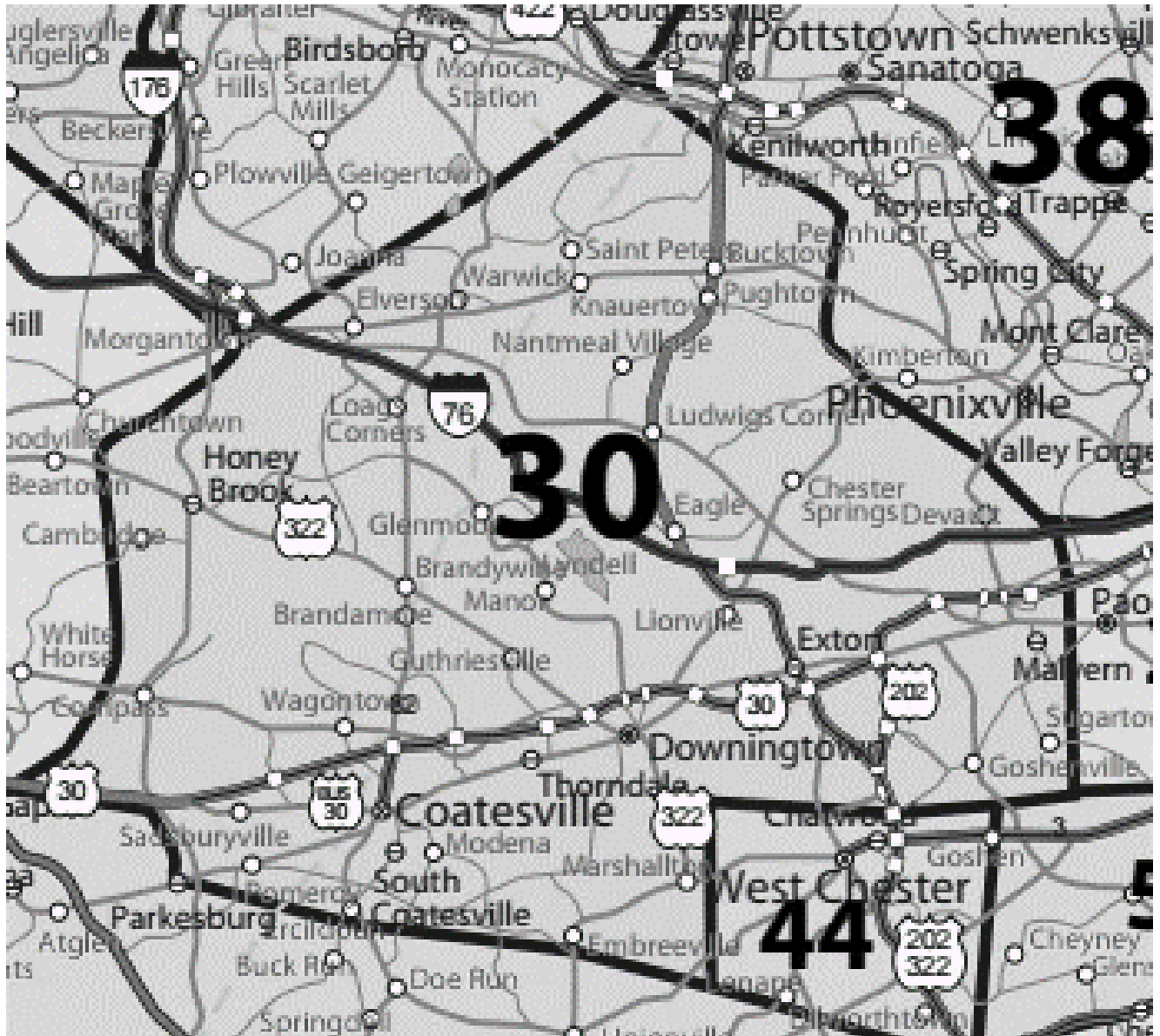


# DISTRICT 30 STRUCTURE MANUAL

Eastern Pennsylvania General Service Assembly

Area 59



FOURTH Edition published June, 2023, revised August, 2024 A.A. Confidential

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*District 30 Structure Manual, First Edition, 2001*

*District 30 Structure Manual, Second Edition, 2009, Edited by Paul B*

*District 30 Structure Manual, Third Edition, 2016, Edited by John F, District 30 Structure Subcommittee: John F & Joe*

*District 30 Structure Manual, Fourth Edition, 2023: Edited by Panel 71 DCM, Tim S, Panel 73 DCM, Deb S, & ADCM, Colleen M,*

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*Fourth Edition Revision 1 was revised August, 2024 by Colleen M.*

## SECTION I – GENERAL INFORMATION

### Welcome

Welcome to Service in District 30!

For most A.A.s, the joys and challenges of general service work add a rich dimension to personal sobriety and Twelve Step work, as they participate in ways that are vital to the future of the Fellowship. We hope that you find it so! District 30, Area 59 is in Chester County, Pennsylvania and as of June, 2023, has approximately 35 Active Groups.

### Purpose of this Manual

District 30 follows the principles and Traditions of Alcoholics Anonymous, in addition to the suggestions outlined in *THE A.A. SERVICE MANUAL, Large Print Edition, 2021 – 2023*, Chapter 1: The Group And Its General Service Representative, pp. 7 – 12 and Chapter 2, The District And Its District Committee Member, pp. 13 – 17. This Structure Manual serves the purpose of providing an orientation to general service work in District 30, as well as outlining some practices and procedures that have become traditional as effective ways for the district to operate. Nothing in this manual should be considered binding on future District 30 Panels; it is merely a guide, subject to change as new and perhaps better ways of carrying the message are revealed through our ongoing collective experience.

### District 30 Service Panels

A Panel refers to a specific 2-year term that a position is served. District 30 follows the schedule of Area 59, electing officers at the end of each even numbered calendar year, with the term beginning in January of each odd-numbered calendar year. It is very helpful when groups elect their GSR on the same schedule, with the GSR serving a two-year term or Panel.

### District 30 Meetings: Where & When

Currently, District 30 meets at 7 PM on the first Tuesday of every month at the Malvern Center clubhouse located in the Lincoln Court Shopping Center, at 225 Lancaster Ave, Frazer, PA 19355.

### District 30 Meetings: Who & What

District 30 monthly meetings are attended by District Officers, GSRs, Alternate GSRs, invited guests and any interested A.A. members.

