

# Service Handbook



## Preface

This handbook is intended as an introduction to general service for the trusted servants of District 48, Area 59. It is in two parts, of which the first part is almost entirely from The A.A. Service Manual; this is intended as no way to be a substitute for thorough familiarity of that Manual.

The second part consists of guidelines for service as practiced in District 48, Area 59.

**\*This current manual version approved on Nov. 11, 2015\***

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## **The Twelve Concepts (short form)**

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole society in its world affairs.
- III. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision”.
- IV. At all responsible levels, we ought to maintain a traditional “Right of Participation”, allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
- VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
- VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
- VIII. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

## **The Twelve Concepts (short form continued)**

- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
- XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

## **Part One: General Service Introduction to General Service**

The Twelve Traditions make clear the principle that A.A., as such, should never be organized; the structure chart shows the groups on the top and the trustees at the bottom. Bill W. wrote in Concept I: 'the A.A. groups today hold ultimate responsibility and final authority for our world services and that the groups delegated to the Conference complete authority for the active maintenance of our world services and thereby made the Conference the actual voice and effective conscience for our whole Society. (A.A. Service Manual, pg. S15)

The District meeting serves as a conduit between the groups, as represented by the General Service Representatives (G.S.R.) through their elected District Committee Member (D.C.M.) to the Area, which selects a Delegate to carry the conscience of the groups of the area to the annual General Service Conference.

Similarly, the conscience of A.A. as a whole, as delegated to the Conference, is reported back to the Group through the same channels. "the G.S.R. is responsible for making sure that group members are informed about what we on at the Conference and made aware of the full range of Advisory Actions". (A.A. Service Manual, pg. S17)

In addition to carry the conscience of A.A., the District, as chaired by the D.C.M. has the opportunity to make available A.A.'s message to its local community, through such sub-committees as Public Information, Cooperation with the Professional Community, etc. A checklist of duties of the D.C.M. is presented on pg. S29 of the *A.A. Service Manual* (Appendix I) as is one for the G.S.R. on pg. S24.

It is well to remember that officers of A.A. are but trusted servants, and that personal ambition has no place in A.A. thus, we should try to leave behind such defects of character as the desire for prestige when we enter service.

Quotations above are from the *A.A. Service Manual*, 1999-2000 Edition, published by Alcoholics Anonymous World Services, Inc., and in the last paragraph, from *Twelve Steps and Twelve Traditions*, Traditions Two and Eleven, pg. 132 and pg. 183; they are reprinted with permission of A.A.W.S.

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Note however the comment in the *A.A. Service Manual* (pg. S53): it ought to be clearly understood and agreed that our Conference Delegates are primarily the world servants of A.A. as a whole, that only in a secondary sense do they represent their respective areas. Consequently, they should, on final decisions, be entitled to cast their votes in the General Service Conference according to the best dictates of their own judgment and conscience at that time. These considerations should be applicable to the G.S.R. and D.C.M. as well as to the Delegate.

## **The A.A. Group**

Any group of alcoholics gathered together for sobriety may call themselves an A.A. group provided that, as a group, they have no other purpose or affiliation.

For most A.A.'s, membership in a home group is one of the keys to continuing sobriety. In a home group, they accept service responsibilities and learn to sustain friendships. The home group affords individual A.A.'s the privilege of voting on issues that affect the Fellowship as a whole; it is the very basis of the service structure. While most A.A. member attend other groups regularly, the home group is where they participate in business meetings and cast their vote as part of the group conscience of the Fellowship as a whole. As with all group conscience matters, each member has one vote.

The pamphlet "The A.A. Group" provides extensive information on group organization and opportunities for service." Among topics discussed there are "The A.A. group's relations with others in the community" (specifically concerning service committees), "Principles before personalities" (with information on the principle of rotation, the informed group conscience, and the group inventory), and "how the A.A. group relates to A.A. as a whole" (discussing General Service).

Further clarification of an A.A. group may be found in the Twelve Concepts for World Service, Concept Twelve, and Warranty Six. No fees or dues to be levied; only voluntary contributions. No member to be expelled from A.A. membership; always to be the choice of the individual. Each A.A. group to conduct its internal affairs as it wishes. It being merely requested to abstain from acts that might injure A.A. as a whole.

Some A.A.s come together as specialized A.A. groups, such as; for men, women, young people, doctors, gays, and others. If the members are all alcoholics, and if they open the door to all alcoholics who seek help, regardless of profession, gender or other distinction, and meet all the other aspects defining an A.A. group, they may call themselves an A.A. group.

