

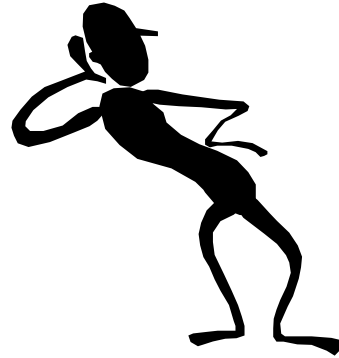
# Structure Manual District 25

Area 59 EASTERN PENNSYLVANIA  
GENERAL SERVICE ASSEMBLY

Last revision date: April 2024

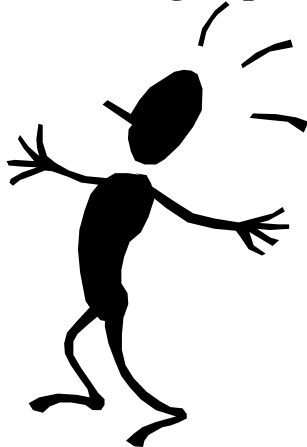
**Communication is the key role of the General Service Representative (GSR)**

**Attend monthly District 25 meetings**



**Listen**

**Discuss and share group conscience**



**Report back to home group**

These guidelines were prepared and approved by the District Committee at the May 2024 District meeting and should be reviewed/amended by each panel thereafter.

## Welcome to General Service

This handbook is intended to be given to all new General Service Representatives (GSR's) and Alternate General Service Representatives (AGSR's) as an introduction to General Service for the trusted servants of District 25, Area 59. If you are new to general service work, "Easy Does It!" Your group selected you to represent them at the district meetings. By now a sense of confusion and fear may have developed within you. At one time or another we have all felt this way. Even if you have attended several district meetings, confusion may still exist or you may feel overwhelmed by the mounds of papers and information provided to you. Again, "Take It Easy!" Your understanding of the general service process will gradually come to you. Moreover, we will attempt to help you. In A.A. you never have to do anything alone.

You will be mailed a GSR information kit from the General Service Office (GSO) after you notify them you are the new GSR for your group. You do this with a form called "[Group Change Form](#)", so please complete this very soon. You will need the "[Group ID](#)"<sup>1</sup> assigned to your home group. If you need help you can ask your past GSR and/or the ADCM can advise you on how to complete this form. The ADCM gets a copy of the form. The GSR kit is available on line at: [https://www.aa.org/sites/default/files/literature/assets/en\\_GSR\\_list.pdf](https://www.aa.org/sites/default/files/literature/assets/en_GSR_list.pdf)

District 25 meetings are held monthly, on the first Tuesday from 7-9 PM, to discuss issues relevant to AA general service as well as issues confronting the individual local groups. The location for monthly meetings is the Unitarian Universalist Church at 6511 Lincoln Dr, Philadelphia, Pennsylvania 19119 (2<sup>nd</sup> floor). Enter the parking lot in the rear of the building off Johnson Street.

### Email Addresses for District Officers and Web Site

District 25 Officers are here to help you. Please use these emails to contact them.

District Committee Member (DCM)	<a href="mailto:dcm@district25aa.org">dcm@district25aa.org</a>
Alternate District Committee Member (ADCM)	<a href="mailto:adcmm@district25aa.org">adcmm@district25aa.org</a>
District Secretary	<a href="mailto:secretary@district25aa.org">secretary@district25aa.org</a>
District Treasurer	<a href="mailto:treasurer@district25aa.org">treasurer@district25aa.org</a>
District Web Servant	<a href="mailto:webservant@district25aa.org">webservant@district25aa.org</a>

District 25 has had a website since 2011. It has information, reports from past meetings, a calendar page, a bulletin board with a list of virtual meeting in the district and links to Area 59, GSO, and SEPIA.

- ❖ District 25 website > [District25AA.org](http://District25AA.org)
- ❖ Area 59 website > [Area59aa.org](http://Area59aa.org)
- ❖ GSO website > [AA.org](http://AA.org)
- ❖ SEPIA website > [AASEPIA.org](http://AASEPIA.org)

Remember you never have to do anything alone in AA. May your service enhance your sobriety as you trudge the road of happy destiny.

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<sup>1</sup> The appendix has a list of District 25 meetings with the group ID number.

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## Chapter 1 District 25 Committee

District 25 is comprised of Alcoholic Anonymous groups primarily in the Northwestern section of Philadelphia. The District Committee is made up of District Officers and General Service Representatives (GSR), of each District 25 group that chooses to participate. The purpose of the district committee is to facilitate communication between the groups, the District, the Area, and the General Service Office by means of the General Service Conference. District meetings provide an opportunity for fellowship and are our forum for discussion of group problems and experiences. We seek to become knowledgeable through the study and discussion of AA's traditions and concepts. We are responsible for encouraging a spirit of unity, service, and fellowship within our groups and the district.

