

Introduction to District 36 Structure Manual Changes

Welcome. This document is an introduction to the proposed changes to the District 36 (D36) Structure Manual (SM) and a guideline on how you can make your own recommendations to improve the SM. The D36 Structure Sub-committee has spent many hours working on the update for the D36 SM and would like your input before the final product is voted on by the full D36 Panel.

To help your review:

- a. The current SM is located in the District 36 section of the Harrisburg Area Intergroup (HAI) website and in the Cumberland Valley Intergroup (CVI) website.
- b. The DRAFT version of the new SM produced by the Structure Sub-committee follows this letter.

To aid you in seeing each of the proposed changes, we have provided a comment on the right hand side of the pages for each of those changes. Some of the major changes to the current SM are:

- a. The District Archivist position has been changed from an Officer Position with voting rights to an Appointed Representative without voting rights.
- b. A new Appointed Representative with the title District Technology Coordinator without voting rights has been added.
- c. The Prison Outreach and the Public Information Sub-committees have been deleted as these functions are now performed by the Area Intergroups.
- d. The Intergroup Liaison Sub-committee has been deleted and two new Appointed Representatives have been created, one for the Harrisburg Area Intergroup Liaison and one for the Cumberland Valley Intergroup Liaison.

Some general rules for making comments

- a. Please include your first name and the initial of your last name.
- b. Please provide a reasoning for each of your comments. A comment like, "Sounds better" is better than no comment at all.
- c. Please provide the verbiage you would like to see for all comments that recommend adding words or changing phrases in the DRAFT SM. Comments such as "Add additional duties to the ADCM position" do not let us know which duties you feel are missing.

Please email your recommendations to the Structure Sub-committee at structured36a59@gmail.com not later than April 2, 2018. Thank you for the time you are taking to help us improve the current District 36 Structure Manual. We really appreciate the service you are giving to us in this effort.

***Yours in Service,
District 36 Structure Sub-committee***

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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.**

Third Edition, [Month, Year]

Second Edition, February 2011

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Commented [R1]: 4/3/17,
1. Overall formatting is subject to final editing.
2. Structure diagram has been removed for the time being. Refer to original hard copies of manual for further details and to edit/add/delete blocks to the structure diagram.
3. Suggestion: when final text/paragraphs are written, the sections should be "full justification" alignment for better visual appeal.

Commented [R2]: 1/4/18, NOTE: in order to simplify reading the revised manual, general edits to verb tense, punctuation and grammar have been completed but not documented in Comments.

Commented [R3]: Will need to insert updated edition information, Month, Year, Edition #, etc.

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Commented [RGS4]: Page numbers will be inserted when final doc is prepared.

Commented [R5]: 10/9/17, "Non-Voting Officers" title changed to "Appointed Representatives."

Commented [R6]: 7/10/17, suggested new position for District; will need to be voted on by sitting Panel. Manual to be updated at conclusion of that vote to reflect outcome.

Commented [R7]: 12/11/17, currently a sub-committee; Structure Manual Sub-Committee recommending changing it to an Appointed Representative position. See specific section for further details.

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 provides 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.

Since you are an active group GSR in District 36, you are receiving a copy of the District's Structure Manual. We hope this manual will be a handy reference for you. When you rotate out of your position, please present this manual to your group's next GSR. ~~this manual should be turned over to your new GSR.~~

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 it. A new panel starts with the biannual election of new officers in December of even years, following the District 36's election meeting. 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 19th Street Fellowship House, 1251 S. 19th 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 Officers, Appointed

Commented [RGS8]: 1. Maybe add more language about confidentiality with regards to this document?
2. Is there "confidentiality" language on Area 59 materials that we might be able to consider adding in a Footer area? (may impact the final formatting).

Commented [MM9]: Changed sentence order IAW Rande's suggestion. Also, I think that we are providing the manual to GSRs, not to every group in the district.

Commented [MM10]: More directive than the previous wording.

Commented [RGS11]: 4/9/17, wording revised

Commented [RGS12]: 4/9/17, Sentence deleted with revised language in Sec 2*P4

Commented [R13]: 1/4/18, consolidated verbiage on "Structure Manual Request Form" page to here, deleting repetitive statements.

Commented [RGS14]: Paragraph 6 to be deleted; ¶17 becomes new ¶16; 4/9/17 Subcommittee meeting.

Commented [R15]: Spelling correction; "Offices" changed to "Officers"; inserted "Appointed Representatives," suggested new position.

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1 Representatives, General Service Representatives (GSRs), Alternate General Service
2 Representatives (AGSRs), invited guests, and any interested A.A. members. Meeting agenda
3 shall be as described in *Section 6, Miscellaneous, Sample District 36 Meeting Agenda*. The
4 meeting is 105 minutes (i.e., one hour, 45 minutes) long, as decided by group conscience
5 decision.