## **The Difference between a Meeting and a Group**

Most A.A. members meet in A.A. groups as defined by the long form of our Third Tradition. However, some A.A. members hold A.A. meetings that differ from the common understanding of a group. These members simply gather at a set time and place for a meeting, perhaps for convenience or other special situations. The main difference between meetings and groups is that; A.A. groups generally continue to exist outside the prescribed meeting hours, ready to provide Twelfth Step help when needed. A.A. groups are encouraged to register with G.S.O., as well as with their local offices: area, district, intergroup or central office. A.A. meetings can be listed in local meeting lists.



## **The General Service Representative (G.S.R.)**

The general service representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the groups thought to the district committee member and to the delegate. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth.

The importance of the role of the G.S.R. in the service structure of Alcoholics Anonymous is implied in the pamphlet, "G.S.R." which says this "may be the most important job in A.A." That the trusted servant who fills this office has a commitment to the job is made clear in the first item published under "The makings of a good G.S.R." (Suggested G.S.R. required sobriety is minimum two years.)

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## **The District and the D.C.M.**

A District is a geographical unit containing the right number of groups. In metropolitan Districts, the number is generally 15-20; while in rural or suburban Districts the number can be low as five groups.

### **The District Committee Member (D.C.M.)**

The District Committee Member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference they are exposed to the group conscience of the district and is able to pass on the district's thinking to the delegate and the committee.

The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. D.C.M.'s should have enough sobriety to be eligible for election as delegate. The suggested requirement for sobriety is five years.

The D.C.M.'s term of office is two years. D.C.M.'s are generally elected every other November of the year. The election should take place after the G.S.R. election and before that of the area delegate, because the D.C.M. is chosen either from among currently serving G.S.R.s or from a combination of past and present G.S.R.s. Most district committees allow all current voting members of the district committee to vote in district elections.

## **The District Committee Member (D.C.M.) Continued:**

Many district committees include alternate D.C.M.s, a secretary, a treasurer, and other officers of service committee chairperson in addition to the D.C.M. and G.S.R.s. Sometimes, these jobs are held by the G.S.R.s already on the committee; sometimes, they call for additional voting members, who are eligible to stand for D.C.M.

Election is by either written ballot or show of hands, with a majority needed to elect. A district may also choose to follow Third Legacy Procedure, which requires a two-thirds majority.

## **The Alternate D.C.M. (A.D.C.M.)**

The alternate is a backup for the D.C.M., if the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Also, see the comment in the section on "The Area Assembly" concerning resignations. The suggested sobriety requirement for is five years. The A.D.C.M. is also responsible for chairing the District Steering Committee.

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## **The Area Assembly**

The structure of A.A. leads from the group to the district to the area, of which there are 93 in the United States and Canada. Each of these areas elects a delegate, who, joined by certain others, meet for the General Service Conference each April when the collective group conscience comes together to take actions that will guide the groups in the years to come. Any member may attend these assemblies. It is important for the area to agree upon a set of procedures: and these procedures should answer such commonly asked questions as: Do both incoming and outgoing D.C.M. and G.S.R.s vote? Do the chairpersons of special committees have a vote? Can one G.S.R. represent two groups? Each group should have its own G.S.R., who votes for one group only.

It is generally suggested that a service worker be asked to resign if time does not permit him or her to carry out the responsibilities of the position. Such a situation could also be handled at the district level.

Examples of Election and Non-election Assemblies are in the *Service Manual*, pg. S35, as is additional information concerning other activities, such as the following:

## **Area Newsletters or Bulletins**

Newsletters and bulletins may include local A.A. news, information about groups and committees, and reprinted material from A.A. literature. Any group or district in the Fellowships is free to use the symbol of a circle and triangle on newsletters or other A.A. material.

## **Working with Local Intergroups and Central Offices**

Traditionally, General Service Committees and Intergroups, Central Offices have performed different functions. Central Offices provide local services; General Service Committees maintain the link between the A.A. groups and the A.A. General Service Board by means of the Conference. So these two separate but vital service structures coexist in many areas in cooperation and harmony.

## **The Annual Conference**

The conference comes closer to 'government' than anything else in A.A., but, of course it cannot be too often said that while the Conference can issue orders to the General Service office, it can never mandate or govern the Society of Alcoholics Anonymous which it serves. The Conference represents us, but cannot rule us.