### History

Philadelphia is one of five counties that comprise Southeast Pennsylvania Intergroup Association, (SEPIA), along with Bucks, Montgomery, Delaware, and Chester counties. A.A. has been in Philadelphia since 1940 when a man named Jim B. came to town. He was a traveling salesman and had been a member of the New York group. He had been dry for two years. Pennsylvania is divided into two Areas, with the Eastern half of the State designated as Area 59.

### Geographic Boundaries

District 25 is located in the Northwestern section of Philadelphia, PA and comprises parts of Andorra, Chestnut Hill, East Falls, Germantown, Manayunk, Mt. Airy, Oak Lane, Olney and Roxborough neighborhoods. There are 34 groups in the district with 80 weekly meetings as of August 2023. See appendix for list.

### Monthly Meetings

District 25 meetings are held monthly, on the first Tuesday from 7-9 PM, to discuss issues relevant to AA general service as well as issues confronting the individual local groups. These meetings provide a forum for communication between General Service Representatives (GSR's) and the District Committee Member (DCM). GSRs bring group considerations to the attention of the DCM and the DCM brings issues discussed at the Area level that are relevant to AA as a whole to the attention of the GSR's. The District Meeting is key to proper communication between the Area Delegate, the General Service Conference, and the individual group member.

The location for monthly meetings is the Unitarian Universalist Church at 6511 Lincoln Dr, Philadelphia, Pennsylvania 19119. Due to COVID 19 the in-person meetings ended April 2020 and transitioned to virtual meetings via Zoom. Starting February 8, 2022 in-person meetings resumed using a hybrid format with some people attending in person and others participating by Zoom.

### Agenda

Each meeting includes reading of Traditions, Concepts and the A.A. Service Manual. The DCM chairs the monthly meetings and prepares the agenda for each meeting. Copies are distributed at the start of each meeting. It is suggested that all reports, major proposals or discussion issues be forwarded to the District Officers through the DCM prior to the business meeting if possible.

### Standard Operating Procedures (S.O.P.)

District 25 follow the same two-year cycle called a Panel, consistent with Area 59. Elections are held November on even numbered years with the new Panel starting in January. The new Panel will review recommendations from prior panels, discuss and decide which ones to approve for

the new panel, review the district 25 Structure Manual, discuss and decide to accept and/or amend it. It is suggested these two tasks be done during the first 3 months of each Panel. Each year District 25 will conduct a workshop. Frequently we conduct one workshop with at least one other District. During the second year (as per recommendations), the district conducts an Inventory.

The district monthly meeting time is regularly two hours, (7-9 PM usually on the first Tuesday of each month) chaired by the DCM. If the DCM is not present the chairing order will be ADCM, Secretary and the Treasurer. 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., or the Alternate G.S.R.. Each District Officer has one vote, which is not to be interpreted as a vote from their home group. To avoid any conflicts, it is suggested current District Officers not be a current G.S.R. of a Home Group.

#### Church Contacts

Contact information for issues with accessing the building as of 2023 are: Mike Rogers (215)606-8747, Celeste Lamb (215)370-6796 or Bill Blasdel (215)531-4492. The Wi Fi name is: Assembly1 and password is: Usguuwr1.

## Chapter 2 District 25 Structure

### GSR and AGSR

"By choosing its most qualified member as G.S.R., a group helps secure its own future - and the future of A.A. as a whole." General Service Representative pamphlet

General Service Representatives. The G.S.R is an A.A. member who is elected by his/her Home Group to represent that group's opinion in discussions at the District and Area levels. Attends monthly District meetings and yearly Area conferences. Reports back to the group the activities within A.A. at the District, Area, Regional, National and International levels. Elects Area officers once every two years. Serves as the connection between an AA group and the AA service structure.

#### GSR Qualifications

1. Desire to serve
2. Confidence of home group, active at home group, ability to listen and learn.
3. Suggested sobriety at least 2 years
4. Time available for attendance at district meetings, events, and attend the annual Area Convention/Assembly (Currently 2<sup>nd</sup> weekend of November).
5. The GSR should be a Home Group member of the group he/she represents.

#### GSR District level duties:

1. Participates in monthly district meeting and reports back to his or her group.
2. Keeps the district informed about group changes. Makes sure Group Information is up-to date.
3. Informs the District Committee of group problems and experiences. Provides information to the district panel regarding any special events his/her home group may be hosting or doing (this is known as a "Summary"), and shares home group concerns regarding District, Area, and General Service Conference issues at the district meetings (this is known as an "Action").