### **District 30 Meeting Agenda:**

District Meetings follow an agenda adapted to fit the needs of every District 30 Panel, however, certain elements have commonly been included in the format of the meeting:

- District 30 meetings open with reading *The GSR Preamble* followed by *A Declaration of Unity*.
- The Tradition and the Concept of the month are presented by two GSRs, District Officers or by a guest invited by the DCM. The DCM requests two GSR volunteers to explain the Tradition and Concept for the following district meeting.
- The guest may also present a specific topic related to general service.

- Group roll call is conducted. GSRs are asked if they have an *Action* or a *Summary*.
  - a. An *Action* is a request by a GSR to hear others share their experience on a group issue. The purpose of bringing an Action to the District is to receive helpful suggestions to take back to the home group.
  - b. A *Summary* is an event or an announcement, such as an A.A. member's sober anniversary, a home group's anniversary or a special event hosted by a home group.
- Actions are presented by the GSR to the District body. Discussion is opened with a show of hands to allow GSRs, AGSRs or Officers to share group experience with the Action. We apply the Twelve Traditions in the process of addressing the Action. GSRs may report back to the District on the result or outcome of a prior Action.
- Summaries are announced, and if available, flyers may be passed out.
- Each District Officer will present their monthly report.
- Each District Subcommittee gives a status report.
- Old Business is reviewed.
- New Business is entertained.
- We end the District meeting with *I am Responsible*.

### Meeting Etiquette

District meetings are rooted in and adhere to Alcoholics Anonymous' Twelve Traditions and Twelve Concepts for World Service.

GSRs are asked to express their concerns/issues (Actions) with love and tolerance as our code. All attendees at District 30 meetings (including Subcommittee meetings) are expected to conduct themselves in an orderly manner and show respect to all other A.A.s in attendance at the meeting. District 30 will not tolerate disruptive or offensive behavior. In the event an issue arises, the person may be asked to leave the meeting for the welfare of the whole.

If a GSR has an issue with the way District meetings are being conducted or the way a District Officer conducts business within the District, the GSR (or person acting as their group's GSR) is encouraged to present their issue in the form of a motion. By a show of hands, all GSRs and District Officers have an opportunity to comment during discussion of the motion. A vote may be conducted. (See #5 below.) Action will be taken if required, based on the vote.

### **Making a motion:**

1. The wording of the motion should be clear and concise, so it is readily understood.
  - a. Ex. "*I make a motion to approve the proposed District budget.*"
2. Think through your motion carefully, and determine what it is you wish to accomplish.
3. During roll call, let the Secretary know you have an Action. You will be able to make your motion at the time during the meeting when Actions are handled.
4. Make your motion. It will need a second by a voting member of the District. If it obtains a second, then discussion takes place following *Robert's Rules of Order*. If the motion does not receive a second, the motion does not pass and no further discussion occurs.
5. Once the discussion ends, a vote will be conducted using the Third Legacy Procedure. Voting is limited to one vote per group. A GSR, an AGSR or any designated representative can cast a vote on behalf of a group, including elections of District 30 Officers. District Officers also have a vote.
  - a. Refer to the *Third Legacy Procedure Chart* on p. 15.

## Meeting Safety

District 30 strives to maintain a safe and accessible meeting space.

District 30 will not tolerate any offensive behavior including but not limited to threats of violence, bullying, sexual harassment, stalking, financial coercion, any discrimination based on race, ethnicity, sexual orientation or gender intolerance.

Any harmful threats or harmful actions will be reported to the police immediately.

Reference SMF-209, Safety & A.A. – Our Common Welfare at aa.org for additional safety information.

[https://www.A.A..org/sites/default/files/literature/smf-209\\_en\\_0422\\_0.pdf](https://www.A.A..org/sites/default/files/literature/smf-209_en_0422_0.pdf)

## Robert's Rules of Order Modified by Use for District 30

*What are Robert's Rules of Order?*

They are a set of guidelines for conducting business first written in 1876. Clubs, organizations, associations, and conventions generally utilize Robert's Rules for business meetings.

*Why are Robert's Rules Important?*

These guidelines allow everyone to be heard so this group can make decisions without confusion. This version of Robert's Rules has been modified to fit the needs of District 30. Today, Robert's Rules of Order are the basic meeting operation for AA at the District, Area, Regional and National level, so it's important that everyone knows these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We use these guidelines, but keep in mind that they must occasionally give way to the 12 Traditions.

### **Moving to Motion:**

A *motion* is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions may make motions. Motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.

1. Obtain the floor by raising your hand.
  - a. Wait until the last speaker has finished. Always wait until the Chairperson recognizes you.
2. Make Your Motion.
  - a. Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
  - c. Avoid personalities and stay on your subject.
3. Second the Motion.
  - a. Another member will second your motion or the Chairperson will call for a second.
  - b. If there is no second to your motion it is lost.
  - c. It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

4. The Chairperson States Your Motion.
  - a. The Chairperson will say, "It has been moved and seconded that we ..." thus placing your motion before the membership for consideration and action.
  - b. Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure (below) to be modified.
5. The Motion is Discussed.
  - a. time for you to speak in favor of your motion is now, rather than at the time you present it. The mover is always allowed to speak first.
  - b. All comments and debate must be directed to the Chairperson.
  - c. The membership then either discusses and debates your motion, or may move directly to a vote.
  - d. Any member may speak on a motion, but should wait until other speakers are finished before taking the microphone for a second time.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
6. Putting the Question to the Membership.
  - a. The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
  - b. Alternately, a member states "I call the vote" at the microphone.
    - i. Calling the question requires a second and requires a simple majority to pass.
    - ii. This action is not debatable.
    - iii. The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
    - iv. The person calling the question may not address the motion prior to calling the question.

#### **Voting on a Motion:**

At the discretion of the Chair one of three methods of voting will be used:

1. **By Voice** -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
2. **By a Show of Hands** -- Each member raises their hand until all hands are counted. This method is also used for counting dissenting votes.
3. **By Ballot** -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions.)

#### **Minority Opinion:**

The minority opinion is very important to AA and helps to preserve our Traditions.

Following a vote, the Chairperson will ask to hear the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

1. If any member who voted on the prevailing side of the question raises their hand, the request to reconsider a vote is considered made and seconded, and discussion resumes on the matter as if the original vote had not taken place.
2. This is not discussion, and no rebuttal by a member of the majority is allowed.

