporarily replaces ADCM, Secretary, or Treasurer if unable to serve.
- If already *pro tempore* Secretary or Treasurer, may not serve as *pro tempore* ADCM.
- Will be secondary designee on District Bank Account.

SECTION IV

ELECTION OF DISTRICT OFFICERS

ELIGIBILITY TO STAND ELIBILITY

TO VOTE ELECTION PROCEDURE

TIMETABLE FOR ELECTION PROCEDURE

ELECTION OF DISTRICT OFFICERS

Election for District Officers is held in October of even numbered years, prior to the Eastern Pennsylvania Area 59 Annual Assembly Convention. Newly elected officers assume office for their two-year term beginning in January. Note: Both old and new Area Panel members attend the December Area Meeting; the District has usually followed this lead at the December District Meeting.

ELIGIBILITY TO STAND

Except as may be noted in the *A.A. Service Manual* or Area Structure Manual, anyone may stand for District Office provided they meet minimum continuous sobriety qualifications and hold no other District service position.

ELIGIBILITY TO VOTE

The following are eligible to vote for District Officers:

- All GSRs.
- In the absence of a group's GSR, their AGSR or their designated representative may vote, provided only one vote per group is cast. (One vote per Homegroup).
- Outgoing District Officers

ELECTION PROCEDURE

All District Officers are elected by written ballot as directed in the Third Legacy Procedure of the most current edition of the *A.A. Service Manual*. Each position is voted on separately, starting with the DCM, ADCM, Secretary, Treasurer, and then Officer-at-Large. A person can be nominated for, but not elected to, more than one office.

Majorities required for election:

- DCM and ADCM require a 2/3 majority.
- Secretary, Treasurer, and OAL require a simple majority.

TIMETABLE FOR ELECTION PROCEDURE

Nominations for all District committee positions should begin no later than September and will end at October's monthly District Meeting when the elections take place.

SECTION V

RESIGNATION OF DISTRICT OFFICERS

THIRD LEGACY PROCEDURE

RESIGNATION OF DISTRICT OFFICERS

In the event a District Officer other than the DCM resigns his or her position, the DCM will hold an election using the Third Legacy Procedure (refer to the most recent edition of the A.A. Service Manual). District eligibility and voting rules will apply.

RESIGNATION OF DCM

Upon resignation of the DCM, the ADCM will automatically assume the position of DCM.

If the ADCM is unable to assume the position, an election will be held using the Third Legacy Procedure (refer to the most current edition of the A.A. Service Manual). District eligibility and voting rules will apply.

RESIGNATION OF ADCM

Upon the resignation of an ADCM, the DCM will hold an election to select a new ADCM. Election procedure used will be the Third Legacy Procedure (refer to the most current edition of the A.A. Service Manual), District eligibility and voting rules will apply.

RESIGNATION OF SECRETARY OR TREASURER

Upon the resignation of a Secretary or Treasurer, the DCM will hold an election to select a new Secretary or Treasurer, under the rules previously stated for their election, including the Third Legacy Procedure in case of a continuing tied vote. It is recommended that a vacancy as Secretary not be filled by electing the current Treasurer to that position, nor a vacancy as Treasurer be filled by electing the current Secretary to that position, except (in either case) at the end of a term.

RESIGNATION OF OFFICER-AT-LARGE

Upon the resignation or reassignment by election of an Officer at Large, the DCM will hold an election to select a new Officer at Large, under the rules previously stated for their election, including the Third Legacy Procedure in case of a continuing tied vote. No vacancy except that of ADCM should be filled by electing the Officer at Large, except that if the DCM resigns and ADCM refuses to succeed, the Officer at Large, like any eligible member, may be elected DCM.

**PLEASE READ YOUR *A.A. SERVICE MANUAL*
ON THE THIRD LEGACY PROCEDURE.**