ALCOHOLICS ANONYMOUS

DISTRICT 63

# SERVICE STRUCTURE GUIDELINES

ADOPTED September 2020

**DELEGATE AREA 59**

**DISTRICT 63**

**POLICY AND PROCEDURE GUIDELINES**

**Statement of Purpose**

The purpose of the District committee is to facilitate communication between the Groups, the District, the Area, and the General Service Office by means of the General Service Conference. District meetings provide an opportunity for fellowship and are our forum for discussion of group problems and experiences. We seek to become knowledgeable through the study and discussion of AA’s traditions and concepts. We are responsible for encouraging a spirit of unity, service, and fellowship within our Groups and the District.

District 63 Committee acknowledges the right to serve as guaranteed by Concepts 2, 3, and 10.

Whereas Concept 2 being the "Delegation of Authority", Concept 3 being the "Right of Decision" and Concept 10 being the “Right of Authority Equal to the Responsibility".

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the

District 63 Committee. In all Committee proceedings, the spirit of the Twelve Traditions of Alcohol Anonymous and the Six Warranties (see Service Manual-Concept XII for Warranties) shall be observed. The Committee will further abide by those ideals as expressed in the AA Service Manual and the Twelve Concepts. The right of participation and minority opinion shall always be recognized and respected.

**RESPONSIBILITY PRAYER**

"l am responsible...

when anyone, anywhere reaches out for help, I want the hand of A.A. always to be there.

And for that, I am responsible. "

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A.A. District 63, Area 59 Service Structure Guidelines

This document is CONFIDENTIAL and is intended for use exclusively by GSR’s and District 63 Officers

1. DISTRICT COMMITTEE MEMBERS

The full working and voting members of the District 63 Committee Panel shall consist of:

1. District Committee Member (DCM)
2. Alternate District Committee Member (ADCM)
3. Secretary
4. Treasurer
5. Officer At Large (OAL)
6. Group Service Representatives (GSR) or their alternates (AGSR)
7. All Special Service Committee Chairpersons and Ad Hoc Committee Members (YPAA)
8. ELECTIONS

Nominations for District Officers are held in September of even numbered years and Elections are held in October, just prior to the Eastern Pennsylvania General Service Assembly (EPGSA, which is held in November). Newly elected officers assume their position responsibilities for two (2) year terms beginning in January, with both the old panel and the new panel attending the November and December District meetings to ensure a smooth transition. It is highly recommended both incoming and outgoing Officers attend the Area Convention. Voting Members include all GSRs and District Committee Members\*; in the absence of a group’s GSR, the AGSR or their designated representative may vote. DCM, ADCM, Secretary, Treasurer and AOL will be elected by majority vote.

\*The Outgoing DCM may vote but may not nominate their replacement.

Quorum:

The District strives for a quorum comprised of at least one third of the registered groups within the District and one current officer (DMC, ADCM, Secretary, Treasurer, or OAL) to conduct major business: i.e. elections, change in structure, group conscience on a major A.A. issue.

1. DUTIES & QUALIFICATIONS
2. **District Committee Member (DCM)**

Qualifications: The DCM has typically served as a GSR and is elected by other GSRs at a district election. The DCM should have a suggested of a minimum of four years of continuous sobriety. (See Chapter 3, of The AA Service Manual for specifics about the DCM position and its responsibilities).

Area Level Duties:

* Participates in the Area 59 quarterly meeting and submits a District report.
* Carries the collective group conscience of the AA groups in District 63 to the Area Committee.
* Submits updated group information to the appropriate Area Officer.
* Participates in an Area Subcommittee as determine by the Delegate and attends other Area activities such as Pre-Conference Sharing, Area Day, NERAASA, NERF, Mini-Assemblies and the Area Convention/Assembly.
* Votes in the election of new officers who will serve Area 59.

District Level Duties:

* Chairs the monthly district meeting and gives and submits DCM report.
* Invites guest speakers for educational purposes.
* Coordinates service activities and workshops in the District.
* Keeps group information up to date for AA Directory with appropriate Area Rep.
* Visits groups regularly.
* Coordinates the forming of subcommittees and advises them.
* Oversees the election of New/Incoming Officers.
1. **Alternate District Committee Member (ADCM)**

Qualifications are generally the same as the DCM's. If the DCM resigns or for any reason is unable to serve – the ADCM moves to the DCM position.

