

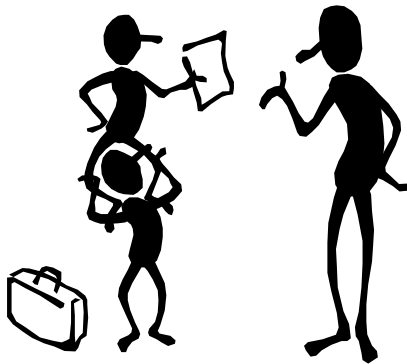
Structure Manual District 25 Area 59

Area 59 EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY

January 2024

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

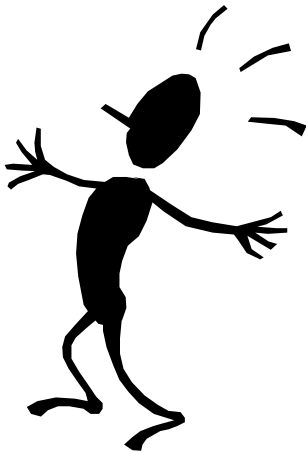
Attend monthly District 25 meetings



Listen



Discuss and share group conscious



Report back to home group



These guidelines were prepared and approved by the District Committee at the <insert date> 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 GSR's and 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](#)" 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

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 (2nd floor).

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)	dcm@district25aa.org
Alternate District Committee Member (ADCM)	adcm@district25aa.org
District Secretary	secretary@district25aa.org
District Treasurer	treasurer@district25aa.org
District Web Servant	webservant@district25aa.org

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
- ❖ Area 59 website > Area59aa.org
- ❖ GSO website > AA.org
- ❖ SEPIA website > AASEPIA.org

Remember you never have to do anything alone in AA. May your service enhance your sobriety as you trudge the happy road to destiny. <what is this quote supposed to be?>.

Past: Where We Have Been

District 25 has a long history of service and sobriety integrated with Area 59 and SEPIA. Monthly District meetings have occurred since 1975, often with guest speakers from Area 59 (Area officers, DCM's and past delegates) and from SEPIA (staff members and committee chairs). In December 2002 (Panel #51) developed the "District #25 Guidelines" and this 10–12-page document was distributed to new GSR's. The Guidelines were last revised in 2004 and at some point, was forgotten. By 2020 the only part of the Guidelines that continued was the monthly meeting agenda.

Present: Creation of Structure Sub-Committee (2023)

Panel 73 added a recommendation to create a Structure Sub-Committee. Standard Operating Procedures (S.O.P.) will be developed that adhere to the Principles, Traditions, and Concepts of Alcoholics Anonymous and follows the suggestions for a District Committee as outlined in the A.A. Service 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.

Future: Update Guidelines to a Structure Manual

The purpose of the structure manual is to provide an orientation for general service work in the District. It outlines practices and standard operating procedures (S.O.P.) that have proven effective for District operations. At the first District meeting of a new Panel, the DCM will place review of the Structure Manual on the agenda. During the first quarter, the District will vote to accept or amend the current version of the Structure Manual. Each new GSR and AGSR will be given a copy of the District 25 Structure Manual and asked to read it, become familiar with the contents and to ask questions as needed.

The structure used by Area 59 was used as a model and in some situations, District 25 is not yet operating the same way. One example of this is how at the Area level all DCM's are assigned to a sub-committee. We hope that in time District 25 will have more sub-committees, with GSR's assigned to them, thus increasing participation by GSR's. Likewise Area 59 Officers are assigned as "advisors" to the sub-committees. If and when District 25 expands the number of sub-committees, it is recommended a District officer is assigned to advise each sub-committee.

A.A. Literature as Guiding Principles

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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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)

Responsibly 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.

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Chapter 2 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 SEPIA, Southeast Pennsylvania Intergroup Association, 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. See appendix for a list of past DCM's in District 25 since 1983.

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 appendix has an older version of the agenda used until July of 2023 when the below was adopted in order to ensure the meeting business was done prior to the readings.