Conference members always strive to reach a group conscience. After the vote, the Conference chairperson calls for minority opinions—and occasionally, a well-reasoned minority opinion can result in another vote, reversing the first decision. It ought to be clearly understood and agreed that our Conference Delegates are primarily the world servants of A.A. as a whole. Consequently they should be entitled to cast their according to the best dictates of their own judgment and conscience at that time. They are, in addition to the elected delegates, the directors and A.A. staff of A.A. World Services, Inc. and The A.A. Grapevine, Inc., and the trustees.

## **The General Service Board**

The General Service Board (the trustees) is the chief service arm of the conference, and is essentially custodial in its character. Excepting for decisions upon matters of policy, finance, or A.A. Tradition liable A.A. to seriously affect A.A. as a whole. The General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. service corporation.

—from the Conference Charter, Service Manual, pg. S87

The trustees of Alcoholics Anonymous are concerned with everything happening inside and outside A.A. That may affect the health and growth of the movement whenever a decision on movement-wide policy is needed, they turn to the Conference.

The Board of Trustees today consists of 21 men and women, 14 alcoholics, and seven non-alcoholics.

The Trustees do much of their work through A.A. World Services, Inc., and The A.A. Grapevine, Inc.

### **A.A. World Services, Inc.**

A.A.W.S. addresses the needs of all service assignments and seeks to improve communication between the A.A.W.S. and the Fellowship; and addresses publications concerns.

### **The General Service Office**

The General Service Office serves as a clearinghouse and exchange point for the wealth of A.A. experience accumulated over the years and oversees the publication and distribution of A.A. Conference-approved literature and service material. Also, helps with group problems. G.S.O. maintains A.A.'s archives of every aspects of A.A. history, and has a folder for every group known to G.S.O. Literature published by A.A.W.S. is listed in the Appendix.

### **The A.A. Grapevine, Inc.**

The A.A. Grapevine is the Fellowship's principle magazine. It is one of two operating entities of the General Service Board. All articles for the magazine are contributed by A.A. members, with the exception of a few by non-alcoholic friends of A.A. Articles are selected for publication only after discussion and the consensus of the editorial staff.

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## **Part Two: District 48**

### **District 48 Structure Manual**

#### **The General Service Representative (G.S.R.)** **From the A.A. Service Manual, pg. S43-S45**

The G.S.R. serves as the link between the groups and the District. Each group elects its own G.S.R., and through them; participates in the collective conscience of the Fellowship. The Service Manual suggests that the G.S.R. have two years sobriety, and it is a two-year commitment. The G.S.R. is often called the guardian of the A.A. Traditions.

#### **Qualifications and Duties of the G.S.R.** **From the A.A. Service Manual, pg. S23-24**

##### **Qualifications**

Experience shows that the most effective G.S.R.s have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems. Usually, prospective G.S.R.s has at least two years of continuous sobriety. They have time available for district meetings and area assemblies. They have the confidence of the group, and an ability to listen to all points of view.

##### **Duties**

G.S.R.s serves as the mail contact with the General Service Office and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin Box 4-5-9 and keep their group abreast of A.A. activities all over the world. They serve as mail contact with their district committee member and with the area committee. G.S.R.s supply their D.C.M. with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. mailings.

They are knowledgeable about material available from G.S.O. - new literature, guidelines, bulletins, videos, tapes, kits, etc., — and they are responsible for passing such information on to the groups. They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books Twelve Steps and Twelve Traditions, and A.A. comes of Age, Twelve Concepts for World Service, and the pamphlets “The A.A. Group”, “A.A. Tradition - How it Developed”, “The Twelve Traditions Illustrated” and “The Twelve Concepts Illustrated”. They usually serve on group steering committees.

They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday plan. They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet “Self-Support: where Money and Spirituality Mix”. They participate in district and area service meetings and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

## **Qualifications and Duties of G.S.R. Continued:**

It is expected that the G.S.R. will:

- Regularly attend Group meetings and business meetings, where they can acquire their knowledge of the Group's conscience.
- Carry information to the Group from his service activities, and help inform the Group on questions of tradition, etc.
- Regularly attend the monthly District meetings, reporting there on Group activities,
- Participating in the election of District officers and in the implementation of decisions.
- Attend the Eastern Pennsylvania General Service Area Assembly to participate in the election of Area officers.
- As well as, in the other activities and services of the Area, such as Mini-Assemblies, Share-A-Day programs, etc., when appropriate.

## **The Alternate General Service Representative (A.G.S.R.)**

The Alternate G.S.R. participates whenever possible with the G.S.R. in order to familiarize themselves with the functions of the office, and when the G.S.R. is not available, they fulfill the service commitment. If the G.S.R. resigns or is unable to serve, the Alternate G.S.R. steps into the position. It is suggested that the Alternate G.S.R. have one year of sobriety, but this depends on the conscience of the group. This is a two-year commitment, and the Alternate G.S.R. is often selected to succeed the previous G.S.R.

