

# **DISTRICT 36 STRUCTURE MANUAL**

**Eastern Pennsylvania General Service Assembly**

**Area 59**

**I Am Responsible  
When anyone, anywhere, reaches out for help,  
I want the hand of AA always to be there.  
And for that: I am responsible**

Second Edition, February 2011

AA Confidential

# SECTION I

## GENERAL INFORMATION

### **Welcome to Service in District 36**

For most A.A.'s, the joys and challenges of general service work add a rich dimension to personal sobriety and Twelfth Step work, as they participate in ways that are vital to the future of the fellowship. We hope that you find it so! District 36, Area 59 serves the Greater Harrisburg and Carlisle, Pennsylvania areas.

### **Purpose of this Manual**

District 36 adheres to the principles and traditions of Alcoholics Anonymous, and follows the suggestions for a district committee outlined in the A.A. Service Manual. This structure manual serves the purpose of providing an orientation to local service work in District 36, as well as outlining some practices and procedures that have become traditional as effective ways for the District to operate.

Nothing in this manual should be considered binding on future district panels; it is merely a guide, subject to change as new and perhaps better ways of carrying the message are revealed through our ongoing collective experience.

This manual will remain in effect until a future panel votes to remove or amend this manual. A new panel starts with the biannual election of new officers. A panel is the current group of GSRs and Officers. A new panel starts with the election of new district officers.

### **District 36 Meetings: Where and When**

District 36 meets at 6:30 PM on the second Monday of every month at the 19<sup>th</sup> Street Fellowship House, 1251 S. 19<sup>th</sup> Street, Harrisburg, Pennsylvania.

### **District 36 Meetings: What and Who**

District Meetings open with The Serenity Prayer and the Responsibility Pledge followed by introducing any new members to the panel. Next we have an education segment, with a member presenting and facilitating a discussion on the Concept of the month. Attendance is taken. The Secretary's report, Treasurer's report, ADCM report, and DCM reports are presented, with discussion any needed changes or clarifications made. Votes to approve and accept reports are made as needed. Intergroup reports are then presented. Following the Intergroup Reports, old and new business is discussed, including any general information sharing. GSRs are invited to introduce any issues their groups may have which need to be discussed by the panel. At this time, those present can share any relevant experience their group may have had with the particular issue and assist in applying A.A.'s Traditions to the issue. Finally, the Tradition of the month is discussed and the meeting closes with the Lord's Prayer. The meeting is 105 minutes long, as decided by group conscience decision.

District 36 monthly meetings are open meetings attended by District Offices, GSRs, Alternate GSRs, invited guests, and any interested A.A. members.

## SECTION II

### GENERAL SERVICE REPRESENTATIVE

#### **General Service Representative (GSR)**

See Pages S25-S27, of "The A.A. Service Manual", 2009-2010 edition for specifics about the GSR position and its responsibilities.

#### **GSR responsibilities suggested for District 36.**

- ♦ Regular attendance at the Monthly District Business Meetings.
- ♦ Volunteers for sub-committees.
- ♦ Provide information to the whole panel any special events your group may be hosting or doing.
- ♦ Attends the annual EPGSA Area 59 Convention usually held in November.
- ♦ Attend any workshops hosted by District 36 either alone or in conjunction with other districts.
- ♦ Try to attend one Mini-Assembly in order to bring back our delegate's report to your group.
- ♦ Share information obtained at the District meeting, either from handouts received or other reports, with your group and especially at your group's business meeting.
- ♦ Share with your group information received from GSO, Intergroup or any other organization of A.A. such as information from "Box 459" and "Interviews" newsletters.

#### **Alternate General Service Representative (AGSR)**

This position is to step in when the GSR is unable to make District meetings or is unable to do any or all of the above responsibilities.

- ♦ Attend District meetings even if the GSR is also going. If the GSR is in attendance, you will not have a vote if any item is called for a vote.
- ♦ May participate on any sub-committee of your choice.

## **District Archivist**

- ◆ Chairs the archives sub-committee. A prior panel member can hold this position.
- ◆ Responsible for the safety of the archives material.
- ◆ Responsible for storing and/or maintaining a safe storage location for all archives materials.
- ◆ Responsible for being a contact person for archive additions, updates and inquiries.
- ◆ Responsible to physically provide archive material to district or intergroup as the requests are made and approved by district or intergroup.