Area level duties:

* Attends Area Meetings with the DCM, if possible.
	+ Is encouraged to attend other Area Activities such as the DCM Orientations the Pre-Conference Sharing Session, Area Day, NERAASA, NERF and Mini Assemblies.

District level duties:

* Attends monthly district meetings and gives ADCM report.
* Encouraged to assist, participate, and share in the DCMIs responsibilities, attending district and Area functions whenever possible.
* Attends yearly Area Convention/Assembly.
* Chairs District meeting when DCM is unable to attend.
* Liaison to Intergroup.
* Assist DCM in coordinating service activities and workshops in the District.
1. **Secretary**

Qualifications - Elected at the District election. Suggested 3 years sobriety and former GSR.

District level duties:

* Attends monthly district meetings, takes and reports on minutes.
* Distributes meeting minutes via email and provides copies at monthly meeting.
* Sends District meeting minutes to all Area Officers and Area Archivist.
* Maintains and updates confidential list of current GSRs. List is verified @ monthly meeting.
1. **Treasurer**

Qualifications for Treasurer – member should be a responsible person who can keep good records. They will be the check signer at the Bank. They are elected at the District election. Suggested 3 years sobriety and former GSR.

District Level Duties:

* Receives all donations from the District groups and deposits in the District bank account.
* Pays all District authorized expenses submitted by District members. This includes reimbursement for mileage to various Area meetings/functions, lodging and expenses related to these functions. Reimbursement mileage rate is above the current Area rate but less than IRS mileage rate. Current rate is $.50/mile.
* Keeps adequate records of all transactions; keeps prudent reserve amount up to date and provides an oral and written report at each District meeting.
* Encourage to attend Area functions, including the Pre-Conference Assembly and Mini-Assembly.
1. **Officer at Large (OAL)**

Qualifications for OAL should include experience in offices he/she would occupy (ADCM, Secretary, Treasurer). If any of these three positions have been vacated for 3 months, it is recommended a new election be held for the vacant position and the OAL return to serving as OAL.

District Level Duties:

* Temporarily replaces ADCM, Secretary or Treasury if any of these three are unable to serve.
* Participates in AdHoc committees as directed by DCM/ADCM.
* Encouraged to participate in Area functions, Conferences and District Workshops.
1. **General Service Representative (GSR)**

Qualifications of a GSR are a desire to serve and usually have at least 2 years of sobriety. They will need the confidence of the group and the ability to listen and learn. The GSR will attend monthly District meetings, District workshops, special events and the annual Area Conference/Assembly.

Area Level Duties:

* Attends annual Area Convention/Assembly and votes in the election of new Area 59 Officers.

 District Level Duties:

* Participates in monthly district meeting and report back to his/her group.
* Informs District on any group changes, problems and experiences.
* Serves on a District subcommittee as assigned by the DCM/ADCM.
* Votes in the election of District Officers.
* Encouraged to attend Area functions to experience how the conference structure works and to meet Area Officers.
* Participates and involves group AA members in District workshops and events.
1. **All Special Service Committee Chairpersons and AdHoc Members**

Committees shall be determined by District conscience and include but not limited to:

* Young People in AA (YPAA)
* Workshop Committees
* Intergroup Representative
* Special Committees necessary to perform a specific task
1. MEETING STRUCTURE
* District Meetings will be conducted monthly on the second Tuesday of the month at 6:15 p.m. at the Wheatland Church, Marietta Ave, Lancaster. Change can be made by a Committee conscience.
* Meetings are open to all District Committee members, GSRs, AGSRs and all members of AA.
* Only GSRs or AGSR or designates (if GSR is not in attendance) may make motions at the District Meetings. Each group and each district officer present will have one vote. Visitors/AA members are encouraged to attend but not participate in voting discussions. District officers can vote on motions and elections but may not make a motion.
* Important decisions in the district are reached by discussion, vote and substantial unanimity (2/3 present majority vote).
* Business needing the GRSs approval is carried by the GSR to his/her group where a sense of the group conscience is taken. The GSR presents the group conscience at the following District Meeting.
* Meeting Format should include the following:
	+ Serenity Prayer
	+ Current month’s Tradition and Concept
	+ Roll Call – to include GSR Reports of Summaries and Actions (a Summary is an announcement. An Action is something you would like input on or to hear the group’s experience on an issue).
	+ Secretary’s Report – Review of last meetings minutes (requires motion to accept)
	+ Treasurer’s Report – Financial Report (requires motion to accept)
	+ ADCM/OAL Report
	+ DCM Report
	+ Old Business
	+ New Business
1. RESIGNATION OF OFFICERS

In the event a District Officer other than the DCM resigns, the DCM will hold an election using the majority vote process. District eligibility and voting rules will apply. It is recommended that the Secretary and Treasurer do not switch positions.