It is expected that the Alternate G.S.R. will:

- Regularly attend the Group meetings and at the Group's business meetings.
- They will share their service experience with the Group.
- It is suggested that they attend the E.P.G.S.A. and fill-in if the elected G.S.R. is not available, in the activities noted above under G.S.R. duties.
- If neither the G.S.R. nor the A.G.S.R. is available, the Group may appoint a temporary substitute who can exercise the vote of the Group.

## **District 48 Officers Qualifications and Duties**

**D.C.M. – District Committee Member**

**A.D.C.M. – Alternate District Committee Member**

**District Secretary**

**District Treasurer**

### **D.C.M.**

## **Qualifications**

The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill their position. A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate. They also need to have the time and energy to serve the district well.

## **Duties**

The D.C.M.'s job is primarily that of two-way communication. The D.C.M. regularly attends all District meetings and Area assemblies. Receives reports from the groups through G.S.R.s, and through frequent personal contacts with groups in the district. Helps the conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis. Assists the delegate in obtaining group information in time to meet the deadline for A.A. Directories.

Keeps G.S.R.'s informed about Conference activities; this include setting up opportunities for the delegate's Conference report, occasionally making the conference report if the delegate cannot be present. Invites the delegate to regular district meetings. Makes sure that G.S.R.'s are acquainted with The A.A. Service Manual, The Twelve Concepts for World Services, the G.S.O. Bulletin Box 4-5-9, workbooks and guidelines from G.S.O. and any other service material. Keeps groups informed about Conference approved books and pamphlets.

Organizes workshops and/or sharing sessions on service activities. Regularly keeps in touch with the alternate D.C.M. and the delegate. Send district minutes to the delegate and alternate, exchanges them with other districts. Brings Traditions problems to the attention of the delegate. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

- Provides leadership in all District Activities
- Chairs the monthly District Committee meeting
- Gives monthly reports to the District at the monthly District Meeting
- Attends the monthly District Steering Committee Meeting
- Represents in the District as a spokesman when appropriate
- Attends and participates in all District and Area service meetings wherever possible; and gives quarterly report at Area meetings from the District and presents any problems pertaining to the District to the Area.
- Sends updates to Area of new meetings and changes of GSRs and AGSRs from the District.

## **A.D.C.M.**

- Attends all District meetings and events
- Chairs the District's Steering Committee meeting and reports on its activities at the monthly District meeting
- Attends Area Service Meetings with the D.C.M. as needed.
- Should be available to replace the D.C.M. in activities which the D.C.M. may be unable to participate

## **Secretary**

- Attends the District meetings and keeps its minutes, copies of which are distributed to G.S.R.s and District Officers for their approval and to the District Archivist
- Maintains a current District meeting list and G.S.R. list
- Fulfills all District correspondence as directed
- Attends the meetings of the Steering Committee for which records are maintain as for the District meeting
- Sends minutes of the District meetings to the Area officers

## **Treasurer**

- Attends the District and Steering Committee meetings, at which time they give their report orally and in writing
- Advises the District on the 7<sup>th</sup> Tradition
- Collects the contributions from the groups in the District
- Pays District expenses as directed
- Maintains and balances the District checkbook
- Prepares a yearly District budget escrows for consideration at each February meeting
- Chairs the Finance Committee Meeting quarterly, beginning in January or as needed, for financial recommendations to the District



## **District Committees**

The purpose of District Committees are to enable the District to fulfill most effectively its service mandate by assigning the express areas for General Service concerns, as enumerated in the General Service Manual, to responsible agents. The Chairperson of the District Committees should be a G.S.R.; therefore, two years of sobriety should be the requirement. The D.C.M. at the beginning of the term should nominate the chair people to be affirmed by the District Committees. District Committee Chair members are expected to attend District meetings and to present a report of that committee. All Committee decisions are subject to the approval of the District Committee.

### **Activities Committee**

The Activities Committee will handle all the activities and events for District 48. This includes the Annual District Picnic, etc. and any fundraising projects held throughout the year. The Activities Committee is fully self-supporting by funds generated by committee events. Whatever funds the Activities Committee raises, are put back into the committee to finance future events.

### **Archives**

The Archives Committee will maintain and document the history of District 48 with material relating to District 48, Area 59, and A.A. as a whole. The Archivist should make every effort to present a display at all service activities.