4. 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).
5. Participates in the election of new District Officers.
6. Linking their groups with A.A. as a whole.
7. Representing the voice of their Group's conscience and reporting it to the DCM and the Delegate, who pass it on to the Conference and the rest of A.A.
8. Bringing the Area and District suggestions and the Conference actions back to their groups.
9. Becoming an educated and informed part of the service structure by reading/knowing the Service Manual and Area Guidelines.

#### Area level duties:

1. Attends yearly Area Convention/Assembly (currently 2<sup>nd</sup> weekend of November).
2. Attends at least one (1) Area 59 Quarterly Business Meeting.
3. Attends the Mini-Assembly to hear Area's Delegate's report and shares information with his/her home group.
4. Votes in the election of new officers who will serve Area 59.

**NOTE:** GSRs are encouraged to attend Area functions whenever possible, especially The Pre-Conference Sharing Session and the Mini-Assembly. This allows GSRs to experience how the Conference structure works and meet the Area Officers and other DCMs. It is beneficial to meet the Officers and DCMs because these are the people that the GSRs will probably be voting for at election time.

GSRs represent their home group and are nominated and elected by their group members. GSRs serve for two years and the term frequently runs concurrently with those of Committee members and the Area Delegate (elected in November of the even years). The GSR links their group with A.A. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district members and Delegate who passes them on to the Conference. The GSR keeps their group informed of news from the district meetings and other groups. Groups are also encouraged to elect Alternate GSRs and to have them attend District meetings. Experienced Alternate GSRs can provide group continuity in the absence of the GSR.

GSR Additional resources: The A.A. Service Manual has a full chapter about serving as a GSR, AA pamphlets; [General Service Representative](#), and [Circles of Love and Service](#) .

#### District Officers

**The District Committee Member (DCM)** is the elected trusted servant of the district committee which is made up of all GSRs in the district. The DCM reports information from District meetings at Area meetings. The D.C.M. carries the collective group conscience of the A.A. groups in the district to the Area committee. The DCM is also responsible for coordinating and assisting the efforts of the other GSRs in the District.

#### DCM Qualifications

1. Have served as a GSR
2. Suggested sobriety at least four or five years
3. Be familiar with both the Twelve Traditions and Twelve Concepts
4. Have the time and energy to serve the district well
5. Be able to lead a district while respecting the conscience of the district
6. Be familiar with the District, Area and G.S.O. websites

#### DCM District level duties

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

#### DCM Area level duties

1. Attends Area 59 Quarterly Business Meetings as the District representative
2. Is assigned to an Area 59 subcommittee and attends separate meetings with subcommittee members to conduct the business of the subcommittee
3. Attends Area 59 workshops to bring the message of the subcommittees back to the district
4. Provides a verbal and written report to Area 59 on status of District 25, presenting any concerns of District 25 to Area 59 for feedback, and subsequently presenting appropriate Area feedback to the district panel at next monthly District Meeting
5. Attends Area 59 functions such as Pre-Conference Sharing Session, Delegate's Conference Report, Share-A-Day, or other Mini-Assemblies
6. Attends Area 59 Annual Assembly Convention
7. Attends NERAASA annually (usually February)
8. Attends NERF every other year

DCM Additional resources: The A.A. Service Manual has a full chapter about serving as DCM, AA pamphlets; [DCM pamphlet](#)

#### **Alternate District Committee Member (A.D.C.M.)**

The ADCM has the same qualifications for office as the DCM, and should be elected at the same time for a concurrent term.

#### ADCM Qualifications

1. Have served as a GSR
2. Suggested sobriety at least four or five years
3. Be familiar with both the Twelve Traditions and Twelve Concepts
4. Have the time and energy to serve the district well
5. Be able to lead a district while respecting the conscience of the district
6. Be familiar with the District, Area and G.S.O. websites

#### ADCM District level duties

1. Assists the DCM and assumes the duties of the DCM when he or she is not available to serve
2. Grapevine Committee representative, will attend the monthly Grapevine Committee meetings and keep District 25 informed of events.
3. Coordinates a workshop subcommittee consisting of GSRs and AGSRs. Coordinates at least one workshop per year, hosted by District 25 or co-hosted by District 25 and neighboring districts

#### ADCM Area level duties

1. Attends Area 59 Quarterly Business Meetings with the DCM, whenever possible
2. Attends Area 59 Quarterly Business Meetings in the absence of the DCM
3. Attends the Area 59 Annual Assembly Convention
4. Attends NERAASA annually (usually February)

5. Attends NERF (every other year)

ADCM Additional resources: The A.A. Service Manual, AA pamphlets; [Inside AA Understanding the Fellowship and Its Service Agencies](#), AA Grapevine and LaVina Our Meeting in Print

### **Secretary**

The District Secretary serves a two-year term, with a suggested minimum of three years continuous sobriety at the beginning of the term, and have served as a GSR.