1. Serenity Prayer
2. GSR Preamble in unison.
3. Recite the "I Am Responsible" Declaration in unison.
4. Roll Call and Group Issues (Summary and Actions)
5. Minutes from previous District Meeting
6. Web Servant Report
7. Treasurer's Report
8. Visitation Committee (this is also listed under #11 Old Business)
9. ADCM Report
10. DCM Report
11. Old Business
12. Visitation Committee
13. Structure Manual Committee
14. New Business
15. Read "A.A. Legacy of Service" from the General Service Manual
16. Read Tradition from The Twelve Traditions Illustrated pamphlet.
 - a. Questions and Discussion to follow (10-minutes max).
17. Read Concept from The Twelve Concepts Illustrated pamphlet.
 - a. Questions and Discussion to follow (10-minutes max).
18. A.A. Service Manual (selection chosen by DCM)
 - a. Questions and Discussion to follow (10 minutes max).
19. Close Meeting with the Serenity Prayer (after a motion to close).
20. Next Meeting: Usually first Tuesday of each month @ 7:00 PM. Doors open at 6:30pm.

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. These two tasks should be done during the first 3 months. 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., 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 District Officers should not be a current G.S.R. of a Home Group.

The DCM is responsible for preparing the agenda for each meeting. Copies are distributed at the start of each meeting. Temporary changes of format require a majority vote after an appropriate motion. It is suggested that all reports, major proposals or unusual discussion issues be forwarded to the District Officers through the DCM prior to the business meeting (eight days prior to meeting date if possible).

District Etiquette

The DCM will arrive at least a half hour prior to the meeting. The church has provided a code to access the second-floor room, which is provided to the DCM. Others should plan to arrive early to help set the room up (set up tables and chairs) while the DCM and Web Servant set up their laptops for the Zoom meeting. After the meeting the table and chairs need to be returned to their original locations and to ensure the door is locked and lights are out.

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: Usguwr1.

Chapter 3 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

- ✓ Desire to serve
- ✓ Confidence of home group, active at home group, ability to listen and learn.
- ✓ Usually have at least 2 years of sobriety
- ✓ Time available for attendance at district meetings, events, and attend the annual Area Convention/Assembly (Currently 2nd weekend of November).

GSR District level duties:

- ✓ Participates in monthly district meeting and reports back to his or her group.
- ✓ Serves on a district subcommittee as assigned by the DCM.
- ✓ Keeps the district informed about group changes. Makes sure Group Information is up-to date.
- ✓ 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").

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

Area level duties:

- ✓ Attends yearly Area Convention/Assembly (currently 2nd weekend of November).
- ✓ 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.
- ✓ 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](#), [Circles of Love and Service](#) and <list any others people think of>.

District Officers

The District Committee Member (DCM) is the elected leader of the district committee which is made up of all GSRs in the district. The DCM reports information from GSR 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

- A. Have served as a GSR
- B. Have at least four or five years of sobriety
- C. Be familiar with both the Twelve Traditions and Twelve Concepts
- D. Have the time and energy to serve the district well

- E. Be able to lead a district while respecting the conscience of the district
- F. Be familiar with the District, Area and G.S.O. websites

DCM District level duties

- A. Conducts the monthly District Meeting
- B. Reports on all Area 59 events, decisions, and other pertinent information
- C. Assists and coordinates the work of other District Officers when necessary
- D. Makes sure group information is up-to-date in files of both GSO and Area 59
- E. Sees to the health of the District
- F. Contacts any District Officer who has not attended three consecutive District Meetings

DCM Area level duties

- A. Attends Area 59 Quarterly Business Meetings as the District representative
- B. Is assigned to an Area 59 subcommittee and attends separate meetings with subcommittee members to conduct the business of the subcommittee
- C. Attends Area 59 workshops to bring the message of the subcommittees back to the District
- D. 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
- E. Attends Area 59 functions such as Pre-Conference Sharing Session, Delegate's Conference Report, Share-A-Day, or other Mini-Assemblies
- F. Attends Area 59 Annual Assembly Convention
- G. Attends NERAASA annually (usually February)
- H. 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. Note: If ADCM-Elect currently holds another service position within the district, that position must be resigned.

ADCM Qualifications

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

ADCM District level duties

- Assists the DCM and assumes the duties of the DCM when he or she is not available to serve
- 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

- Attends Area 59 meetings with the DCM, whenever possible

- Attends Area 59 meetings in the absence of the DCM
- Attends the Area 59 Annual Assembly Convention
- Attends NERAASA annually (usually February)
- 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, should have a suggested minimum of three years continuous sobriety at the beginning of the term, have served as a GSR, and hold no other officer position at the District level.