3. If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
4. A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
5. Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

#### **Amending a Motion:**

When a motion requires change before approval, a motion to amend the motion may be made.

1. A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
2. A "formal" motion to amend is done by inserting, adding, deleting, or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying, "I move to change the motion from \$500.00 to \$250.00."
3. Formal motions to amend must be seconded.
4. If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
5. Once the assembly votes on the amendment, the discussion of the main motion resumes.

#### **Tabling a Motion:**

Tabling a motion has the effect of removing the motion from further consideration at that time and postpones it to such a time in the future when it is taken off the table.

1. A motion to table requires a second.
2. Motions to table are not debatable.
3. Motions to table require a simple majority to pass.
4. If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until {date}.

#### **Point of Order:**

It is the duty of the Chairperson to enforce the guidelines of the Assembly. It is the right of each member of the Assembly who notices a shift from these guidelines to bring the problem to the Chair's attention by calling "Point of Order".

1. The Chair may stop discussion that does not follow the guidelines of the Assembly without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
2. Any member may call "Point of Order" from the Assembly floor.
3. The discussion stops, and the Chair will address the guideline question before continuing.
4. The Chair may request the assistance of a member to act as the Parliamentarian of the group by suggesting an interpretation of these guidelines to the Chair.
5. A decision is made on the rule or guideline by the Chairperson and discussion is resumed.



### District 30 Finances

Operating funds for District 30 come from voluntary contributions by groups within the District. These contributions are made at the discretion of each group in regard to funds in excess of their Prudent Reserve. (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, support of the District Subcommittees, travel expenses for District Officers to attend Area 59 functions and working conferences, sponsorship of workshops and any other expenses deemed appropriate by the current District 30 panel.

District 30 typically sets aside a Prudent Reserve. A Prudent Reserve is intended to cover expenses in the event that District 30 groups have unusually low attendance, which could result in low or very low contributions to District 30. After careful consideration and discussion, District 30 should reach an informed District Group Conscience to determine a fixed amount to reserve or to set aside funds needed for a specific duration of time.

## SECTION II – GENERAL SERVICE REPRESENTATIVE

### What is a General Service Representative (GSR)?

In one word, a GSR acts as a *messenger* between their home group and A.A. as a whole.

### The GSR Preamble

The GSR Preamble we read at our District meetings describes what we as GSRs strive to do.

*“We are the General Service Representatives. We are the link in the chain of communication of our Groups with the General Service Conference and the world of A.A. We realize the ultimate authority is a 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 when 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 for A.A. as a whole.”*

### Pamphlet P-19 - G.S.R. General Service Representative

#### **How this service position originated:**

*“In 1950, a new type of trusted servant, “group representative,” was suggested to help in the selection of delegates to the newly formed General Service Conference. By 1953, the job of group representative was also seen as a good means of exchanging up-to-date information between individual groups and “Headquarters” (now the General Service Office).*

#### **What Our Responsibility Is:**

*“You transmit ideas and opinions, as well as facts; through you, the group conscience becomes a part of ‘the collective conscience of our whole fellowship’, as expressed in the General Service Conference.”*

As your group’s new GSR, please try to remember,

*“Like everything else in A.A., it works through a series of simple steps.”*

## Orientation of General Service Representative

*"The strength of our whole A.A. service structure starts with the group and with the General Service Representative (GSR) the group elects. I cannot emphasize too strongly the GSR's importance." "By choosing its most qualified man or woman as GSR, a group helps secure its own future and of A.A. as a from whole."* P-19 - G.S.O. General Service Representative (aa.org)

As GSR, your name, address, phone number and email will be collected by the ADCM. The ADCM will send it to the Officer-at-Large (O-A-L) of Area 59. The O-A-L will forward your information to the General Service Office. Your anonymity will be treated with the utmost confidentiality. New GSRs will receive a free "GSR Kit" from G.S.O., which will include the following:

1. The A.A. Service Manual/Twelve Concepts for World Service
2. 7 Service-related Pamphlets
3. Literature/Grapevine order forms
4. A variety of Service Material
5. The link for a Digital GSR Kit is:  
<https://www.A.A..org/sites/default/files/literature/GSRLISTW%20GSRKitContents%20EN%200122.pdf>

### ***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."*

## General Service Representative - Responsibilities

GSRs and AGSRs, please read *The A.A. Service Manual*. Chapter 1, GSR & AGSR, pp. 7 - 11.

### **Responsibilities as they apply to District 30:**

1. Regularly attends the monthly District Meeting. *You have both a voice and a vote.*
2. Provides an oral report of the status of your group (an Action).
3. Provides to the Panel any special events your group may be hosting or doing (a *Summary*).
4. Participates on a District Subcommittee.
5. Attends the annual Eastern Pennsylvania General Service Assembly (E.P.G.S.A.), the Area 59 Convention, usually held in November. Your attendance is especially important in even years when we elect a new panel of Area 59 Officers. (Refer to *The General Conference Service Structure*, pp. 17 – 18 for an introduction to the upside pyramid of A.A., to learn how The Group, The District, The Area, The Conference and the Delegate relate.)
6. Reads and reviews the proposed Agenda items of the upcoming General Service Conference with your home group before the Pre-Conference Sharing Session (PCSS). At the Pre-Conference Sharing Session, GSRs, DCMs and area officers meet in person and share opinions about agenda items with our Delegate, before he or she attends the General Service Conference in April.
7. Attends at least one Mini-Assembly, hosted by Area 59 at two different locations in Eastern Pennsylvania. The Delegate will “report back” to Area Officers, DCMs and GSRs about the April General Service Conference. GSRs will then report back to their group.
8. Attends any workshops hosted by District 30 or in conjunction with other districts.
9. Regularly makes oral or written reports at your group’s A.A. meeting and especially at your group’s business meeting. (Refer to *The A.A. Service Manual*, pp 10 – 11, *Making Reports*.)  
Sources of information:
  - a) Handouts and reports from the District business meeting
  - b) Newsletters: General Service Office (G.S.O.) - *Box 459*, our intergroup, SEPIA – *Interviews*, our area, *WE Newsletter*, or pertinent info from other organizations of A.A.
10. Attends events hosted by Area 59 *whenever possible*. By attending these events, you will get to know the DCMs and area officers you will be voting for at Area 59’s E.P.G.S.A. in November.
  - a) Events: Share-A-Day, Pre-Conference Sharing Session, Area Quarterly meetings, Mini-Assemblies, Area Day and District workshops in Area 59.  
(To learn what these events are, see p. 30, *Glossary of Terms*.)
11. Asks the DCM questions you have on any of the above!