Secretary Qualifications

1. Have served as a GSR
2. Suggested sobriety at least three years

Secretary District level duties

1. Records and prepares District Meeting minutes, emails to District panel and has copies available at the subsequent monthly District meeting
2. Sends copies of District Meeting Minutes to Area 59 Officers.
3. Updates the GSR & AGSR Contact List.
4. Forwards a copy of unapproved minutes to the Panel members within 14-days following a District meeting.

Secretary Area level duties

1. Attends at least one (1) Area 59 Quarterly Business Meeting.

Secretary Additional resources: The A.A. Service Manual, AA pamphlets; [The AA Group Where It All Begins](#)

### **Treasurer**

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

Treasurer Qualifications

1. Have served as a GSR
2. Suggested sobriety at least four years

Treasurer District level duties

1. Receive all monies (checks PO Box regularly) and deposits them in the district bank account. This requires going to Germantown post office.
2. Pays all District authorized expenses
3. Keeps accurate records of all transactions
4. Prepares and distributes a written report at each District meeting. It is suggested the report include the following information:
  - a. Beginning balance
  - b. 7th Tradition (District Meeting)
  - c. Other income
  - d. Itemized expenses,
  - e. Ending balance, including prudent reserve

Treasurer Area level duties

1. Attends at least one (1) Area 59 Quarterly Business Meeting.



Treasurer Additional resources: The A.A. Service Manual, AA pamphlets; [The AA Group Treasurer](#), [Self-Support: Where Money and Spirituality Mix](#)

### **Web Servant**

District 25 has had a website at [District25AA.org](http://District25AA.org) since 2011, which is the first year we had a Web Servant. The Web Servant maintains the account with GoDaddy.com to pay for all aspects of the website. Additional services were added 2017 for the Officers to have an email suite. The Web Servants acts as the administrator for the MS Office package for five accounts.

#### Web Servant Qualifications

1. Suggested sobriety at least four years
2. Have computer skills sufficient to complete the duties
3. Be familiar with the District, Area and G.S.O. websites

#### Web Servant District level duties

1. Maintains the GoDaddy.com account, monitor service end dates and make payments to continue services.
2. Assign passwords for District Officer email accounts
3. Updates District 25 website, including adding the monthly meeting Officer reports
4. Request reimbursement from Treasurer for authorized payments
5. Assist District Officers with MS Office 365 products
6. Encourage people to use the website through regular reports including periodic statistics/activity using Google Analytics

#### Web Servant Area level duties

1. Attends at least one (1) Area 59 Quarterly Business Meeting.

Web Servant Additional resources: The A.A. Service Manual, [A.A. Guidelines on Internet](#), AA pamphlets;

Each District Officer has one vote, which is not to be interpreted as a vote from their home group.

## **Chapter 3 Officer Eligibility, Nomination and Election**

Nominations for all District officer positions should begin no later than September and will end at November's monthly District Meeting when the elections take place. The current DCM will select an external person to run the election process from the Area 59 Officers, Past Delegates or Current or past DCM's. Election for District Officers is held in November of even numbered years, prior to the Eastern Pennsylvania Area 59 Annual Assembly Convention. Newly elected officers assume office for their two-year term beginning in January. Note: Both old and new Area Panel members attend the December Area Quarterly Meeting: the district has usually followed this lead at the December District Meeting.

### **Eligibility to Stand**

The following are eligible to stand for District office, if willing:

1. All District Officers, except the current DCM
2. All current GSRs

### **Eligibility to Vote**

The following are eligible to vote for District Officer positions:

1. All current District Officers including the DCM

2. All current GSRs
3. 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.
4. 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.

### **Election Procedure**

All District Officers are elected by written ballot as directed in the Third Legacy Procedure of the A.A. Service Manual. If only one candidate is standing the election official may opt out of written ballots. The election official is an external person to run the election process from the Area 59 Officers, Past Delegates or Current or past DCM's. The current DCM is responsible to obtain the election official. A person may stand for, but not be elected to, more than one office. Voting is conducted in the following order:

1. DCM (require 2/3 majority)
2. ADCM (require 2/3 majority)
3. Treasurer (require 2/3 majority)
4. Secretary (require 2/3 majority)
5. Web Servant (require 2/3 majority)

Using the above order the election official will use the election process below for each position.