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7 **District 36 Finances**

8 Operating funds for District 36 come directly from voluntary donations by the groups within the
9 District. These donations are provided at the discretion of each group and are provided from
10 funds in excess of its prudent reserve. (See A.A. pamphlet "~~Supporting the A.A. Support~~
11 ~~System~~") See A.A. Pamphlet F-3, "[Self-Support: Where Money and Spirituality Mix.](#)"

12 Funds received by the District are used for rent, copying expenses, literature for the GSRs,
13 travel expenses for the officers to attend Area functions and working conferences, sponsorship
14 of workshops, and any other expenses as deemed appropriate by the Current District 36 panel.

15 Like any other A.A. Group, when all our financial needs are met and funds are available over
16 and beyond our prudent reserve, we will consider donating money ~~upward~~ to Area, Intergroup
17 and/or GSO.

18 Just as group members expect their group officers to use their donations wisely and for the
19 benefit of their members and AA as a whole, so should the groups of the district expect ~~their~~
20 district officers to do the same with ~~the~~ Groups' donations.

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25 **Voting on District Motions**

26 All GSRs and Officers have one (1) equal vote per person, regardless of the number of
27 positions held. AGSR's cannot vote if the GSR is present or has already registered a vote.
28 Unless otherwise stated in this document, all motions require a two-thirds majority vote of the
29 current Panel members present to ~~pass~~.

Commented [RGS16]: Repetitive language; 4/9/17 Subcommittee meeting.

Commented [R17]: 12/5/2017, added hyperlink to exact pamphlet link on AA.org. to https://www.aa.org/assets/en_US/aa-literature/f-3-self-support-where-money-and-spirituality-mix.

Commented [R18]: 4/9/17, crossed-out pamphlet no longer in print; inserted new, relevant pamphlet

Commented [RGS19]: 4/9/17, removed; potential confusion with description

Commented [RGS20]: Possessive pronoun correction; 4/9/17 Subcommittee meeting

Commented [RGS21]: Added "the" for clarification; 4/9/17 Subcommittee meeting

Commented [R22]: 1/4/18, this section moved from Sec IV, "Election of District Officers..."; this section deals with voting on issues presented at each monthly District meeting.

Commented [R23]: 10/9/17, new verbiage added to clarify voting processes.

SECTION II

GENERAL SERVICE REPRESENTATIVE

General Service Representative (GSR)

See Chapter 2, of "[The A.A. Service Manual](#)", for specifics about the GSR position and its responsibilities.

GSR responsibilities suggested for District 36:

- ♦ Attends the monthly District Business meetings ~~on a regular basis.~~
- ♦ Participates on sub-committees.
- ♦ ~~Makes sure Group Information is up-to date.~~
- ♦ Provides information to the District panel regarding any special events your home group may be hosting or doing.
- ♦ Shares information obtained at the District meeting, either from handouts received or other reports, with their home group (especially at the group's business meeting).
- ♦ Attends the annual Area 59 EPGSA Convention, usually held in November.
- ♦ Attends any workshops hosted by District 36 ~~either alone or in conjunction~~ hosted jointly with other districts.
- ♦ Attends at least one (1) quarterly Area service meeting.
- ♦ Attends the Mini-Assembly to hear Area's Delegate's report and shares information with his/her home group.
- ♦ Shares information received from GSO, Intergroup or any other organization of A.A. such as information from "Box 459" and "Interviews" newsletters with his/her home group.

Alternate General Service Representative (AGSR)

The AGSR is required to step in when the GSR is unable to attend District meetings or is unable to meet any or all of the above responsibilities.

Other responsibilities include:

- ♦ Attends District meetings, even if the GSR is also going. ~~The AGSR has the right to contribute to any item being discussed. However, if the GSR is in attendance, the AGSR will not have the right to vote if any item is called.~~
- ♦ Participates on any sub-committee of AGSR's choice.

Commented [R24]: 4/9/17, Changed to exact chapter in Service Manual in the event that future changes in that manual causes section and/or page numbering to be different.

Commented [R25]: Inserted hyperlink for manual on AA.org website.

Commented [R26]: 4/9/17, SM Sub-committee decided to clean-up grammar and change formatting to bulleted items for easier reading

Commented [R27]: 7/10/17, delete "suggested"; as per responsibilities outlined in AA Service Manual, these really aren't "suggested" but designated as "duties."

Commented [R28]: 7/10/17, delete; "Do we really need to stipulate how often GSR is expected to attend District meetings?"

Commented [R29]: 1/4/18, originally listed as a DCM duty; this responsibility BEGINS with each GSR.

Commented [R30]: 1/4/18, verbiage clarified; substituted "his/her" for "their" throughout manual

Commented [R31]: 7/10/17, fleshed out clearer language on AGSR participation; reformatted to match other sections.

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Inactive General Service Representative (GSR) or Alternate General Service Representative (AGSR)

District 36 adopts the following guideline as outlined in "The A.A. Service Manual..." (see Chapter 2):

"A.A. relies on the autonomy of each group regarding the period of time and involvement that constitutes inactivity. While the group needs to establish its own practices or guidelines, it is generally suggested that a service worker be asked to resign if he or she is unable to carry out the responsibilities of the position."