### **Cooperation with the Professional Community (C.P.C.) And Public Information (P.I.) Committees**

The C.P.C. committee correlates communication between A.A. and those who encounter alcoholics through their profession, including physicians, nurses, clergymen, lawyers, social workers, etc. Information is provided about where we are, what we are, what we can do, and what we cannot do. Also, see the pamphlet, "How A.A. Members Cooperate with Professionals".

The P.I. Committee should serve to increase awareness of A.A. in the community, handling requests for printed material and/or speakers. Appropriate literature should be made available to the medical, religious, mental health, and law enforcement communities, among others. Public Information meetings should be encouraged.

### **Correctional Facilities**

The purpose of a Correctional Facilities Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the prison walls, and to set up means of "Bridging the Gap" from the facility to the larger A.A. community. As we visit both Men's and Women's facilities, a separate male and female chairperson is required.

## **Finance**

The Finance Committee is to work with the District Treasurer on ways to guide the District funds. The finance committee can consist of any G.S.R.s that is active and committed to service. The District Treasurer can also invite persons to serve on this committee, and serves as chair during Finance committee meetings and has a vote on matters that are decided on. The Finance committee will decide on the annual District Escrow line items and present recommendation at the District Meeting for approval. A finance committee member must be willing to be involved, be informed, and attend special meetings scheduled by the District Treasurer. The committee can have as few as two members but not many more, so as it keep it simple.

## **Grapevine**

The Grapevine Committee will make clear to the District the importance of the Grapevine as "A.A.'s" Meeting in Print and Media" and make materials for subscriptions, etc., available to all groups.

## **Hotline Answering Service**

The purpose of this committee is to link callers who want help with their alcohol problem with local members who are on the current sign-up sheets. The committee chair may be called upon if nobody is available to return calls from the sign-up sheets. The committee chair provides the Hotline Answering Service with and is responsible for, current and updating sign-up sheets and meeting lists. (Suggested to be updated every six months.)

## **Literature**

The Literature Committee should have knowledge of all material published by A.A.W.S. and the Grapevine and whenever possible, have examples of it to hand out at all District meetings and workshops, so that the G.S.R.s and others may know what is currently available to their groups. The literature Chairperson orders only for District Committees; but can be a helpful resource to G.S.R.s with questions about ordering literature for their group.

## **Meeting Cards**

The purpose of the Meeting Cards Committee is to update the District 48 meeting cards and keep all information on the cards current. The Meeting Cards Committee Chairperson is responsible for having new cards printed every six months and disbursing all cards. The meeting card chairperson is expected to attend all District Meetings in order to gather information and disburse meeting cards.

It is suggested that new groups meet for three months consecutively. Approval will be by a G.S.R. vote at the District 48 Committee Meeting, also after a visitation at that meeting by the D.C.M. or their designee.

## **Newsletter**

The editor of the Newsletter should prepare a monthly edition to be distributed at each District meeting with ample copies for each Group. The contents shall be at his/her discretion but will contain material pertinent to A.A. Service.

## **Special Needs**

The Special Needs Committee should look into any areas of special needs in the District and try to have appropriate means to carry the message to those for whom it might be otherwise be inaccessible.

## **Steering Committee**

The Steering Committee shall be composed of the District Officers and the Committee Chairs, and shall deal with appropriate business between the monthly meetings of the District. The A.D.C.M. will chair this committee and in the monthly report, indicates its concerns and recommended actions.

Requests to consider amending this District 48 Service Manual should be presented to the Steering Committee, preferably in writing. The committee will review the request, in consultation with the District Officers, and prepare a recommendation to the District Meeting. The A.D.C.M. as chair of the Steering Committee will include this request and the Committee's recommendation in the next District Report, to be dealt with as New Business if action is to be taken. Changes in the Service Manual shall be by a two-thirds vote.

## **Treatment Facilities**

The purpose of a Treatment Facilities Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics into treatment facilities, and to set up means of bridging the gap from the facility to the larger A.A. community. As we visit both Men's and Women's Treatment facilities, a separate male and female chairperson is required.

## **Website for District 48**

The Website Committee should be comprised of a web servant, and at least one or two other members, in order to update District information and determine content pertinent to A.A. Requests to add content or links should be submitted to the website committee and recommendations from the committee will be subjected to final District approval. In the event there are not sufficient people to serve on the website committee, group conscience decisions should defer to the Public Information Committee. [www.district48aa.org](http://www.district48aa.org)

## **Workshop**

There should be regular programs of workshops, dealing with service issues in A.A., to which all A.A.'s should be invited. In some cases, the general population may be invited. The Workshop Committee will try to have for displays, appropriate literature from A.A., and encourage several other Committee chairs to present additional relevant materials.