### **Election Process**

All persons present and eligible will be asked if they are willing to serve/stand. Each person will reply with "I accept" or "I decline". The names of those who accept will be written down. Each person eligible to vote will submit a written ballot, one choice per ballot. The first candidate to receive two-thirds of the total vote is elected. For more details see the A.A. Service Manual under "Third Legacy Procedure."

## **Chapter 4 Sub-Committees**

### **Structure Manual**

The Structure Manual Sub-Committee is responsible for changes to the district structure manual. Members may submit proposals for changes to the structure manual to the Structure Manual Committee at any time. The submission should include a clear description of the proposed changes and the rationale behind them. The Structure Committee shall serve as a permanent committee within the District. and that it conduct a review of the manual each panel. The Structure Manual will be distributed to new members of the District Committee by the secretary.

### **Visitation**

The Visitation Sub-Committee is responsible for visiting groups in an effort to reach those currently inactive in the district and provide information about the role and benefits of having an active GSR.

## **Chapter 5 District 25 Finances**

Operating funds for District 25 come directly from voluntary donations by the groups within the district. These donations are provided at the discretion of each group. District 25 maintains a prudent reserve of \$300.00. We pass the 7th Tradition basket at each District meeting. See A.A. Pamphlet F-3, ["Self-Support: Where Money and Spirituality Mix."](#)

Funds received by the district are used for rent, copying expenses, literature for the GSRs, travel expenses for the officers to attend Area functions and working conferences, sponsorship of workshops, and any other expenses as deemed appropriate by the Current District 25 panel.

Travel mileage will be reimbursed by the amount set by Area 59. Members shall be authorized for lodging when Members travels overnight on official District service business. Travel that exceeds 100 miles one way may be considered for an overnight stay. When District 25 is hosting a conference or an event, the district must attempt to find the best cost while meeting their conference needs.

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

1. Quarterly Area Meetings (4 per year)
2. Mini-Assemblies (1 per year)
3. Annual D.C.M. Orientation held each January of first year of the Panel
4. Pre-Conference Sharing held in April (1 per year)
5. Area Inventory held in October of second year of the Panel
6. EPGSA held in November (1 per year)

Attendance for other events should be voted on and approved at the District Meeting prior to the event; and only if it is financially feasible.

Approved expenses will be paid by the Treasurer after receiving documentation of payment.

## Chapter 6 Appendix

Previous Agenda for District 25 Meeting

Our Voting Procedure

A.A. Third Legacy Procedure

District 25 list of Groups with Group ID number (snapshot on Aug. 2023)

List of Structure Manual Changes

A.A. Literature as Guiding Principles

- ❖ GSR Preamble
- ❖ Third Legacy of Service
- ❖ Responsibility Pledge
- ❖ A Declaration of Unity



## Previous Agendas for District 25 Meeting

<p style="text-align: center;"><b>MEETING AGENDA DISTRICT #25</b></p>
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1. DCM opens meeting by reading the "*Third Legacy of Service*" from the General Service Manual. (First 2 paragraphs on page SI)
2. DCM leads group in reciting the "*I AM RESPONSIBLE*" declaration in unison.
3. The Tradition of the month is read and shared on by a speaker picked by DCM.
4. DCM asks GSRs for any Group Issues.
5. The group read a section of the General Service Manual- DCM determines the number of pages to be read.
6. Roll Call is done and DCM welcomes all visitors.
7. DCM asks for minutes from previous District Meeting.  
\* (*Motion is made and seconded to accept minutes, and vote is taken to accept*)
8. Treasurer's Report is given.  
\* (*See motion above*)
9. Grapevine Report given by Alt DCM.
10. Any other Committee's Report is given.
11. Concept of the month is discussed or reported on by GSR.