## **District Secretary**

- ◆ Records, publishes and distributes minutes of District Meetings to all District Officers and GSRs.
- ◆ Updates the GSR & AGSR Contact List.
- ◆ E-mails a copy of unapproved minutes to the panel as soon as practical.
- ◆ Can act as an advisor to a sub-committee.

## **District Treasurer**

- ◆ Receives all donations from the District groups and deposits in the District bank account.
- ◆ Pays all District authorized expenses
- ◆ Keeps adequate records of all transactions and provides a written report at each District meeting.
- ◆ Keeps all escrow accounts up-to-date
- ◆ Acts as an advisor to the finance sub-committee.
- ◆ Maintains records of all previous transactions
- ◆ Maintains the group conscience approved expenditures to include, but not limited to, reimbursement amounts for mileage, per diem, lodging, and convention expenses.
  - Normally covered events for the DCM are: Area Convention, Pre-conference Sharing, One Mini-assembly, and mileage for Area Meetings, NERASSA, State Convention, and all required committees.
  - Mileage to be determined by any major trip planning software.
  - Anticipated expenses should be refreshed every calendar year.

## Third Legacy Procedure

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup>—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot—"going to the hat"—immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one "out of the hat" is the delegate (or trustee or other officer).

# SECTION V

## SUB-COMMITTEES

All GSRs are requested to voluntarily join one or more of the sub-committees. All sub-committees meet at other times set by the committee members on an "as needed basis". District Officers must be assigned as advisors to each sub-committee. Each sub-committee will elect a chairperson and secretary at their first meeting and report this information as part of their report at the next District Meeting. Each subcommittee will make monthly reports at the District Meeting, as appropriate. The chairperson must be a GSR unless otherwise noted. Sub-committees can only make recommendations and all recommendations must be voted upon and approved by the District Panel.

### Archives

The Archives sub-committee became the responsibility of District 36 in November, 2009. The district will gather, organize, and maintain, and be responsible for the safety of the archives. Will provide materials to the District or Area as needed. The chairperson does not have to be a GSR. Refer to published AA Guidelines for more detailed information.

### Structure

Responsible for ongoing review of the District 36 structure manual, making recommendations for change consistent with the District's role in supporting the groups.

### Workshops

Coordinates all aspects of District 36 workshops. They can be independently run or done in conjunction with other Districts.

### Prison Outreach

Cooperates with the Harrisburg Area Intergroup to promote prison outreach program events, encouraging participation and awareness.

### Public Information

Cooperates with the Harrisburg Area Intergroup to provide AA related information to professional and non professional communities outside of AA.

### Intergroup Liaison

There are two area intergroups, the Harrisburg Area Intergroup and the Cumberland Valley Intergroup. It is recommended that a GSR from the Carlisle area be the liaison to the Cumberland Valley Intergroup and a GSR from the Harrisburg area be the liaison to the Harrisburg Area Intergroup.

The Intergroup Liaison will attend intergroup meetings, report district happenings to the intergroup and report intergroup happenings to the district.