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These District Committees should in all instances encourage "Ordinary individual Members" or "Grass Roots" movements within the committee groups, with whom they should work closely as possible, providing guidance and materials.

## District 48 Meeting Format

The District meeting will be held monthly. All District Officers and G.S.R.s should attend. The D.C.M. will chair the meeting: if the D.C.M. is absent, the chairing order will be the Alternate D.C.M., Secretary, and Treasurer.

- The chairperson will open the meeting, call it to order, and invite any non-A.A., but related, announcements.
- The chairperson leads the Serenity Prayer.
- The chairperson will ask a G.S.R. to read the Traditions.
- There will be a group roll call by the secretary and group reports.
- The Secretary will read the minutes of the preceding District meeting, and invite additions or corrections, following which the minutes should be approved (as amended, when appropriate).
- The Treasurer's report will be read, followed by any discussion, with amendments if appropriate, and be approved.
- District Committee Reports:
  - Activities Committee
  - Answering Service
  - Archives
  - Cooperation with Professional Community & Public Information
  - Correctional Facilities
  - Grapevine
  - Literature
  - Meeting Cards
  - Newsletter
  - Special Needs
  - Steering Committee
  - Treatment Facilities
  - Website
  - Workshops
- Tutorial
- D.C.M.'s report
- A.D.C.M.'s report
- Old Business
- New Business
- Announcements & Anniversaries
- Motion to adjourn followed by the Responsibility Pledge and The Lord's Prayer.

## District Meeting Procedures

The meeting time is regularly one hour, to a max of an hour and half, but exceptions are to be expected. Only G.S.R.'s, Alternate G.S.R.'s, and District officers will regularly participate in discussions and in voting. Each group has one vote, whether by G.S.R., the Alternate G.S.R. or a proxy, if the latter is recognized. Each District Officer has one vote, which is not to be interpreted as a vote from their home group. To avoid any conflicts, current Panel Members should not be a current G.S.R. of a Home Group.

When a motion is brought to the floor, and seconded, discussion will follow. The D.C.M. will at an appropriate time, close discussion, and call for a vote. Ayes, nays, and abstentions should be counted. The motion shall carry as voted, unless the D.C.M. finds a re-vote necessary. The minority vote should be invited to speak, following another vote, which may be taken if it is necessary.

## Nominations

Per Panel 65 Delegates recommendation; plan to hold your District elections before the November Convention to ensure the timely arrival of the new D.C.M. packet from the General Service Office.

At the October District meeting, as part of New Business, the D.C.M. will bring up the topic of elections, and offer a brief explanation of the procedures, with questions and answers. The D.C.M. will bring up nominations as part of Old Business and will ask for a roll call for any interested parties for the new upcoming two-year panel members.

## Eligibility

Eligibility to run: Current District Officers and all present G.S.R.s in the event that none of these accepts a position; the D.C.M. may open the position to present A.G.S.R.'s.

Eligibility to vote: Each group has one vote; G.S.R., A.G.S.R or designated proxy. Each current District Officer has one vote. To be elected, the nominee must be present at the election meeting.

## Election Procedures

There are four elected positions at the District Level, known as the District Officers who are elected every two years, for a two-year term.

These are the:

- D.C.M. (5 years continuous sobriety requirement)
- A.D.C.M. (3 years continuous sobriety requirement)
- Secretary (3 years continuous sobriety requirement)
- Treasurer (3 years continuous sobriety requirement)

## Elections

Election will be by simple majority, unless there is a call for Third Legacy procedure, which is sustained by the voting members. If there is a vote to use the Third Legacy, see the Third Legacy Appendix in Area 59 Structure Manual page 23.

## **Elections Continued:**

The meeting will be chaired by the outgoing D.C.M.; if he/she is eligible for reelection, a non-voting member should direct the election. (Ex. a past D.C.M.) The District Meeting Elections will be held for each position, starting with the D.C.M., continuing with the A.D.C.M., the Secretary, and the Treasurer.

The Election Chair calls each eligible member G.R.S.s and District Officers name or group. Each responds with "accept" or "decline" the nomination. If more than one member accepts and elects to run for a position, they will be asked to leave the room while the voting takes place. The D.C.M. will ask the voting members if they wish written ballots or not, for all positions, to be determined by a show of hands. This voting procedure will also be used for each District Committee chair positions.