## Alternate General Service Representative (AGSR)

Your position as AGSR is to step in when your GSR is unable to attend the monthly District meeting, or is unable to fulfill any part or all of the above responsibilities. You may also have to step into the GSR position if your GSR steps down, leaving the position open. Someday, all the above could apply to you!

1. Regularly attends District business meetings as a guest of your GSR. You will be able to ask your GSR questions about general service. You will not have a vote on District 30 business requiring a vote, if your GSR is in attendance. Participates on a Subcommittee of your choice.

## SECTION III - DISTRICT OFFICERS

### District Committee Member (DCM)

#### **At Area 59:**

1. Attends Area 59 Quarterly Business Meetings as our District Representative.
2. Is assigned to an Area 59 subcommittee, which includes separate meetings with committee members to conduct the business of the subcommittee. Attends the workshops located in various parts of Area 59 to bring the message of the subcommittee to the area A.A. membership, whenever possible.
3. Attends all Area functions such as workshops hosted by Area 59, the Pre-Conference Sharing Session, Mini-Assemblies, Share-A-Day and the Area 59 annual convention, E.P.G.S.A.
4. Provides a verbal and written report to Area 59 about the status of the District.
  - a. Presents any Actions or issues the District may have to Area 59 for consideration.
  - b. Reports back to District 30 all information received from Area 59.
  - c. Makes motions on behalf of the District if required (an Action or issue to be voted on by Area DCMs and Area Officers).

#### **At District 30:**

1. Chairs the monthly District meeting with an agenda, a written report for district approval, handouts and other pertinent data.
2. Reports on all area events, decisions and other pertinent information.
3. Polls GSRs and interested AGSRs for their choice of a District Subcommittee to serve on or assigns GSRs where they are most needed.
4. Assigns each District Officer as an advisor to each District Subcommittee.
5. Assists and coordinates the work of other District officers.
6. Reviews A.A.'s database, *Fellowship Connections*, for group updates in order to assist the ADCM in maintaining current group information.
7. Forwards/sends A.A. related emails to GSRs, to keep the District informed.
8. Sees to the health of the District.

### Alternate District Committee Member (ADCM)

1. Assists the DCM and assumes the duties of the DCM when the DCM is not available or unable to serve.
2. Updates group information on a regular basis for G.S.O. files.
  - a. Receives information provided by the DCM from *Fellowship Connections*.
  - b. Uses Area 59 website (area59aa.org) to update the Area 59 Officer-at-Large.
3. Encourages GSRs to regularly check the SEPIA website, asepia.org for the accuracy of meeting details such as time, day of the week, location and format (in-person, virtual or hybrid).
4. Acts as an advisor to a Subcommittee as requested by the DCM.
5. Attends Area 59 meetings whenever possible.
6. Attends the Eastern Pennsylvania General Service Association (E.P.G.S.A.) held in November.

### District Secretary

1. Records, publishes and distributes minutes of District Meetings to all District Officers, GSRs and AGSRs.
2. Emails District 30 Meeting minutes to Area 59 Officers and Area Subcommittee Chairpersons, soon after they have been approved by District 30 Panel.
3. Prepares letters when requested by the DCM or District Panel.
4. Acts as an advisor to a Subcommittee as requested by DCM.

### District Treasurer

1. Receives all contributions from the District groups and deposits into the District 30 bank account.
2. Pays all District authorized expenses.
3. Keeps adequate records of all transactions and provides a written report at each District meeting.
4. Works with the District Officers and Subcommittees to prepare and maintain a budget for the current year after an informed District Group Conscience. Provides a report of the budget along with the monthly financial report for approval at the District meeting.
5. Sets aside a Prudent Reserve approved by the District.
6. Acts as an advisor to a Subcommittee when requested by DCM.

### Chester County Intergroup Zone Liaison

1. Attends monthly Chester County Zone meetings. Chester County Zone meets on the 2<sup>nd</sup> Monday of each month, as of June, 2023.
2. Attends District 30 meeting the 1<sup>st</sup> Tuesday of every month.
3. Gives a report at the District and Zone meetings of events and happenings to keep both branches of service up to date on each other's dealings. This report does not require approval by District 30.
4. Acts as an advisor to a Subcommittee.

## SECTION IV - ELECTION OF DISTRICT OFFICERS & THIRD LEGACY PROCEDURE

### Election of District 30 Officers

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

Election for District Officers is held in November of even numbered years, just prior to the Eastern Pennsylvania Area 59 annual assembly. Newly elected officers assume their position's full responsibilities for the two-year term beginning in January, with both the old Panel and the new Panel attending the December meeting to ensure a smooth transition.

### Eligibility to Stand

The following are eligible to stand for District office:

- All District Officers except the current DCM
- All GSRs

If no one stands for any position, then the AGSRs are eligible to stand for that position.

### Eligibility to Vote

The following are eligible to vote for District Officers:

- All current District Officers including the DCM
- All GSRs

In the absence of a group's GSR, their AGSR or one designated by the group may vote in their GSR's place.

### Election Procedure

All District Officers are elected by written ballot following the Third Legacy Procedure of Alcoholics Anonymous. (See *The A.A. Service Manual, Large Print Edition, 2021-2023*, pp. 110 - 111.) All District Officers and any other elected positions require a 2/3 majority or Substantial Unanimity, for election.

### Third Legacy Procedure: General

For each elected office, all eligible officers and GSRs are polled to determine who wishes to accept a nomination for that position. This polling is done by the Election Chairperson who is conducting the election. Usually, this individual is not eligible to stand for a position within District 30. They are generally an A.A. member from another district, who is versed in Third Legacy Procedure.

All persons who accept the nomination are posted on a white board. All eligible voters then cast their ballot, one vote per ballot. (Ballots may be written and/or electronic polling may be used if the Election is held at a hybrid District Meeting.)

### Determination of Who is Elected

The 1<sup>st</sup> Ballot is taken. The tally of the voting for each candidate is posted.

**If a candidate receives a 2/3 vote, he or she is elected.**

*If the required majority is not achieved*

A 2<sup>nd</sup> Ballot is taken.