Secretary Qualifications

- Have served as a GSR
- Have at least three years of sobriety
- Have

Secretary District level duties

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

Secretary Area level duties

- ☐ Attends at least one (1) quarterly Area service 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 and should have a suggested minimum of four years continuous sobriety at the beginning of the term, have served as a GSR, and hold no other service position at the District level. In addition, it is strongly suggested the District Treasurer be currently employed or have a consistent and viable form of income if not employed. Note: If Treasurer-Elect currently holds another service position within the district, that position must be resigned.

Treasurer Qualifications

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

Treasurer District level duties

1. Receive all monies (checks PO Box regularly) and deposits them in the District bank account
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

- ☐ Attends at least one (1) quarterly Area service 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 since 2011, which is the first year we had a Web Servant. The Web Servant establishes an account with GoDaddy.com to maintain and pay for all aspects of the website. Additional services were added <year> 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

- ☐ Have at least four years of sobriety
- ☐ Have computer skills sufficient to complete the duties
- ☐ Be familiar with the District, Area and G.S.O. websites

Web Servant District level duties

- ☐ Establish a GoDaddy.com account, monitor service end dates and make payments to continue services.
- ☐ Assign passwords for District Officer email accounts
- ☐ Updates District 25 website, including adding the monthly meeting Officer reports to the “Archive” page
- ☐ Request reimbursement from Treasurer for authorized payments
- ☐ Assist District Officers with MS Office 365 products
- ☐ Encourage people to use the website through regular reports including periodic statistics/activity using Google Analytics

Web Servant Area level duties

- ☐ Attends at least one (1) quarterly Area service 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. To avoid any conflicts, current Panel Members should not be a current G.S.R. of a Home Group.

Chapter 4 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 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:

- 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.

Eligibility to Vote

The following are eligible to vote for District Officer positions:

- All current District Officers including the DCM
- All current 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.

Election Process

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 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:

- DCM (require 2/3 majority)
- ADCM (require 2/3 majority)
- Treasurer (simple majority)
- Secretary (simple majority)
- Web Servant (simple majority)

One idea the Structure Committee has discussed is to change the Web Servant position to an appointed position/representative.

Appointed positions are elected by the current panel using the Third Legacy Procedure to fill specific duties. Appointed Representatives will serve until the end of the current District Panel. Appointed Representatives may be re-elected for the same positions in succeeding panels. There are no requirements for the Appointed Representatives to be a current or former GSR. Appointed Representatives are not eligible to vote for District Officer positions.

DCM

Typically, a "move-up" procedure is used whereby the ADCM automatically fills the position. If this is not feasible the position can be filled by any current district officer or GSR by election. Other Officers (ADCM, Treasurer, Secretary) The position can be filled by any current officer or GSR by election.

ADCM

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 Lagacy Procedure.”

We may want to find and write down the calculation to use to determine what 2/3rd majority is.

Treasurer

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 a simple majority (50%) of the total vote is elected. For more details see the A.A. Service Manual under “Third Lagacy Procedure.”

Secretary

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 a simple majority (50%) of the total vote is elected. For more details see the A.A. Service Manual under “Third Lagacy Procedure.”

Web Servant

Repeat the process or change to Web Servant to an Appointed position/representative.

Appointed positions/representatives are elected by the current panel using the Third Legacy Procedure to fill specific duties. Appointed Representatives will serve until the end of the current District Panel. Appointed Representatives may be re-elected for the same positions in succeeding panels. There are no requirements for the Appointed Representatives to be a current or former GSR. Appointed Representatives are not eligible to vote for District Officer positions.

Chapter 5 Sub-Committees

The structure used by Area 59 was used as a model and in some situations, District 25 is not yet operating the same way. One example of this is how at the Area level all DCM’s are assigned to a sub-committee. We hope that in time District 25 will have more sub-committees, with GSR’s assigned to them, thus increasing participation by GSR’s. Likewise Area 59 Officers are assigned as “advisors” to the sub-committees. If and when District 25 expands the number of sub-committees, it is recommended a District officer is assigned to advice each sub-committee and for all GSR’s to serve on a sub-committee.

Structure

The Structure Sub-Committee is responsible for bringing recommended changes to the District for consideration, motions, debate and a vote. Proposals to change the structure manual can be brought to the Structure Committee at any time. The Web Servant currently is the advisor/chair of this sub-committee.