Other resources about General Service Representative:

In addition to the A.A. Service Manual, more information can be found in the A.A. Pamphlet P19, ["G.S.R...May be the Most Important Job in A.A."](#)

Commented [R32]: 4/9/17, recommended new section (from AA Service Manual) be added.

Commented [R33]: 4/9/17, recommended new section (from AA Service Manual) be added.

Commented [R34]: 12/5/17, added hyperlink to location of pamphlet on AA.org website.

SECTION III

DISTRICT OFFICERS for each Panel

It is preferred that all officer positions be filled by a current or former GSR.

District Committee Member (DCM)

See Chapter 3, of "The A.A. Service Manual" for specifics about the DCM position and its responsibilities.

For Area 59:

- Attends Quarterly Area Business Meetings as our District Representative.
- Provides a verbal and written report to Area about the status of the District. Will also present any issues the District may have to Area for consideration. All input will be brought back to the District.
- ~~Fulfills~~ assignments to Area functions such as mini-assemblies, share-a-day and Area annual convention.

For District:

- Conducts the monthly District meeting with an agenda, handouts and other pertinent data in a well-organized fashion.
- Uses DCMd36a59@gmail.com as his/her email address for all District 36 emails correspondence.
- Creates necessary **[AD HOC]** sub-committees, requesting volunteers.
- Reports on all area events, decisions and other pertinent information. Promotes participation in area events.
- Assists and coordinates the work of other District officers when necessary.
- ~~Makes sure Group Information is up to date.~~ Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Attends the Area Annual Convention and other service events.
- Adheres to panel approved meeting timelines.

Alternate District Committee Member (ADCM)

See Chapter 3 of "The A.A. Service Manual", for specifics about the ADCM position and its responsibilities.

- Assists the DCM and assumes the duties of the DCM when the DCM is unable to serve.
- Attends Area 59 meetings and the annual area convention whenever possible.
- Attends and participates in District Meetings.
- Uses ADCMd36a59@gmail.com as his/her email address for all District 36 emails correspondence.
- ~~Attends Harrisburg Intergroup meetings and reports to the group if no sub-committee is actively responsible.~~
- Acts as an advisor to a sub-committee.

Commented [R35]: 1/4/18, restated; originally showed as "/Panel"

Commented [R36]: 7/10/97, partial deleted heading; these duties are "expected," not "suggested."

Commented [R37]: Reworded this bulleted item. [had said "Assigned to Area functions..."]

Commented [R38]: 7/10/97, partial deleted heading; these duties are "expected," not "suggested."

Commented [R39]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R40]: 1/4/18, this duty is NOT listed as such in the AA Service Manual; recommend inserting "Ad-hoc" to further clarify what type of sub-committees DCM may create. THIS ITEM MUST BE DISCUSSED FURTHER WITH PANEL INPUT REQUESTED; SM Sub-committee will also research AA Guideline publications, etc. for further direction on this particular item.

Commented [R41]: 1/4/18, original phrasing moved to GSR section. Inserted new phrasing directly from AA Service Manual to more correctly reflect DCM duty.

Commented [R42]: 4/9/2017, cut specific reference to page numbers, use chapter info; see related comment above.

Commented [R43]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R44]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R45]: 12/11/17, deleted; this is responsibility of the *Intergroup Liaison Subcommittee*; see additional information under Sec V, Sub-Committees, Intergroup Liaison Subcommittee,

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- 1 ♦ The ADCM should be aware that he/she is expected to submit his/her nomination for the
- 2 position of DCM in the next panel.

District Archivist

[as of May 2017 District meeting, this section will be intentionally deleted from this section. Refer to the next section titled "Appointed Representatives" for revised description for District Archivist.]

District Secretary

- 10 ♦ Records, publishes and distributes minutes of District Meetings to all District Officers and
- 11 GSRs.
- 12 ♦ Updates the GSR & AGSR Contact List.
- 13 ♦ ~~Can Acts~~ as an advisor to a sub-committee.
- 14 ♦ Uses secretaryd36a59@gmail.com as his/her email address for all District 36 emails
- 15 correspondence.
- 16 ♦ ~~E-mails Forwards~~ a copy of unapproved minutes to the Panel members ~~as soon as~~
- 17 ~~practical~~ within 14-days following a District meeting.
- 18 ♦ Forwards the unapproved meeting minutes to the Harrisburg Area Intergroup (HAI) and
- 19 Cumberland Valley Intergroup webmasters within 14 days following a District meeting, with
- 20 the annotation of "DRAFT" on each page.
- 21 ♦ Within seven (7) days after the minutes have been approved at the next District meeting,
- 22 District Secretary makes any and all pertinent amendments and forwards the final version to
- 23 Area 59 Chairperson, copying DCM, ADCM, District 36 Panel members, and District
- 24 Webmaster(s).

Commented [R46]: 7/10/2017, conditional statement revised to affirmative statement.

Commented [R47]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R48]: 7/10/17, added more specific language on the expected distribution of meeting minutes.