*If the required majority is not achieved all candidates receiving less than 1/5 of the total vote are withdrawn for the 3<sup>rd</sup> ballot and*

A 3<sup>rd</sup> Ballot is taken.

*If the required majority is not achieved all candidates with less than 1/3 of the total vote are withdrawn; however, any candidates tied for second remain, and*

A 4<sup>th</sup> Ballot is taken.

*If the required majority is not achieved*

The Election Chairperson asks for a Motion to conduct a fifth and final ballot.

This requires a second and a simple majority of hands for approval.

*If the Motion is defeated, the balloting is over and the choice is made by "going to the hat" immediately. In case there are ties for second place, the top candidate and the tied second-place candidates remain.*

**First name drawn from the hat is elected.**

*If the Motion is approval by the panel*

A 5<sup>th</sup> ballot is taken.

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.

*If the required majority is not achieved*

The Election Chairperson announces 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 1st place, the top candidate and any tied 2nd-place candidates remain. The candidates' names are placed "in the hat."

**First name drawn from a hat is elected.**



## Resignation of a District Officer

### **Resignation of a DCM**

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

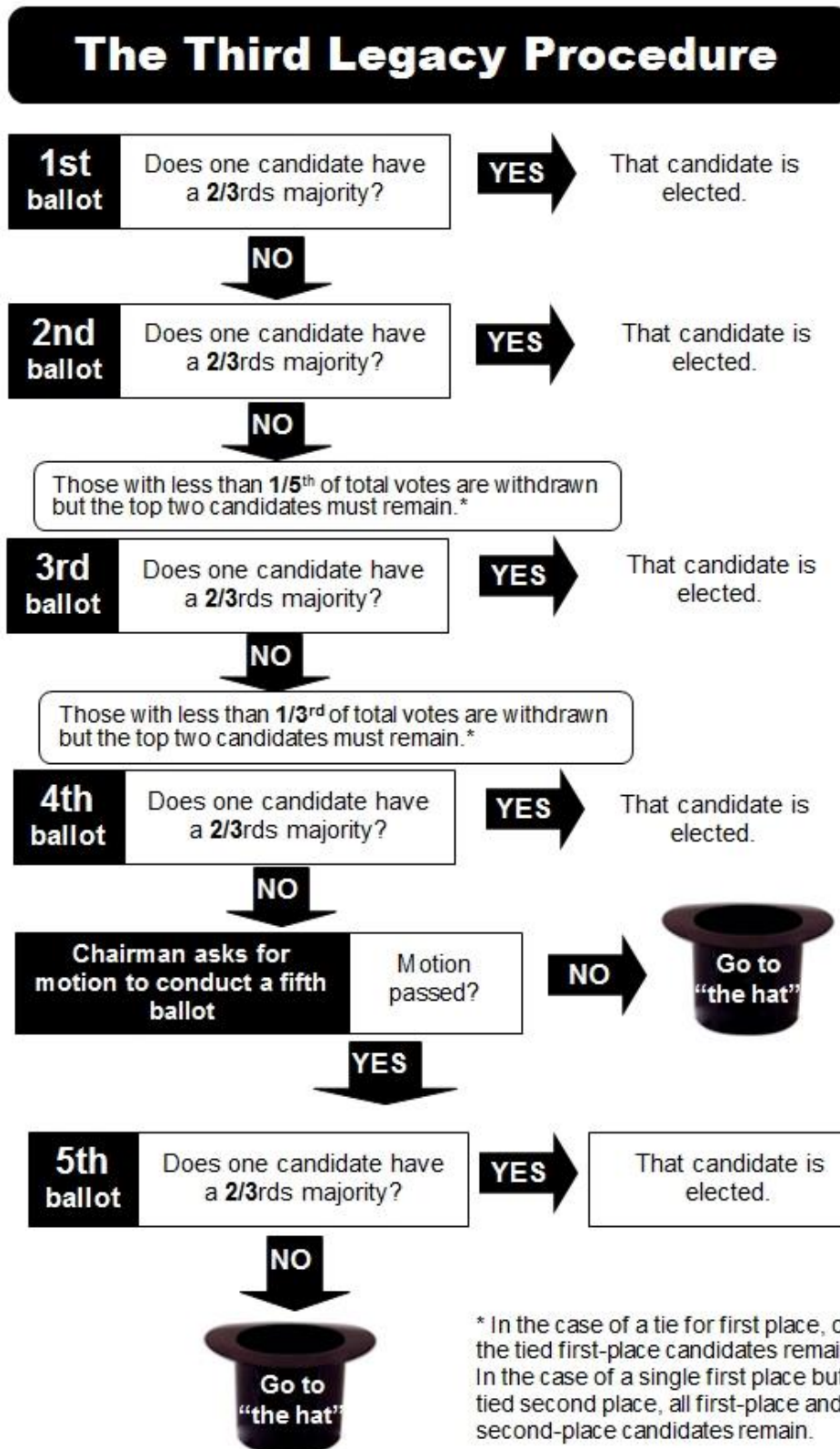
### **Resignation of an ADCM**

Upon the resignation of an ADCM, the DCM will hold an election to select a new ADCM. Election procedure used will be the Third Legacy Procedure along with District eligibility and voting rules.

### **All other District Officers**

In the event a District officer resigns their position, the DCM has the option to either have a sitting GSR elected using the Third Legacy Procedure or at the approval of the panel appoint a sitting GSR to the position.

## Third Legacy Procedure Chart



## SECTION V - SUBCOMMITTEES

All GSRs are requested to voluntarily join one or more subcommittees. All subcommittees meet at times set by the committee members on an as needed basis. District Officers are assigned as advisors to each subcommittee. Each subcommittee will elect a chairperson and secretary at their first meeting and report this information as part of their report at the next District Meeting. Subcommittees can only make recommendations to the District. All recommendations must be voted on and approved by the District Panel. In addition, spending by subcommittee chairpersons should follow guidelines suggested in the budget approved by the current panel.

### Archives

Maintains District 30 archives, recording events and current information including suitable memorabilia. Forwards appropriate archival material to archivists of Area 59, the Southeastern Pennsylvania Intergroup Association (SEPIA) and the General Service Office (G.S.O.). Archives District 30 Meeting minutes and flyers from district workshops and group anniversaries. For additional resources, refer to F-14 A.A. Archives Service Piece, M-44I the Archives Workbook, MG-17 A.A. Archives Guidelines.