The Structure Manual will be emailed to new members of the District Committee by the secretary or if requested a printed version will be provided. It is recommended that the Structure Committee be a standing Committee within the District and that it conduct a review of the manual each year/panel.

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. When visiting a group, we should provide the following: Visitation Letter, Current Meeting Minutes, Group Change Form, New Group Form, Group History Form, and a Current Meeting List. This Committee can also be instrumental in verifying if specific meetings are still being held, which is a question on the quarterly area meeting for the DCM report. The ADCM currently is the advisor/chair of this sub-committee.

Workshop (currently does not exist 2023)

The Workshop Sub-Committee coordinates all aspects of District 25 workshops. They can be independently run or done in conjunction with other Districts. Traditionally we have done two workshops per year; one by ourselves and one with at least one other District. The ADCM currently is the advisor/chair of this sub-committee.

Digital Communication/Technology (currently does not exist 2023)

The Technology Sub-Committee will assist with web site design and decision making. Other functions may include assisting with Zoom or other video meetings. This committee is responsible for any technology equipment owned by District 25, which as of October 2023 only consists of a combination speaker/microphone used during the monthly meetings. The Web Servant currently is the advisor/chair of this sub-committee.

Hospitality (currently does not exist 2023)

Past panels have had volunteers serve as a hospitality committee, who served snacks and beverages during District meetings. If there is sufficient interest this could be reinstated using District funds and/or requesting donations.

Chapter 6 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 from funds in excess of its prudent reserve. 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.

Here are some specific guidelines covering District 25 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.

Travel mileage will be reimbursed by the amount set by Area 59 (Currently set at <??> 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. 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.

When District 25 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 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
- EPGSA held in November

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. All requests for reimbursements should be made via email, if possible, to Treasurer@District25AA.org and with a copy sent to the DCM@District25AA.org.

Chapter 7 Appendix

District 25 list of Groups and number of meetings by day

History of District 25 DCM's

A.A. District Structure Manual; What, Why and How

Previous Agendas for District 25 Meeting

2019 May District 25 Spotlight In We Newsletter Area59

Our Voting Procedure

A.A. Third Legacy Procedure

List of Structure Manual Changes

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

	Group Name	Day of Week							
	As of 8/21/2023 data source is meeting guide app	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
1	A Spiritual Journey - Steps 3-7-11					1			1
2	Agape Germantown				1				1
3	Andorra							1	1
4	Bottom of the Hill							1	1
5	Briar Road Step			1					1
6	Chestnut Hill			1					1
7	Chestnut Hill Big Book							1	1
8	Chestnut Hill Local						1		1
9	Conscious Contact		2		2		2	3	9
10	Day by Day		1			1			2
11	Early Morning		1	1	1	1	1		5
12	East Falls Big Book	1							1
13	Germantown Agape Until It's Over Step Mtg	1							1
14	Germantown Saturday Night Step							1	1
15	Good News Group	3	2	2	3	2	3	1	16
16	Hands of Hope			1					1
17	Manayunk						1		1
18	Manayunk Big Book		1						1
19	Midvale Miracles		1				1		2
20	Miracle on Pechin Street				1				1
21	Monday Night Steps		1						1
22	Nomads			1					1
23	Osceola		1	1	1	1	1	1	6
24	Progress Not Perfection				1				1
25	Saturday Serenity							1	1
26	Serendipity	1							1
27	Step Sisters					1			1
28	Steps 3-7-11					1			1
29	Sunshine	1							1
30	THURSDAY NIGHT BEGINNERS (Phila)					1			1
31	Top of the Hill (NW)	1	1	1	1	1	1	1	7
32	Vernon Park		1	1	1	1	1		5
33	West Oak Lane		1		1		1		3
34	Wister						1		1
	Grand Total	8	13	10	13	11	14	11	80

History of District 25 DCM's

Years	Panel	DCM
2023 – 2024	73	Diane M. Sunshine
2021 - 2022	71	Candy S. Wister
2019 – 2020	69	Rita D. West Oak Lane
2017 – 2018	67	Randy H. West Oak Lane
2015 – 2016	65	Cort H. Roxborough
2013 – 2014	63	Doreen C. Good News
2011 – 2012	61	Harold R. Day by Day
2009 – 2010	59	Lenny T. Sunshine
2007 – 2008	57	Mike C. Thursday Night Beginners
2005 – 2006	55	Yvonne C. Day by Day
2003 – 2004	53	Mike R. Vernon Park
2001 – 2002	51	Wilma W.
1999 – 2000	49	Audley W./Wilma W.
1997 – 1998	47	John M.
1995 - 1996	45	Tim S. Wister
1993 – 1994	43	Wallace W./Stan W
1991 – 1992	41	Ronald H./ Milton C.
1989 – 1990	39	Wallace T.
1987 – 1988	37	Ronald H. Saturday Night Step
1985 – 1986	35	Reba W.
1983 – 1984	33	Robert