District Treasurer

- 27 ♦ Receives all donations from the District groups and deposits in the District bank account.
- 28 ♦ Pays all District authorized expenses.
- 29 ♦ Keeps adequate records of all transactions and provides a written report at each District
- 30 meeting.
- 31 ♦ Keeps all escrow accounts up-to-date.
- 32 ♦ Acts as an advisor to the Finance Sub-committee.
- 33 ♦ Uses TREASURERd36a59@gmail.com as his/her email address for all District 36 emails
- 34 correspondence.
- 35 ♦ ~~Maintains~~ records of all previous transactions.
- 36 ♦ Maintains the group conscience-approved expenditures to include, but not limited to,
- 37 reimbursement amounts for mileage, per diem, lodging, and convention expenses.
- 38 > Normally covered events for the DCM are: Area Convention, Pre-conference Sharing,
- 39 One Mini-assembly, and mileage for Area Meetings, NERAASA, State Convention, and
- 40 all required committees.
- 41 > ~~Mileage to be determined by any major trip planning software.~~
- 42 > ~~Mileage reimbursement shall be the same rate as the rate approved for Area 59 Officers.~~
- 43 > Mileage and Per Diem Expense Reimbursement Rates are tied to those decided by the

Commented [R49]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R50]: 7/10/2017, 1st bulleted item to be deleted and substituted by bulleted item "Mileage and Per Diem Expense...."

Commented [R51]: 12/11/17, bulleted item to be deleted and substituted by bulleted item "Mileage and Per Diem Expense...."

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- 1 Area Assembly. District 36's expense reimbursement rates will automatically change as
- 2 Area changes their rates.
- 3 ➤ Anticipated expenses should be refreshed every calendar year.
- 4 _____

Commented [R52]: 12/11/17, this item transferred to here; originally stated under the Finance Sub-committee section.

NON-VOTING OFFICERS

APPOINTED REPRESENTATIVES for each panel

There are no requirements for the Appointed Representatives to be a current or former GSR.

District Archivist

- ~~A prior panel member can hold is eligible to hold this position.~~
- ~~Chairs the archives sub-committee.~~
- Acts as advisor to the Archives Sub-committee.
- Responsible for the safety of the archives material. Refer to published AA Guidelines for Archives for more detailed information.
- 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.
- Uses ARCHIVISTd36a59@gmail.com as his/her email address for all District 36 emails correspondence.

District Technology Officer Coordinator

- Keeps and maintains all passwords for District 36's email accounts.
- Coordinates upload of District meeting minutes to Harrisburg Area and Cumberland Valley Intergroups' websites.
- Provides recommendations for the procurement of any technology and/or technological capabilities.
- **[Need to define when/how long/by whom Coordinator is appointed. Are any specific qualifications needed? If so, what would those be?]**

Intergroup Liaison Sub-committee Representatives

There are two (2) area intergroups in District 36: 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 business to the Intergroup and report Intergroup happenings business to the District.

Commented [R53]: 7/10/2017, NEW HEADING; recommending breakout of Voting vs. "Non-Voting Officers" duties.

Commented [R54]: 12/11/17, SECOND REVISION TO HEADING NAME; 12/11/17, substitution of revised heading; added clarification for term length.

Commented [R55]: 7/10/17, per May District meeting, Panel voted to change this from a "District Officer" to a "Non-Voting Officer" (now titled "Appointed Representative").

Commented [R56]: 12/11/17, wording revision; 1/4/18, bulleted item to be deleted; first sentence in Section states eligibility.

Commented [R57]: 12/11/17, revised as per discussions and amendment at District meetings

Commented [R58]: 12/11/17, edited verbiage to be consistent with language used throughout manual. 1/4/18, inserted hyperlink to specific aa.org publication; https://www.aa.org/assets/en_US/mg-17_archives.pdf

Commented [R59]: 1/4/18, include newly established district email address for all Officer [and Appointed Rep's] positions.

Commented [R60]: 7/10/17, SUGGESTED NEW POSITION for District. 11/12/17, District members voted that Tech Officer position should NOT be an "Officer" position. Need to determine if and/or how this should be titled as a non-officer position.

Commented [R61]: 12/11/17, additional revisions made to position duties; **STILL NEED TO PROPOSE TERM LENGTH, QUALIFICATIONS, if needed, ETC.**

Commented [R62]: 12/11/17, at December District 36 meeting, motion was made and passed to eliminate the Sub-committee and change it to an "Appointed Representative" position.

Commented [R63]: 10/9/17, further responsibilities stated; word change of "happenings" to "business." *NOTE: At this time, the ADCM is expected to attend/represent/report District business. Further discussion needed?* REFER TO ABOVE COMMENT, DATED 12/11/97 FOR FURTHER INFO.

**SECTION IV
ELECTION OF DISTRICT OFFICERS
&
THE THIRD LEGACY PROCEDURES**

Election of District 36 Officers

All sitting GSRs and all current District Officers, except the current DCM, are eligible to run for a District Officer position.

Nominations for District Officers are held in September of even numbered years and Elections are held in October, just prior to the Eastern Pennsylvania ~~Area 59 Convention and Assembly~~ 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.