1. DISTRICT FINANCES & AA ADDRESSES
* Excess funds should be filtered back into District events or needs.
* Current Reserve is $1,200. The target of the prudent reserve should be at least a 3-month average of the prior panel’s expense.

Addresses: Note: Electronic payments preferred to GSO and Area.

*General Service Office (GSO)*

PO Box 459

Grand Central Station

New York, NY 10163

www.aa.org

*Area 59 Treasurer District 63 Treasurer (based on current rotation)*

EPGSA c/o Sue Martin District 63

14 Casey Drive PO Box 117

Williamsport, PA 17701 Akron, PA 17501

www.Area59.org

1. GROUP INFORMATION

Participating Groups in District 63:

|  |  |  |  |
| --- | --- | --- | --- |
| **Group name** | **Meeting Time** | **Location**  | **Active** |
| 11th Step | 11:00 am; Saturday | Holy Spirit LC (Columbia Ave) | Y |
| 12 & 12 @ 12 | 12:00 pm; Wednesday | Wheatland Presb (Columbia Ave) | Y |
| 420 Renegades |  |  | N |
| 7-UP | 7:00 am; Sun-Sat (7 days) | St Peters UCC (Buchanan Ave) | Y |
| A Common Solution |  |  | N |
| Beginner’s Meeting | 7:30 pm; Monday | First Reformed Church (Orange St) | Y |
| Burning Desire | 9:00 pm; Friday | 521 Club (Butter Rd) | Y |
| Candlelight | 8:00 pm; Thursday | 521 Club (Butter Rd) | Y |
| Columbia Big Book |  |  | N |
| Columbia Group |  |  | Y |
| Day By Day | 8:00 pm; Friday | St Pauls (W Main, Mountville) | N |
| Dry Cleaner’s |  |  | N |
| Easy Does It | 5:30 pm; M – F; 7:00 pm Sat | 521 Club (Butter Rd) | Y |
| Freedom Group | 8:05 pm; Thursday | Potter House (Prince St, Millersville) | Y |
| Fresh Start |  |  | N |
| From the Heart | 8 pm; Wednesday | St Redeemer LC (Pearl St) | Y |
| Grapenuts Grapevine |  |  | N |
| Into Action | 8:00 pm; Tuesday | St Redeemer LC (Pearl St) | Y |
| Lancaster Central | 8:00 pm; Friday | Bethany PC (West End) | Y |
| Lancaster Lambda | 8:00; pm; Thurs & 5:30 Sun | Community Mennonite (Orange St) | Y |
| Living Sober | 8:00 pm; Tuesday | Methodist Church (Ross St) | Y |
| Mountville Big Book |  |  | N |
| Mountville Speakers |  |  | N |
| No Name | 8:00 pm; Wednesday | Salem USS (Marietta Ave) | Y |
| Progress |  |  | N |
| Sober at Six |  |  | N |
| Stepping Stones | 7:00 pm; Thursday | Salem UCC (Marietta Ave) | Y |
| Wednesday Morning Meditate |  |  | N |
| What’s the Point | 5:30 pm; Friday | St Peters UCC (Buchanan Ave) | Y |
| Willingness | 8:00 pm; Wednesday | 521 Club (Butter Rd) | Y |
| Women’s Beginning | 10:00 am; Thursday | Wheatland Presy (Columbia Ave) | Y |
| Women’s Monday Noon | 12:00 pm; Monday | Hempfield UCM (Marietta Ave) | Y |

1. GUIDELINE FOR REVISION OF STRUCTURE MANUAL
* Any part of the manual may be revised with substantial unanimity of the groups present with voting on the change.
* All GSRs should take the proposed change back to their group for approval.
* The proposed change will be voted on two months from the original submission.
* A vote of substantial unanimity from the GSRs present on the day of voting is required for the change(s) to be approved.
1. GUIDELINE AMENDMENT FORM

To Structure Sub-committee: Here's is my change request —

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Page and Section # | Requested Change |  |  | Reason for Change |
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 From: Date: 



{Please print your first name and last initial)

Group Name: 