D.C.M. =

The District Committee Member (DCM) is the elected leader of the district committee which is made up of all GSRs in the district. The DCM reports information from GSR 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.

G.S.R = 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.

A.A. District Structure Manual; What, Why and How

Area 59 has a Structure Sub-Committee and we contacted them for assistance in developing this structure manual. As a guideline we used the one-page handout from the Structure Committee, which is provided here.

A District Structure Manual – What, Why, and How

When referring to a structure manual, it's easiest to think of it as the framework around which your District is organized and what keeps it functioning. A structure manual is a kind of operating manual that outlines procedures that have become traditional as well as effective ways in which the business of the district is conducted. It describes various service roles, how members are chosen to fulfill those roles, and how decisions are made. It provides an orientation to local service work within the district. It is an essential tool that conveys best practices and standards; it's really all about good communication!

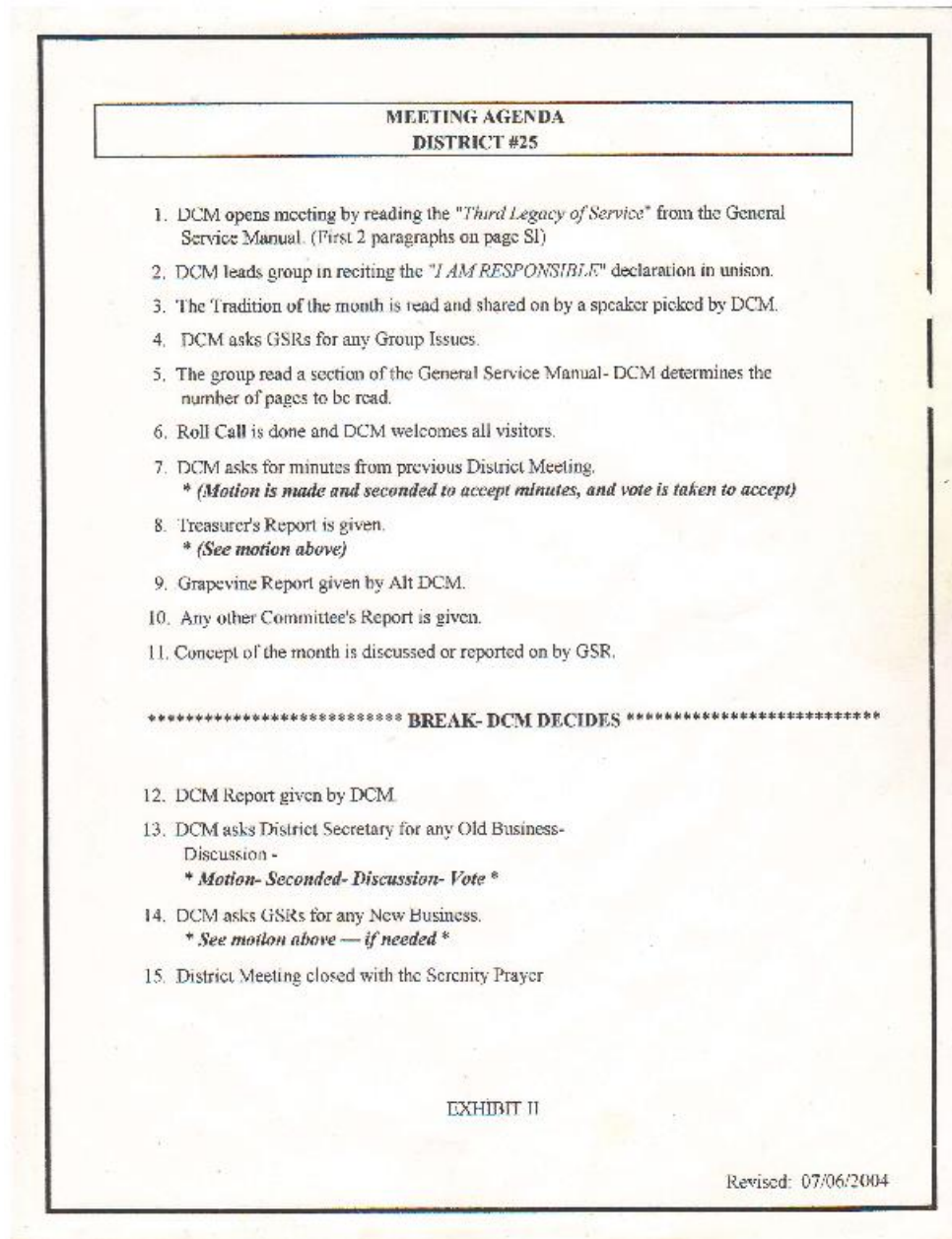
A structure manual should adhere to the principles and traditions of Alcoholics Anonymous. It should provide guidelines about general service within Area 59, and give identity to the specific District. The EPGSA Area Structure Manual is an excellent resource for anyone who is creating or modifying a district manual. In fact, many districts choose to "mirror" the format found in that manual.