Commented [R64]: 10/9/17, corrected wording of EPGSA and added when assembly is held.

Commented [R65]: 10/9/2017, removed "both sets of..." wording.

Eligibility to Stand

- ♦ The following are eligible to stand for District office:
 - All District Officers, except the current DCM, as well as Appointed Representatives
 - All GSRs, either current or past
- ♦ If no one stands for any position, an AGSR is eligible to stand for ~~that District Officer~~ position.

Commented [R66]: 10/9/2017, reword for clarification

Eligibility to Vote

- ♦ The following are eligible to vote for District Officer positions:
 - All current District Officers including the DCM
 - All GSRs
 - ❖ In the absence of a Group's GSR, the AGSR or someone designated by the group may vote in their GSR's place. Voting by proxy is not allowed.
- ♦ All GSRs and Officers have one (1) equal vote per person, regardless of the number of positions held. AGSRs cannot vote if the GSR is present or has already registered a vote.
- ♦ ~~Appointed Representatives are not eligible to vote for District Officer positions.~~

Commented [R67]: 1/4/18, added [non-]voting eligibility language.

Election Procedure

All District Officers are elected by written ballot following the **Third Legacy Procedure** of Alcoholics Anonymous (See Chapter 1 of the A.A. Service Manual). ~~All District Officers and any other elected positions require a 2/3 majority for election.~~

Commented [R68]: 4/9/17, Changed to exact chapter in Service Manual in the event that future changes in that manual causes page numbering to be different. Redundant, recommend to remove last sentence.

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Third Legacy Procedure*

*- as referenced in The A.A. Service Manual

Commented [R69]: 7/10/2017, formatting of this page changed to follow proper citation procedures.

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 -- 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).

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Resignation of a District Officer other than DCM or ADCM

In the event a District officer resigns his/her position, a sitting GSR will be elected as the new District Officer using the Third Legacy Procedure along with District eligibility and voting rules.

Resignation of the DCM

Upon resignation of the DCM, the ADCM will automatically assume the position of DCM. If the ADCM is unable to assume the position due to any reason, an election will be held using the Third Legacy Procedure. District eligibility and voting rules will also apply.

Resignation of the ADCM

Upon the resignation of the ADCM, the DCM District will hold an election to select a new ADCM. Election procedure as outlined earlier in this section is used ~~will be the Third Legacy Procedure along with District eligibility and voting rules.~~

Removal of any Officer

The Panel, by a vote of three-fourths (3/4) of the current members present ~~panel~~, can remove any officer with or without cause, if it is determined that such removal is in the best interest of Alcoholics Anonymous as a whole. Any proposed new officer must be nominated and approved via the aforementioned Election Procedure

Voting on District Motions

~~All GSRs and Officers have one (1) equal vote per person, regardless of the number of positions held. AGSR's cannot vote if the GSR is present or has already registered a vote.~~

Commented [R70]: MULTIPLE edits to grammar, spelling and punctuation made throughout this page; refer to 2nd Edition of Structure Manual (or Sub-committee's working copies) for specifics.

Commented [R71]: 10/9/17, to be deleted, deemed redundant; already referenced procedures in early sentence/sections.

Commented [R72]: 10/9/17, grammar corrections

Commented [R73]: 10/9/17, correct procedure is as noted

Commented [R74]: 10/9/17, reworded for clarification and simplicity.

Commented [R75]: 10/9/17, new wording inserted to clarify who is eligible to vote.

Commented [R76]: 1/4/18, this paragraph is not related to election of Officers; refers to voting on general issues presented at each monthly meeting. Moved this section to Section 1, General Information.

SECTION V

SUB-COMMITTEES

All GSRs are requested to voluntarily join one or more of the Sub-committees. All Sub-committees meet at times set by the Sub-committee members. A District Officer must be assigned as an advisor to each Sub-committee. Each Sub-committee will elect a chairperson and secretary at its first meeting and report this information as part of its report at the next District Meeting. Each Sub-committee 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. AGSRs are welcome to participate on Sub-committees and will be eligible to vote on any Sub-committee matter.

Archives Sub-committee

~~The Archives Sub-committee became the responsibility of District 36 in November, 2009. The Archive Sub-committee gathers, organizes, and maintains, and is responsible for the safety of the archives. The Sub-committee provides materials to the District or Area as needed. The chairperson does not have to be a GSR. The District Archivist acts as advisor to the Archives Sub-committee. Refer to published [AA Guidelines for Archives](#) for more detailed information.~~

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.~~

Structure Sub-committee

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 Sub-committee

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.~~

Commented [R77]: 10/9/17, various grammatical and syntax changes made.

Commented [R78]: 10/9/17, added recommendation to include AGSRs.
11/12/17, District meeting members voted to allow ASGRs to participate as noted. **a**
12/11/17, District GSRs voted to allow AGRs the right to vote when participating on Sub-committees.

Commented [R79]: 12/11/17, to be deleted in final version; Chairperson eligibility for this Sub-committee is the same stated in opening paragraph.