### Outreach

Focuses on outreach to groups not represented at District 30 Meetings by providing education about the role and benefits of having an active GSR. May create a flyer/postcard/trifold with District Meeting information (location/time/date). To encourage District cohesion, a list of District 30 A.A. meetings from the Meeting Guide App is suggested.

P-19, G.S.R. P-19 - G.S.O. General Service Representative (aa.org)

### Public Information (PI)

Carries the message of recovery in Alcoholics Anonymous to the still-suffering alcoholic by informing the general public about the A.A. program. Reaches out to the media, schools, industry and other organizations which can report on the nature and purpose of Alcoholics Anonymous and what it can do for alcoholics. At least one member of the District PI Subcommittee attends SEPIA PI meetings, to prevent duplication of PI service. Refer to M27i The Public Information Workbook and MG-07 A.A. Guidelines on Public Information for more information.

### Structure

Is responsible for ongoing review of District 30 structure, makes recommendations for change consistent with the District's role in supporting the groups. Oversees a District inventory to be taken periodically. Reviews, makes recommendations and updates the District 30 Structure Manual.

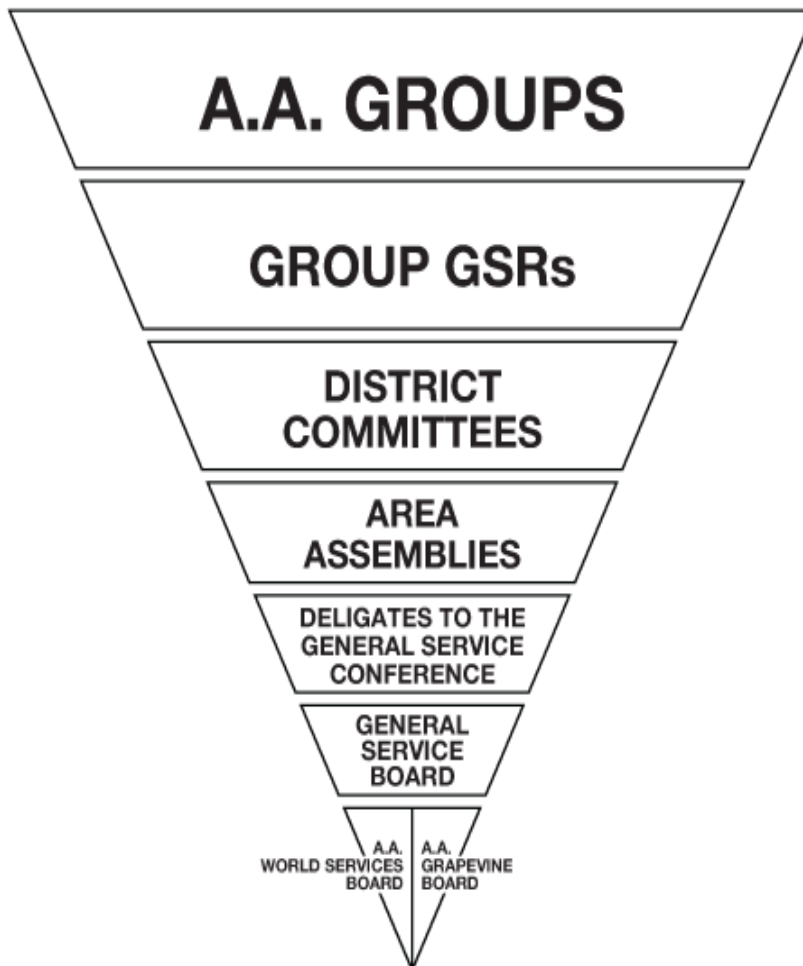
### Workshops

Coordinates all aspects of District 30 workshops (usually 2 per year). (Workshops can be independently run or conducted in conjunction with other Districts.) Promotes all Area 59 events, encouraging participation and coordinating group transportation where possible. Organizes District outings at the request of the DCM, such as a visit to the General Service Office.

## SECTION VI - ADDITIONAL INFORMATION & NOTES

The General Service Conference Structure

### **STRUCTURE OF THE CONFERENCE (U.S. and Canada)**



#### **Communication Through the Structure**

Keeping a balance between ultimate authority and responsibility and the active, day-to-day functioning of world services means there must be constant communications among all elements of the structure.

#### **THE GROUP:**

The communication process starts with the group, which lets its group conscience — for or against change, approval or disapproval of a proposed action — be known to its elected general service representative (GSR). The GSR makes sure the group's wishes are heard and fully considered at the district and area levels and that they are part of the delegate's thinking at the Conference. After each annual Conference, the GSR is responsible for making sure the group members are informed about what went on at the Conference and made aware of the full range of Advisory Actions.

**THE DISTRICT:**

Groups are organized into districts, collections of groups located near one another. The GSRs of these groups select district committee members (DCMs), who become part of the area committee.

**THE AREA:**

The US/Canada Conference is divided into 93 areas, made up of a state or province, part of a state or province or in some cases parts of more than one state or province. At the area assembly, a delegate is elected to represent the area at the annual Conference meeting.

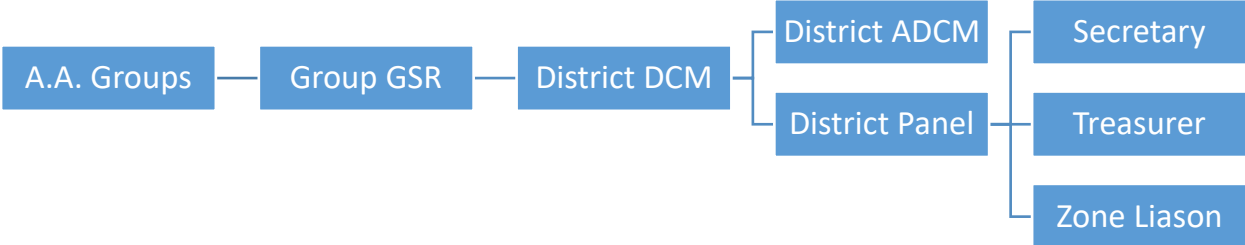
**THE CONFERENCE AND THE DELEGATE:**

At the annual Conference meeting, matters of importance to the Fellowship as a whole, are first considered and discussed by one of the standing Conference committees, then brought to the full Conference in the form of committee recommendations. All Conference members then have the opportunity to ask questions and discuss the recommendations before they are voted on. Committee recommendations that are approved become Conference Advisory Actions.