A suggested method for creating/modifying a structure manual:

- 1) Form a small committee of interested persons, preferably with knowledge of AA literature and English composition. Service manual knowledge and experience is a definite plus!
- 2) Review manuals from other districts, as well as the EPGSA Area Structure Manual to get an idea of a format that would work best to suit the needs of your district.
- 3) Create the format (a Table of Contents outline may be helpful) including a District Business Meeting Agenda template (one already being used and acceptable) and a VERY SIMPLE parliamentary process - the GSC Conference Procedure chart and AA's Voting Procedure flow chart have been included in this packet.
- 4) A description of GSR and District Officer roles/duties, and terms/eligibility for service is essential.
- 5) Officer replacement guidelines should also be included; by so doing, there will be a clear-cut guide to follow when there is a vacancy due to resignation or other reason.
- 6) A process for review and changes to the manual should also be included. Many districts review their manuals on a yearly basis.
- 7) It is helpful to include Contact Information for District Officers, EPGSA and/or local websites.
- 8) Share committee's progress with GSR's on a regular basis, asking for feedback as work continues. Give plenty of time for the final draft to be read and shared with home groups prior to formal adoption of the manual.
- 9) As work progresses, be mindful of our Three Legacies, and ask for each component of the manual, "Are we following the spirit of Recovery, Unity, and Service in the way we draft this?"
- 10) Don't hesitate to call on resources that are available to you, whether they be Area Officers (present or past), members of the Area Structure Committee or fellow DCM's and GSR's. They can offer great advice and/or act as sounding boards, if necessary.

Previous Agendas for District 25 Meeting

<insert one or two old District 25 agendas>



2019 May District 25 Spotlight In We Newsletter Area59

Did you know Area 59 has a newsletter? We do and it is called "We". In the May 2019 District 25 was chosen for the "Spotlight" section, where the DCM (Candy S. at the time) gave a summary of our fantastic District.

["We..." E.P.G.S.A. Newsletter \(area59aa.org\)](http://area59aa.org)

Did you know Area 59 has a newsletter? We do and it is called "We". In the May 2019 District 25 was chosen for the "Spotlight" section, where the DCM (Candy S. at the time) gave a summary of our fantastic District.

["We." F.P.G.S.A. Newsletter \(area59aa.org\)](https://area59aa.org/)



Spotlight on District 25

Philadelphia is known as the City of Brotherly Love and Sisterly Affection. It is its own county and the fifth largest city in the United States. It is where the first United States President lived and where the Declaration of Independence and the Constitution were signed. We are known for soft pretzels, cheese steaks, scrapple and Tastykakes.

Philadelphia is one of five counties that comprise SEPIA, Southeast Pennsylvania Intergroup Association, 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.

The Germantown Section of Philadelphia played a significant role in American history; it was the birthplace of the American antislavery movement, the site of Revolutionary War battle, the temporary residence of George Washington and the location of the first bank of the United States.

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. District 25 is a very active district and our members attend and participate in many events. We have approximately 40 groups in our district and about half that number attends the district meeting.