\*\*\*\*\* **BREAK- DCM DECIDES** \*\*\*\*\*

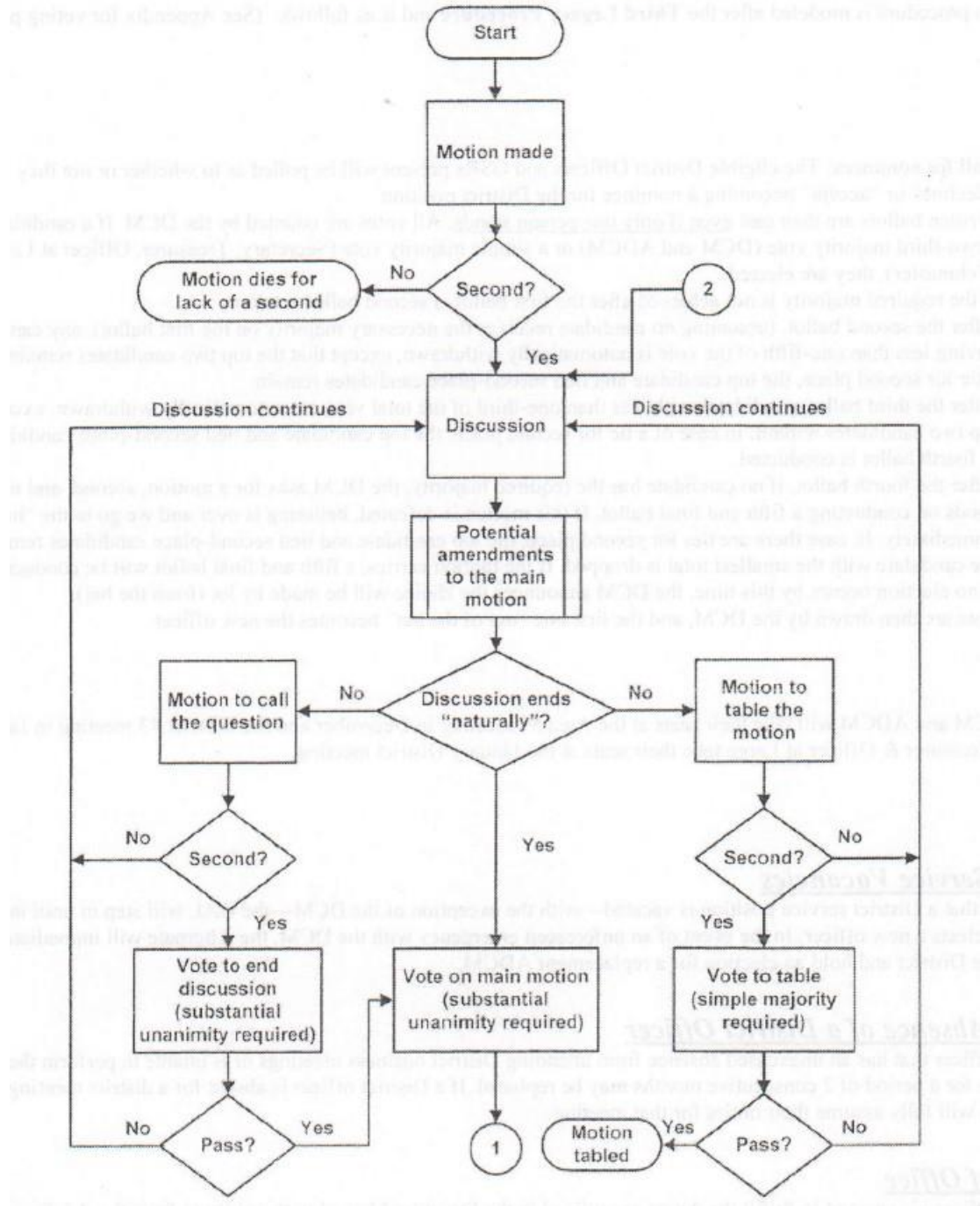
12. DCM Report given by DCM.
13. DCM asks District Secretary for any Old Business-  
Discussion -  
\* *Motion- Seconded- Discussion- Vote* \*
14. DCM asks GSRs for any New Business.  
\* *See motion above — if needed* \*
15. District Meeting closed with the Serenity Prayer