After the Conference, the delegate reports back to the area, working through DCMs and group GSRs. At the same time, any Conference Advisory Actions that were referred to the trustees are sent to either the appropriate trustees' committee, G.S.O. or the A.A. Grapevine for implementation.

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District 30 Service Structure



District Subcommittees

- 1 Archives
- 2 Outreach
- 3 Public Information
- 4 Structure
- 5 Workshops

## Traditions Checklist from the A.A. Grapevine

These questions were originally published in the A.A. Grapevine in conjunction with a series on the Twelve Traditions that began in November 1969 and ran through September 1971. While they were originally intended primarily for individual use, many A.A. groups have since used them as a basis for wider discussion.

### **Practice These Principles**

#### **Tradition One: Our common welfare should come first; personal recovery depends upon A.A. unity.**

1. Am I in my group a healing, mending, integrating, or am I divisive? What about gossip and taking other member's inventories?
2. Am I a peacemaker? Or do I, with pious pretexts such as "just for the sake of discussion," plunge into argument?
3. Am I gentle with those who rub me the wrong way, or am I abrasive?
4. Do I make competitive A.A. remarks, such as comparing one group with another or contrasting A.A. in one place with A.A. in another?
5. Do I put down some A.A. activities as if I were superior for not participating in this or that aspect of A.A.?
6. Am I informed about A.A. as a whole? Do I support, in every way I can, A.A. as a whole or just the parts I understand and approve of?
7. Am I as considerate of A.A. members as I want them to be of me?
8. Do I spout platitudes about love while indulging in and secretly justifying behavior that bristles with hostility?
9. Do I go to enough A.A. meetings or read enough A.A. literature to really keep in touch?
10. Do I share with A.A. all of me, the bad and the good, accepting as well as giving the help of the fellowship?

#### **Tradition Two: For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**

1. Do I criticize or do I trust and support my group officers, A.A. committees and office workers? Newcomers? Old-timers?
2. Am I absolutely trustworthy, even in secret, with A.A. Twelfth Step jobs or other A.A. responsibility?
3. Do I look for credit in my A.A. jobs? Praise for my A.A. ideas?

4. Do I have to save face in group discussion or can I yield in good spirit to the group conscience and work cheerfully along with it?
5. Although I have been sober a few years, am I willing to serve my turn at A.A. chores?
6. In group discussions, do I sound off about matters on which I have no experience and little knowledge?

**Tradition Three: The only requirement for A.A. membership is a desire to stop drinking.**

1. In my mind, do I prejudge some new A.A. members as losers?
2. Is there some kind of alcoholic whom I privately do not want in my A.A. group?
3. Do I set myself up as a judge of whether a newcomer is sincere or phony?
4. Do I let language, religion (or lack of it), race, education, age, or other such things interfere with my carrying the message?
5. Am I overly impressed by a celebrity? By a doctor, a clergyman or an ex-convict? Or can I just treat this new member simply and naturally as one more sick human, like the rest of us?
6. When someone turns up at A.A. needing information or help (even if he can't ask for it aloud), does it really matter to me what he does for a living? Where he lives? What his domestic arrangements are? Whether he had been to A.A. before? What his other problems are?

**Tradition Four: Each group should be autonomous except in matters affecting other groups or A.A. as a whole.**

1. Do I insist that there are only a few right ways of doing things in A.A.?
2. Does my group always consider the welfare of the rest of A.A.? Of nearby groups? Of loners in Alaska? Of internationalists miles from port? Of a group in Rome or El Salvador?
3. Do I put down other members' behavior when it is different from mine, or do I learn from it?
4. Do I always bear in mind that, to those outsiders who know I am in A.A., I may to some extent represent our entire beloved Fellowship?
5. Am I willing to help a newcomer go to any lengths – his lengths, not mine – to stay sober?
6. Do I share my knowledge of A.A. tools with other members who may not have heard of them?

**Tradition Five: Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.**



1. Do I ever cop out by saying, "I'm not a group, so this or that Tradition doesn't apply to me"?
2. Am I willing to explain firmly to a newcomer the limitations of A.A. help, even if he gets mad at me for not giving him a loan?
3. Have I today imposed on any A.A. member for a special favor or consideration simply because I am a fellow alcoholic?
4. Am I willing to twelfth-step the next newcomer without regard to who or what is in it for me?
5. Do I help my group in every way I can to fulfill our primary purpose?
6. Do I remember that A.A. old-timers, too, can be alcoholics who still suffer? Do I try both to help them and to learn from them?

**Tradition Six: An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.**

1. Should my fellow group members and I go out and raise money to endow several A.A. beds in our local hospital?
2. Is it good for a group to lease a small building?
3. Are all the officers and members of our local club for A.A.s familiar with "Guidelines on Clubs" (which is available free from GSO)?
4. Should the secretary of our group serve on the mayor's advisory committee on alcoholism?
5. Some alcoholics will stay around A.A. only if we have a TV and card room. If this is what is required to carry the message to them, should we have these facilities?

**Tradition Seven: Every A.A. group ought to be fully self-supporting, declining outside contributions.**

1. Honestly now, do I do all I can to help A.A. (my group, my central office, my GSO) remain self-supporting? Could I put a little more into the basket on behalf of the new guy who can't afford it yet? How generous was I when tanked in a barroom?
2. Should the Grapevine sell advertising space to book publishers and drug companies, so it could make a big profit and become a bigger magazine, in full color, at a cheaper price per copy?
3. If GSO runs short of funds some year, wouldn't it be okay to let the government subsidize A.A. groups in hospitals and prisons?
4. Is it more important to get a big A.A. collection from a few people, or a smaller collection in which more members participate?
5. Is a group treasurer's report unimportant A.A. business? How does the treasurer feel about it?

6. How important in my recovery is the feeling of self-respect, rather than the feeling of being always under obligation for charity received?