Our District meeting is held the first Tuesday of the month from 7pm to 9pm. We meet at the Unitarian Church on Lincoln Drive where the Osceola A.A. Group meets. During the first year of a new panel the GSRs are guided through the entire A.A. Service Manual. The second year is spent doing a District Inventory and inviting members of the Area Committee to appear. This helps the GSRs become further acquainted with the people they will be voting for during the upcoming Convention/Assembly.

Come visit us the next time you are in Philadelphia. You can find an A.A. meeting every day of the week in District 25.

By: Candy S. May 2019

Area 59 website has additional resources, including current "We" newsletter and other information you may find useful. [Area 59 Business – Additional Resources – Area 59 of Alcoholics Anonymous \(area59aa.org\)](https://area59aa.org/area-59-business-additional-resources/) > <https://area59aa.org/area-59-business-additional-resources/>

District 25 Structure Committee October 2023

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District 25 Structure Committee October 2023

Our Voting Procedure

<There are several illustrations to choose from, including the District 25 original guidebook. Please look to see if the service manuals you reviewed have one and check other sources to give suggestions on the version we want in the manual>

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

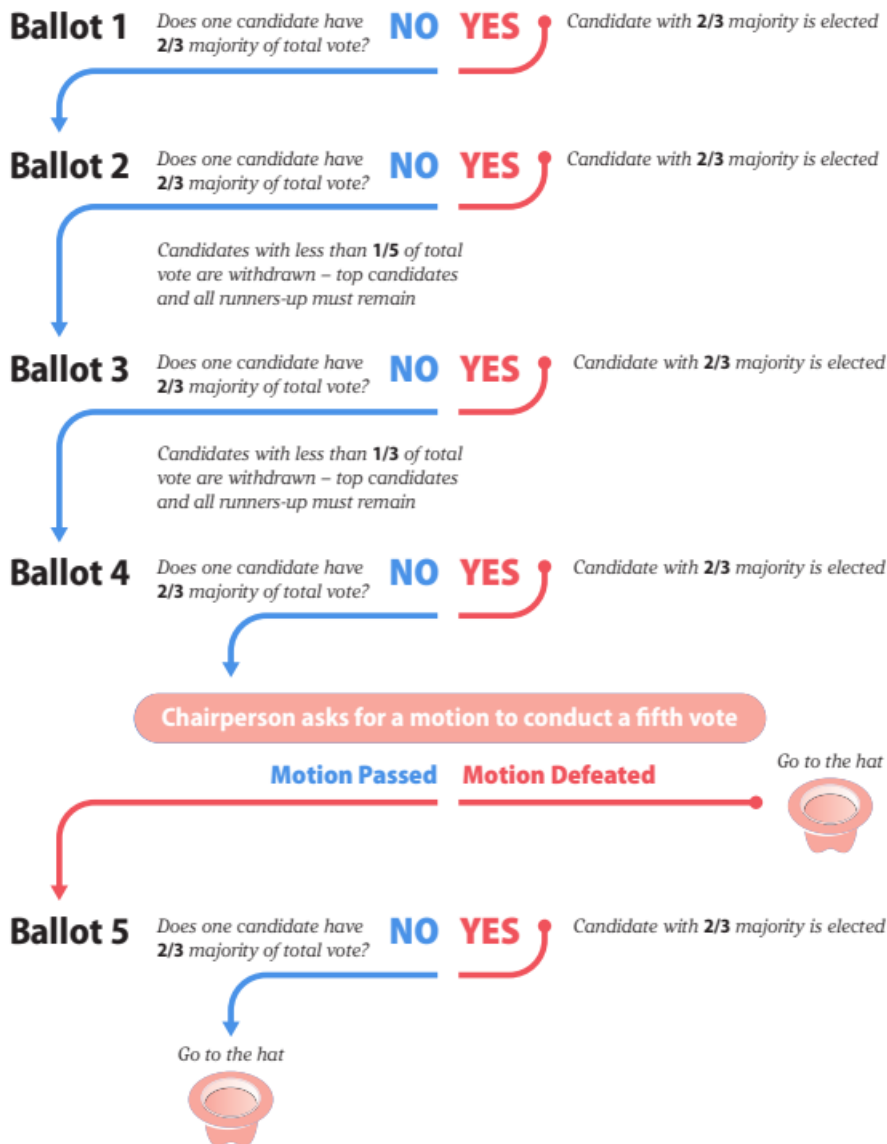
PURPOSE

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 other officer).

THE THIRD LEGACY PROCEDURE



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.