Commented [R80]: 7/11/17, chairperson vs advisor language changed.

Commented [R81]: 12/11/17, edited verbiage to be consistent with language used throughout manual.

Commented [R82]: 1/41/18, inserted hyperlink to specific aa.org publication;
https://www.aa.org/assets/en_US/mg-17_archives.pdf

Commented [R83]: 10/9/17, this section was moved to the Non-voting Officer Appointed Representative section.

Commented [R84]: 10/9/17, Prison Outreach and Public Information subcommittees have not been active for some time at the District level; local Intergroups handle these services. Structure Subcommittee recommends deleting from the manual.

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1 **Intergroup Liaison Sub-committee**

2 There are two (2) area intergroups: Harrisburg Area Intergroup and the Cumberland Valley
3 Intergroup. It is recommended that a GSR from the Carlisle area be the liaison to the
4 Cumberland Valley Intergroup, and a GSR from the Harrisburg area be the liaison to the
5 Harrisburg Area Intergroup. The Intergroup Liaison will attend Intergroup meetings, report
6 District happenings business to the Intergroup and report Intergroup happenings business to the
7 District.

8
9 **Finance Sub-committee**

10 The District Treasurer is the designated chairperson for this Sub-committee.
11 Records and tracks the group conscience approved expenditures to include, but not limited to,
12 reimbursement amounts for mileage, per diem, lodging, and convention expenses.
13 The Sub-committee: develops annual District budget; tracks expenditures against Panel-
14 approved budgets; develops and submits revised budget proposals, as necessary; and, submits
15 proposed budget to Panel for approval. The District Treasurer acts as the advisor for this Sub-
16 committee. Mileage and Per Diem Expense Reimbursement Rates are tied to those decided
17 by the Area Assembly. District 36's expense reimbursement rates will automatically change as
18 Area changes their rates.

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21 **Where to Send Group Contributions**

22
23 [This section was intentionally deleted from this location; refer to *Miscellaneous*
24 section.]
25
26
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Commented [R85]: 12/11/17, as per discussion/vote of District GSRs and Officers, this Sub-committee will be dissolved and will become an "Appointed Representative" position.

Commented [R86]: NOTE: At this time, the ADCM is expected to attend/represent/report District business. 1/4/18, RECOMMEDATION IS TO CHANGE THIS FROM A SUB-COMMITTEE TO AN APPOINTED REPRESENTATIVE POSITION(S).

Commented [R87]: 7/10/17, incorrect; Treasurer acts as Advisor. Chairperson eligibility is same as Section's opening paragraph.

Commented [R88]: 12/11/17, revised to reflect grammatical consistency with manual.

Commented [R89]:

Commented [R90]: 1/3/2018, deleted this statement from this section and moved to bulleted item under "District Treasurer" section.

Commented [R91]: 12/11/17, this section was considered General Information; refer to verbiage now shown under "Miscellaneous" section.

**SECTION VI
Miscellaneous**

Where to Send Group Contributions

The General Service pamphlet "[Self-Support, Where Spirituality and Money Meet](#)" suggests that after a group pays its basic expenses such as meeting room rent, AA literature, refreshments, and retains a prudent reserve "emergency fund", the group divides the remaining funds on a regular basis toward essential AA services. It further suggests several options for the division of these remaining funds depending on the group's local needs which is arrived at through its group conscience.

Commented [R92]: 12/11/17, this is general information; moved to "Misc" section.

Commented [R93]: 12/5/17, added hyperlink to pamphlet on aa.org website.

In District 36, one option used is known as "The **Modified 50-30-10-10 Plan**": *

- 50% to the General Service Office in New York
- 30% to your local Intergroup/Central Office
- 10% to ~~Eastern Pennsylvania General Service Assembly (area committee)~~ Area 59.
- 10% to the District

Commented [R94]: 10/9/17, incorrectly stated; should be "Area"

*** - There are several districts that provide the services of a local Intergroup, or are the central office for their locale. Such districts would then receive the ~~50%~~ 30% contributions in addition to the 10% district contribution.**

Commented [R95]: 10/9/17, incorrect % amount noted; changed to 30%.

For more information, an AA member can attend service meetings and workshops, and subscribe to publications such as the G.S.O. newsletter "Box 459", and the "AA Grapevine."

Addresses:

General Service Office
PO Box 459
Grand Central Station
New York, NY 10163

Area 59 Treasurer (Refer to the [Area59.org](#) website for this information.)
~~Name~~
~~Street Address~~
~~City, ST Zip~~

Commented [R96]: 10/9/17, deleted sentence "Note that the treasurer changes every two years" and inserted a referral (and weblink) to Area 59 website.