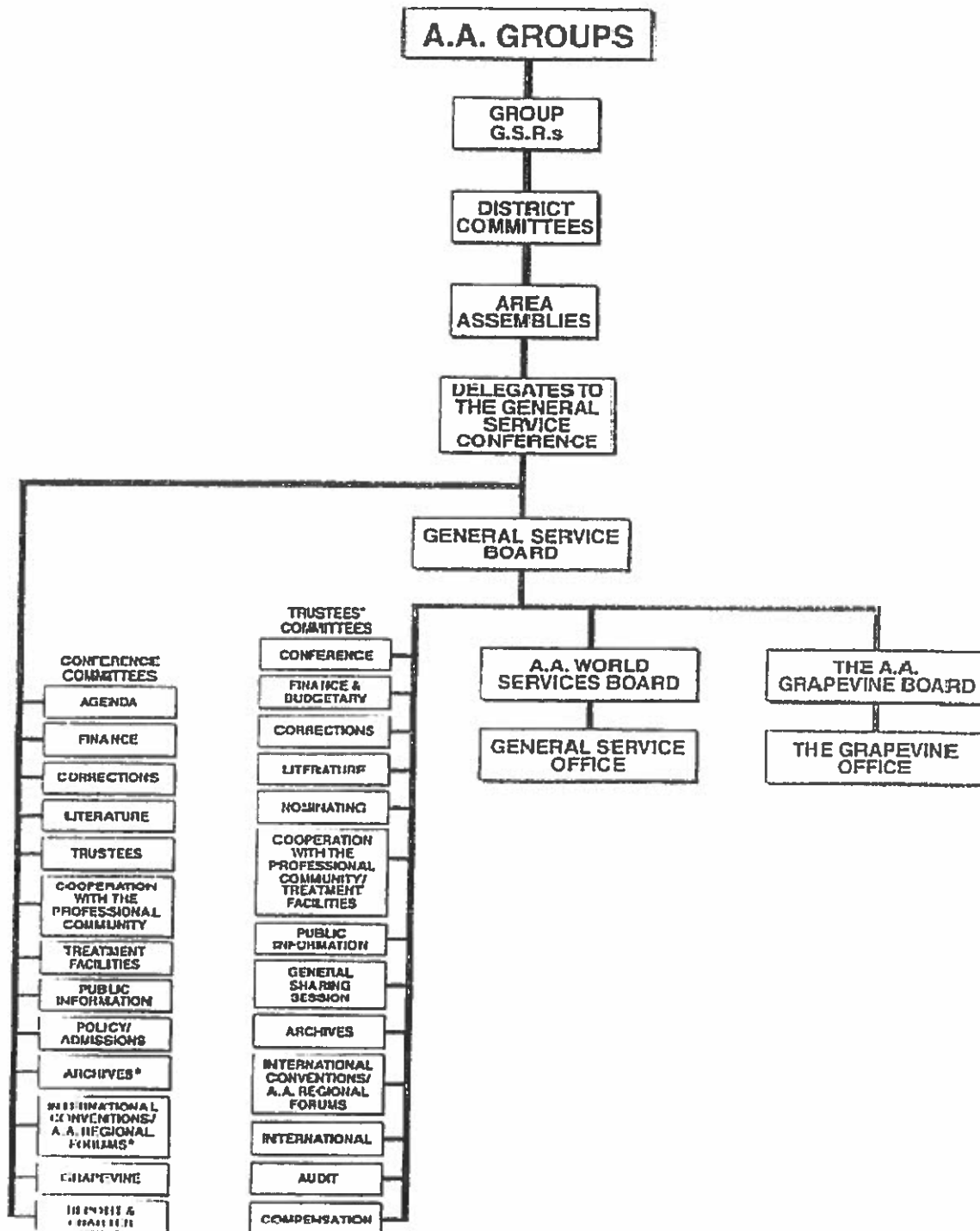
# SECTION VI

## Miscellaneous

### Twelve Traditions Short Form

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

# AA Structure





# Sample District 36 Meeting Agenda

## Sample District 36 Meeting Agenda October 12, 2009

Opening with Responsibility Pledge and Serenity Prayer  
Introductions and New Members

Concept Ten: Every service responsibility should be matched with an equal service authority, with the scope of such authority well defined.

Secretary's Report:

Treasurer's Report:

ADCM's Report:

DCM's Report:

News from the Intergroups:  
Harrisburg Area:

Cumberland Valley:

Committee Reports (Archive, Structure, Workshops, Prison Outreach, Public Information):

Old Business:

New Business:

News from Groups:

Tradition Ten: Alcoholics Anonymous has no opinion on outside issues, hence the AA name ought never be drawn into public controversy.

Next Meeting: Monday, November 9, at 6:30 pm at the Fellowship House

Close with the Lord's Prayer.

## Structure Manual Change Request Form

We hope this manual will be a handy reference for you. Since you are an active group in District 36 you are receiving a copy.

When you rotate out this manual should be turned over to your new GSR.

Changes will be made periodically as approved by the whole District Panel and it is your responsibility to remove the old page(s) and insert the new so that your manual is up to date.

Any changes or new information you would like to see in this manual, please write it out and submit it to a member of the Structure Committee. Use the tear off below to submit your request.

Yours in service,  
Your Structure Committee

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To Structure Committee: Here is my request--

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Group Name \_\_\_\_\_