EXHIBIT II

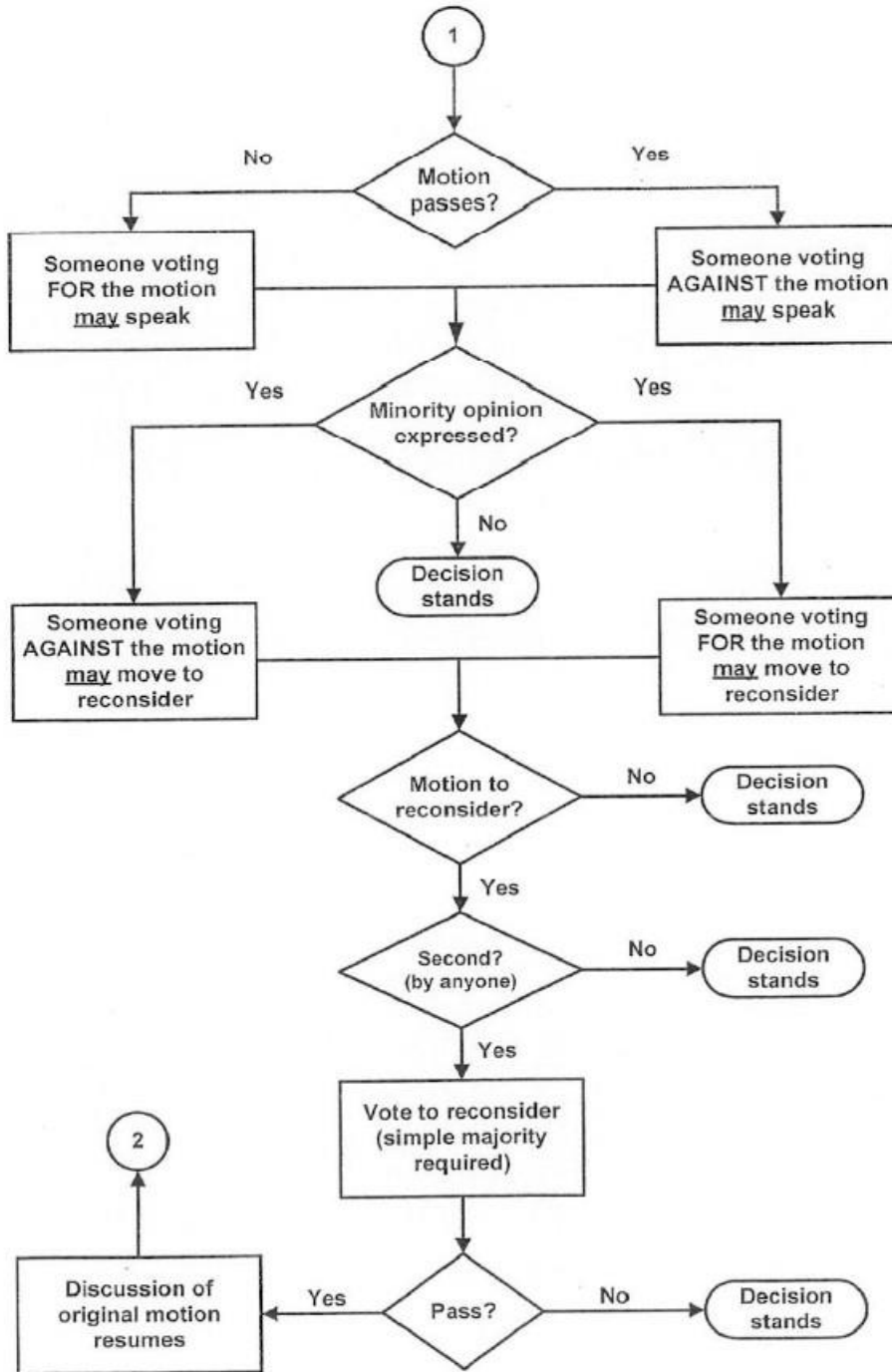
Revised: 07/06/2004

Our Voting Procedure

Our Voting Procedure



Voting process page two on next page.



### A.A. Third Legacy Procedure

The A.A. Service Manual is a resource to use, which is updated regularly. Page 110-111 from the 2021-2023 Edition has the following to be used for election of officers. If there is a more current version in the A.A. Service Manual, feel free to use that one.