District 36 Treasurer
PO Box 5325
Harrisburg, PA 17110

**Twelve Traditions
(Short Form)**

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

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**Twelve Concepts
(Short form)**

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5 1. Final responsibility and ultimate authority for A.A. world services should always reside in
6 the collective conscience of our whole Fellowship.
- 7 2. The General Service Conference of A.A. has become, for nearly every practical purpose,
8 the active voice and the effective conscience of our whole society in its world affairs.
- 9 3. To insure effective leadership, we should endow each element of A.A.-the Conference, the
10 General Service Board and its service corporations, staffs, committees, and executives-
11 with a traditional "Right of Decision."
- 12 4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing
13 a voting representation in reasonable proportion to the responsibility that each must
14 discharge.
- 15 5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority
16 opinion will be heard and personal grievances receive careful consideration.
- 17 6. The Conference recognizes that the chief initiative and active responsibility in most world
18 service matters should be exercised by the trustee members of the Conference acting as
19 the General Service Board.
- 20 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering
21 the trustees to manage and conduct world service affairs. The Conference Charter is not a
22 legal document; it relies upon tradition and the A.A. purse for final effectiveness.
- 23 8. The trustees are the principal planners and administrators of over-all policy and finance.
24 They have custodial oversight of the separately incorporated and constantly active
25 services, exercising this through their ability to elect all the directors of these entities.
- 26 9. Good service leadership at all levels is indispensable for our future functioning and safety.
27 Primary world service leadership, once exercised by the founders, must necessarily be
28 assumed by the trustees.
- 29 10. Every service responsibility should be matched by an equal service authority, with the
30 scope of such authority well defined.
- 31 11. The trustees should always have the best possible committees, corporate service
32 directors, executives, staffs, and consultants. Composition, qualifications, induction
33 procedures, and rights and duties will always be matters of serious concern.
- 34 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes
35 the seat of perilous wealth or power; that sufficient operating funds and reserve be its
36 prudent financial principle; that it place none of its members in a position of unqualified
37 authority over others; that it reach all important decisions by discussion, vote, and
38 whenever possible, substantial unanimity; that its actions never be personally punitive nor
39 an incitement to public controversy; that it never perform acts of government; that, like the
40 Society it serves, it will always remain democratic in thought and action.

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A.A. Structure

[Will re-insert block diagram of Structure at completion of project.]

[Refer to “The General Service Conference Structure (U.S. and Canada)” service material publication for exact diagram to be inserted.]

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Glossary of Terms

<i>AAWS</i>	Alcoholics Anonymous World Services, one of two corporations of the General Service Board. AAWS oversees the operation of GSO and is the publisher of all conference-approved and service literature.
<i>Alternate</i>	A service worker who supports and assists a trusted servant and is often considered "in training", but always stands ready to step in for the trusted servant.
<i>Area</i>	A geographical division within a state or province. A Conference Delegate comes from each Area. Many states have one Area except more heavily AA populated places have multiple Areas. There are 2 Delegate Areas in PA
<i>Area Assembly</i>	A meeting of GSRs, and Committee members to discuss Area affairs and, every other year, elect a delegate and area officers. Area 59 meets quarterly. Please refer to the Area schedule for dates and location.
<i>Autonomous</i>	Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or AA as a whole." This means that we have been given the courage to declare each AA group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not do anything which would injure AA as a whole, nor affiliate itself with anything or anybody else.
<i>Conference</i>	The General Service Conference; this can mean either the structure involving Committee members, GSRs and Delegates in an Area, or the annual meeting of Conference Delegates each April in New York City.
<i>Conference Approved Literature</i>	Pamphlets, books, videos and films produced by AA World Services (AAWS) that have undergone an approval process within the General Service Conference. To be modified they must be brought to the Conference.
<i>C.P.C.</i>	Cooperation with the Professional Community.
<i>D.C.M.</i>	District Committee Member. An experienced GSR elected by other GSRs to represent the groups of their district in Area Committee meetings and to coordinate services in the district.
<i>Delegate</i>	The man or woman elected every other year to represent the Area at the annual General Service Conference meeting in New York City and to bring back to the Area the results of that meeting.
<i>District</i>	A geographical division within an Area, represented by a DCM.
<i>District Meeting</i>	Meeting of the DCM and GSRs in a district.
<i>Group Conscience</i>	The collective decision of the group membership representing substantial unanimity on an issue before definitive action is taken.
<i>G.S.O.</i>	The General Service Office, which provides services to groups in the United States and Canada and publishes AA literature.
<i>G.S.R.</i>	General Service Representative. The group contact with GSO and a voting member of the Area Assembly.
<i>Mini-Conference</i>	Area 59 conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues of the General Service conference
<i>Panel</i>	The current group of GSRs and Officers. A new Panel starts with the election of new district officers.
<i>P.I.</i>	Public Information Committees at the district, Area, Trustee and Conference level who help carry the message by working with the media.
<i>Region</i>	A group of several Delegate Areas from which a Regional Trustee is elected to the General Service Board. There are six regions in the U. S and two in Canada. Area 59 is part of the North East Region.
<i>Third Legacy</i>	Our three legacies include Recovery, as described in the Twelve Steps, Unity, as described in the Twelve Traditions, and Service, as described in the Twelve Concepts for World Service. Our Third Legacy of Service is the sum total of all AA services, from a Twelfth Step call to worldwide service activities.
<i>Third Legacy Procedure</i>	A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in chapter one of the AA Service Manual.
<i>Trustee</i>	The title for a member of the General Service Board. Fourteen trustees are AA members (Class B); seven are nonalcoholic (Class A).