Two non-voting members should be available to help with the counting of hands or ballots. If there is no majority vote on the first count, the candidate with the least votes shall be dropped from the list; and the procedure continues until there is a majority candidate. If there is an ultimate tie vote, the candidates will "Go to the Hat". The remaining officers will be determined by the same means.

## **District Etiquette**

District 48 cherishes the principle of rotation, and encourages all its members to be involved in service and share its responsibilities and rewards. (See the pamphlet "The A.A. Group", pg. 34). District 48 strongly believes in the Traditions of A.A., and endeavors to uphold them in all its affairs, while encouraging all its members to gain an understanding of the Traditions. At District Meetings, Group Service Representatives and District Officers will speak only when recognized by the chair. Non-A.A. matters will not be discussed at District Meetings.

## **District Travel & Expenses Policies**

The purpose of this policy is to provide Members seeking reimbursement with specific guidelines covering District 48 travel and other District expenses as well as the documentation required to substantiate requests for reimbursement of those expenses.

It is expected that when Members incur District expenses, Members should exercise discretion and good business judgment with respect to those expenses. Members should be cost conscious and spend money as carefully and judiciously as the Members would spend their own funds, since District Groups donate these contributions.

Because it is not possible to anticipate all of the situations that Members may encounter in conducting District business, this policy is designed to allow for some flexibility in addressing unique circumstances which may require occasional exceptions. Travel mileage will be reimbursed by the amount set by the Finance Committee (Currently set at .40 cents per mile).

Members shall be authorized for lodging when Members travels overnight on official District service business. Travel beginning prior to 6:00 AM, and which exceeds more than 100 miles (one-way) from their residence are to be considered for overnight stay. Destinations less than 100 miles one-way do not qualify for an overnight stay, unless justified; and have prior approval.

## District Travel & Expenses Policies Continued

Members shall select a lodging facility that is the most economical to the location of the conference, seminar, or meeting attending. They shall select lodging based on the least expensive rate or single occupancy. Lodging upgrades are not allowed. If lodging upgrades occur (ex. a spouse or guest), the Member is personally responsible for the additional costs over single occupancy rate.

Members shall avoid non-refundable rates. It is the Members responsibility to understand the cancellation rules. A cancellation fee associated with a non-refundable rate may not be reimbursable. Members must cancel lodging arrangements or conference arrangements according to the facility's cancellation policy. No-show charges and penalties shall not be reimbursed when the Member does not cancel reservations within the allotted time, unless there are extenuating circumstances beyond the control of the Member.

When a District is hosting a conference or an event, the District must attempt to find the best cost while meeting their conference and rooming needs.

The District will send the District Officers to the annual EPGSA Convention held in November, if it is financially feasible. If any Area Officers are current GSR's, their home group should fund their travel if able. We send all panel members to educate and encourage them to continue to be of service in Alcoholics Anonymous.

The District will send the D.C.M. and /or the A.D.C.M. to:

- Quarterly Area Meetings (4)
- Mini-Assemblies (3)
- Annual D.C.M. Orientation held each January
- Pre-Conference Sharing held in April
- Area Inventory held in October

Travel expenses for the above Area 59 events, shall be included in the District annual escrow, which is approved by the Finance Committee and District Treasurer.

D.C.M. Optional Attendance: NERAASA, SEPIA/EPGSA Planning Session and SEPIA EPGSA Share-A-Day, NERF, PA State Convention held in Harrisburg PA, and PENNSCYPAA (location varies). Attendance for these events should be voted on and approved at the District Meeting prior to the event; and only if it is financially feasible.

Per Panel 65 Delegate's recommendations to D.C.M.s: If possible, attend NERAASA each year of the Panel in February and NERF in May, and encourage your A.D.C.M. and G.S.R.s to also attend these events.

Travel expenses for the above optional events will also be dependent upon the annual D.C.M. travel escrow balance, which will be approved by the Finance Committee and District Treasurer.

## District 48 Reimbursement Expense Form

Date	Description	Miles	\$0.40	Per	Miles	Meals	Other Exp.	Total
			0.40		\$0.00			
							<b>Total Exp.</b>	<b>\$0.00</b>

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Treasurer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Mileage is calculated at a rate of \$0.40 cent per mile. Meals are calculated at a rate of \$10 per day during one-day events and a rate of \$20 per day for overnight stay events. Expenses MUST include a receipt.