#### THIRD LEGACY PROCEDURE

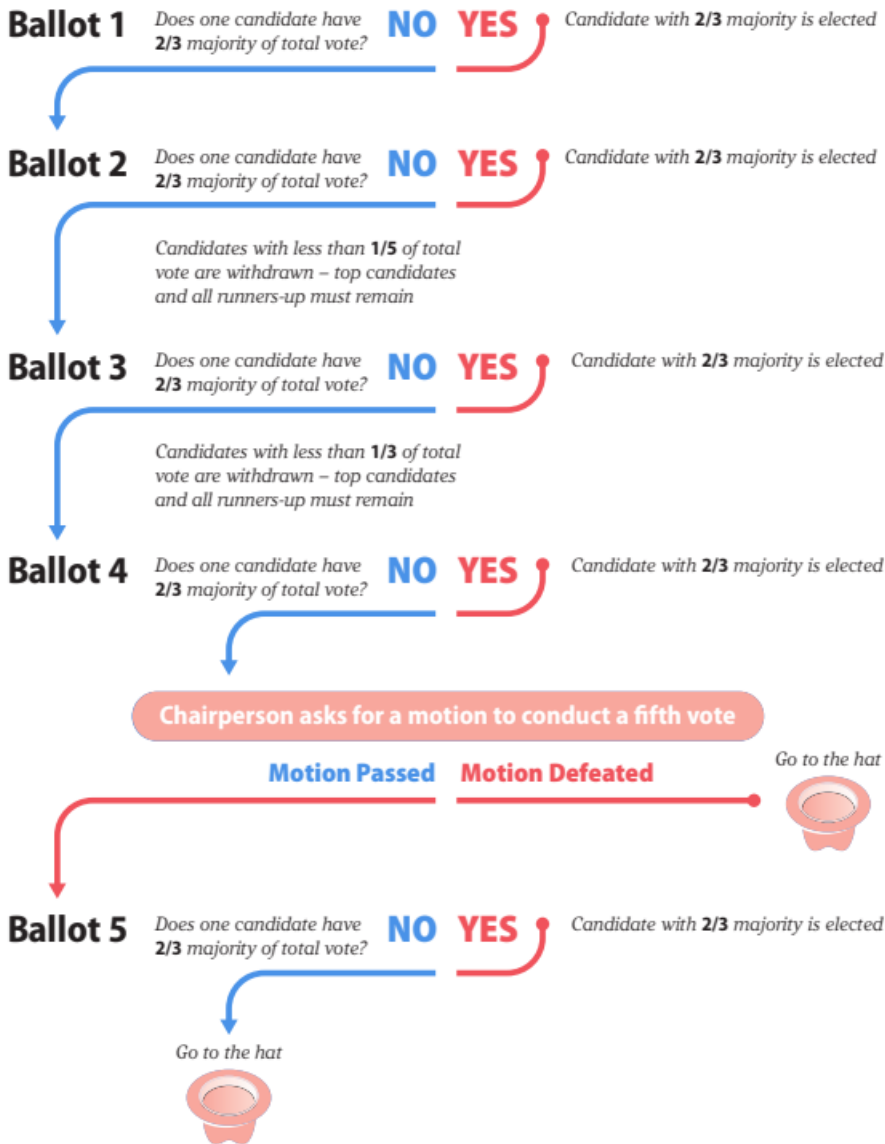
##### PURPOSE

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.

##### PROCEDURE

1. 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.
  - a. • The first candidate to receive two-thirds of the total vote is elected.
2. 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.)
3. 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.)
4. 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.
  - a. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
  - b. If this motion is defeated, balloting is over and the choice is made by lot— “going to the hat”—immediately.
  - c. If the motion carries, a fifth and final ballot is conducted.
5. 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.
6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or another officer).

**THE THIRD LEGACY PROCEDURE**





**District 25 list of Groups and number of meetings by day**

As of August 2023, there are 34 AA groups in District 25, holding 80 meetings per week. Data source is Area 59 meeting list and Meeting App. The Group ID needs to be used on the Group Change Form when new GSR's inform GSO they are the General Service Representative.

	<b>Group Name</b>	
	<b>As of 8/21/2023</b>	<b>Group ID</b>
1	A Spiritual Journey - Steps 3-7-11	000388478
2	Agape Germantown	000092466
3	Andorra	000093146
4	Bottom of the Hill	000098950
5	Briar Road Step	000096769
6	Chestnut Hill Step	000098949
7	Chestnut Hill Big Book	000098947
8	Chestnut Hill Local	000098948
9	Conscious Contact	000099966
10	Day by Day	000101055
11	Early Morning	000102478
12	East Falls Big Book	000102662
13	Germantown Agape Until It's Over Step Mtg	000111789
14	Germantown Saturday Night Step	000107120
15	Good News Group	000107646
16	Hands of Hope	000109111
17	Manayunk	000121384
18	Manayunk Big Book	000017001
19	Midvale Miracles	000022918
20	Miracle on Pechin Street	
21	Monday Night Steps	000024979
22	Nomads	000037365
23	Osceola	000045285
24	Progress Not Perfection	000052989
25	Saturday Serenity	000065007
26	Serendipity	000066710
27	Step Sisters	000080254
28	Steps 3-7-11	000008636
29	Sunshine	000085930
30	THURSDAY NIGHT BEGINNERS (Phila)	000007336
31	Top of the Hill (NW)	000009795
32	Vernon Park	000019173
33	West Oak Lane	000031062
34	Wister	000034846

## List of Structure Manual Changes

This section is to be used to document when and what changes are made to the district 25 Structure Manual.

No action by a prior District Committee is binding on an incoming Panel. Each newly elected District Committee Member may make recommendations for the incoming Committee consideration. This manual, then, is for use as a guide—a reference and a resource for what has worked in the past. It is subject to change as new, and perhaps better, ways of carrying the message are revealed through our ongoing collective experience.



## A.A. Literature as Guiding Principles

### GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A. We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole. (Anonymous; 2013, January 15)

### Third Legacy of Service

“Our Twelfth Step—carrying the message—is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; 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 to 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 of all these services is our Third Legacy of Service.”

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### Responsibility Pledge

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

### A Declaration of Unity

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.