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Sample District 36 Meeting Agenda

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District 36 Meeting Agenda
Example: January 8, 2018
[Insert actual meeting date]

Opening with Responsibility Pledge and Serenity Prayer

Introductions and New Members

Concept ~~Text~~ of current month: *[insert text of concept-of-the-month]*

News from ~~Groups~~ (Summaries – Announcements, Anniversaries, etc. / Actions – Group problems or issues)

Secretary's Report:

Treasurer's Report:

ADCM's Report:

DCM's Report:

Sub-committee and Appointed Representatives Reports (Archives, Finance, Structure, Workshops, ~~Prison Outreach, and Public Information~~, Intergroup Liaisons, Technology Coordinator):

News from the Intergroups:
Harrisburg Area:
Cumberland Valley:

~~Ad hoc District Split Subcommittee~~

Old Business:

New Business:

Tradition ~~Text~~ of the current month: *[insert text of tradition-of-the-month]*

Next Meeting: [Insert exact date; Example: *Monday, November 9*], at 6:30 pm at the Fellowship House

Close with the Lord's Prayer.

Commented [R97]: 12/11/17, deleted existing verbiage showing exact quote of Concept; edited to be general example

Commented [R98]: 12/11/17, agenda item moved to show current place in overall agenda

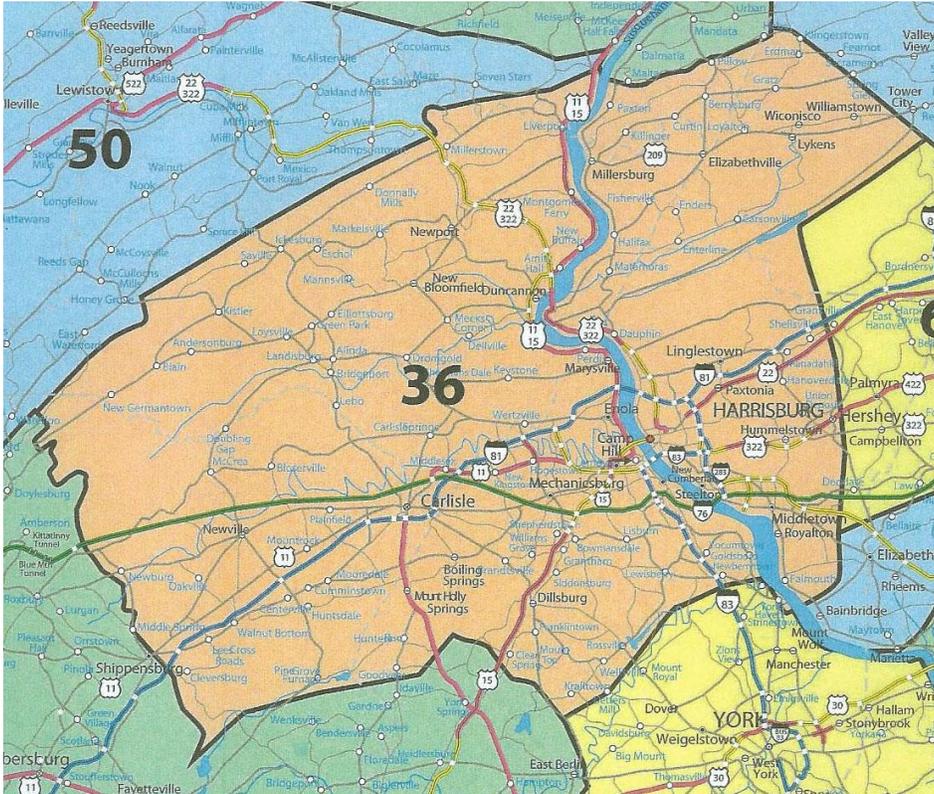
Commented [R99]: 10/9/17, Structure Subcommittee recommending deletions of these subcommittees.

Commented [R100]: 12/11/17, new sub-committee as of 2017; inserted into agenda listing for accuracy.

Commented [R101]: 12/11/17, deleted existing verbiage showing exact quote of Tradition; edited to be general example

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Map of District 36



Commented [R102]: Inserted new copy of District 36 map; cropped from Area 59 map, 2017 Edition

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Our Twelfth Step- carrying the message is the basic service that A.A. fellowship gives; this is the principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principals ; it is a *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 A.A. service is anything whatever that helps us reach a fellow sufferer - ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action.

The Sum total of all these services is our Third Legacy of Service.

Structure Manual Change Request Form

Commented [R103]: 1/4/18, original verbiage at top of form moved to Sec. I, General Information. REFER TO NEXT PAGE FOR RECOMMENDED REVISED 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 change 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~~

~~To Structure Committee: Here is my request~~

Signed: _____ Date: _____

Name: _____