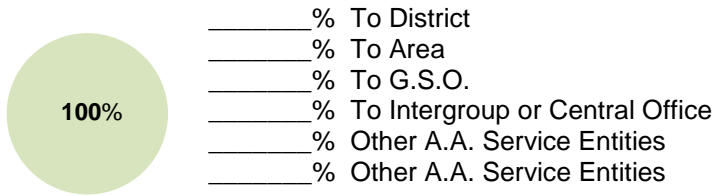


# Sample of Group Contributions to A.A. Service Entities

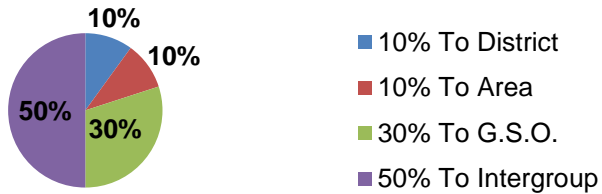
Distribution Plan of \_\_\_\_\_  
 (Your Group Name)

Your Group Service # \_\_\_\_\_  
 (Be Sure to write group name & service # on all contributions)

### To be Determined by Your Group



Or



Or

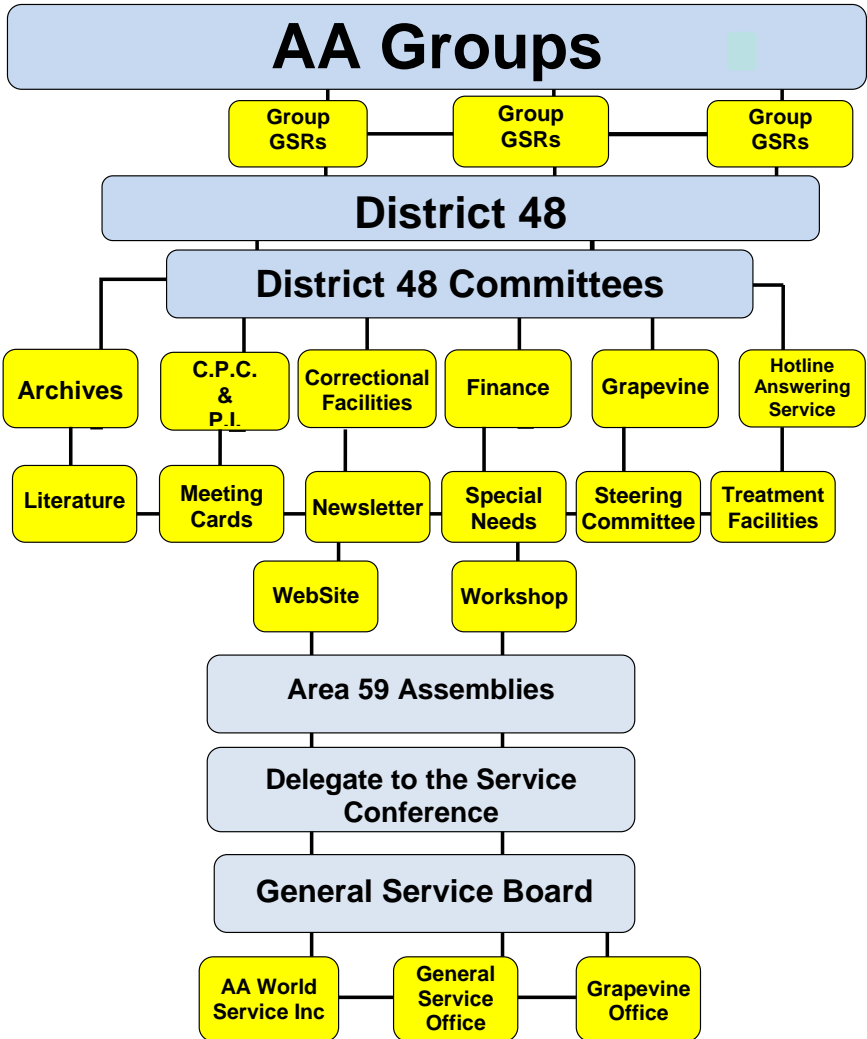
If you have no intergroup or central office



For contributions to G.S.O. make checks payable to "General Service Board" and send to General Service Office PO Box 459 Grand Central Station New York NY 10163 or online [www.aa.org](http://www.aa.org)

For Contributions to other A.A. Service entities, make checks payable to "District 48" - P.O. Box 303, Williamsport, PA 17701 [www.district48aa.org](http://www.district48aa.org) or Area 59 E.P.G.S.A. [www.area59.org](http://www.area59.org) for address. Remember that these addresses may change when a treasurer rotates.

# Structure of the Fellowship





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