**Tradition Eight: Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**

1. Is my own behavior accurately described by the Traditions? If not, what needs changing?
2. When I chafe about any particular Tradition, do I realize how it affects others?
3. Do I sometimes try to get some reward – even if not money – for my personal A.A. efforts?
4. Do I try to sound in A.A. like an expert on alcoholism? On recovery? On medicine? On sociology? On A.A. itself? On psychology? On spiritual matters? Or, heaven help me, even on humility?
5. Do I make an effort to understand what A.A. employees do? What workers in other alcoholism agencies do? Can I distinguish clearly among them?
6. In my own A.A. life, have I had any experiences which illustrate the wisdom of this Tradition?
7. Have I paid enough attention to the book *Twelve Steps and Twelve Traditions*? To the pamphlet *A.A. Tradition – How It Developed*?

**Tradition Nine: A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.**

1. Do I still try to boss things in A.A.?
2. Do I resist formal aspects of A.A. because I fear them as authoritative?
3. Am I mature enough to understand and use all elements of the A.A. program – even if no one makes me do so – with a sense of personal responsibility?
4. Do I exercise patience and humility in any A.A. job I take?
5. Am I aware of all those to whom I am responsible in any A.A. job?
6. Why doesn't every A.A. group need a constitution and bylaws?
7. Have I learned to step out of an A.A. job gracefully – and profit thereby – when the time comes?
8. What has rotation to do with anonymity? With humility?

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

1. Do I ever give the impression that there really is an "A.A. opinion" on Antabuse? Tranquilizers? Doctors? Psychiatrists? Churches? Hospitals? Jails? Alcohol? The federal government? Legalizing marijuana? Vitamins? Al-Anon? and Alateen?
2. Can I honestly share my own personal experience concerning any of those without giving the impression I am stating the "A.A. opinion"?
3. What in A.A. history gave rise to our Tenth Tradition?

4. Have I had a similar experience in my own A.A. life?
5. What would A.A. be without this Tradition? Where would I be?
6. Do I breach this or any of its supporting Traditions in subtle, perhaps unconscious, ways?
7. How can I manifest the spirit of this Tradition in my personal life outside A.A.? Inside A.A.?

**Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**

1. Do I sometimes promote A.A. so fanatically that I make it seem unattractive?
2. Am I always careful to keep the confidences reposed in me as an A.A. member?
3. Am I careful about throwing A.A. names around – even within the Fellowship?
4. Am I ashamed of being a recovered, or recovering, alcoholic?
5. What would A.A. be like if we were not guided by the ideas in Tradition Eleven? Where would I be?
6. Is my sobriety attractive enough that a sick drunk would want such a quality for himself?

**Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**

1. Why is it a good idea for me to place the common welfare of all A.A. members before individual welfare? What would happen to me if A.A. as a whole disappeared?
2. When I do not trust A.A.'s current servants, who do I wish had the authority to straighten them out?
3. In my opinions of and remarks about other A.A.s, am I implying membership requirements other than a desire to stay sober?
4. Do I ever try to get a certain A.A. group to conform to my standards, not its own?
5. Have I a personal responsibility in helping an A.A. group fulfill its primary purpose? What is *my* part?
6. Does my personal behavior reflect the Sixth Tradition – or belie it?
7. Do I do all I can to support A.A. financially? When is the last time I anonymously gave away a Grapevine subscription?
8. Do I complain about certain A.A.s' behavior – especially if they are paid to work for A.A.? Who made me so smart?
9. Do I fulfill all A.A. responsibilities in such a way as to please privately even my own conscience? Really?

10. Do my utterances always reflect the Tenth Tradition, or do I give A.A. critics real ammunition?
11. Should I keep my A.A. membership a secret, or reveal it in private conversation when that may help another alcoholic (and therefore me)? Is my brand of A.A. so attractive that other drunks want it?
12. What is the real importance of me among more than a million A.A.s?

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## Concepts Checklist

### **A Service Piece For Home Groups, Districts, Areas:**

Some of these discussion points were originally developed by an A.A. group and further developed by the trustees' Literature Committee to be distributed by the General Service Office. While this checklist is intended as a starting point for discussion by groups, districts or areas, individual A.A. members may find it useful along with our cofounder Bill W.'s writings, a service sponsor if you have one and reflection on your own service experience. Additional information about the Concepts can be found in The A.A. Service Manual/Twelve Concepts for World Service and "The Twelve Concepts Illustrated" pamphlet. (The Concepts stated here are in the short form.)

### **Concept I: Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.**

- Does our group have a general service representative (GSR)? Do we feel that our home group is part of A.A. as a whole and do our group's decisions and actions reflect that?
- Do we hold regular group conscience meetings encouraging everyone to participate? Do we pass that conscience on to the district, area, or the local intergroup meetings?
- Is the "collective conscience" of Alcoholics Anonymous at work in my home group? In my area?
- Where do we fit in the upside-down triangle of A.A.?
- Are we willing to do what it takes to ensure that our democracy of world service will work under all conditions?

### **Concept 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.**

- Do we have an understanding of the history of the General Service Conference (the "Conference")?
- What is a Conference Advisory Action? Does our home group's GSR, DCM, area delegate report back to the group on the highlights of the Conference and Conference Advisory Actions?
- Is our group meeting its wider Seventh Tradition responsibilities?

### **Concept III: To ensure 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."**

- Do we understand what is meant by the "Right of Decision"? Do we grant it at all levels of service or do we "instruct"?
- Do we trust our trusted servants — GSR, DCM, area delegate, the Conference itself?

### **Concept 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.**

- Do we understand the spiritual principles underlying the "Right of Participation"?
- What does "in reasonable proportion" mean? Do we understand when it is appropriate for A.A. paid staff to have a vote at the General Service Conference or in our local service structure?
- Do we expect that, because we are A.A. members, we should be allowed to vote at any group, even if we are not active members of that group?

**Concept 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.**

- Do we encourage the minority opinion, the "Right of Appeal," to be heard at our home group, district committee meetings, area assemblies and the Conference?
- What does our group accept as "substantial unanimity"?
- Has our group experienced the "tyranny of the majority" or the "tyranny of the minority"?
- Does our group understand the importance of all points of view being heard before a vote is taken?

**Concept 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.**

- Are we familiar with how our General Service Board (G.S.B.) Class A and Class B trustees serve A.A.? Are we familiar with how our other trusted servants serve A.A.?
- Are we clear about the terms, "chief initiative" and "active responsibility"? Can we see a direct link to our home group?

**Concept 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.**

- Do we act responsibly regarding the "power of the purse"?
- Do we realize that the practical and spiritual power of the Conference will nearly always be superior to the legal power of the GSB?

**Concept VIII: The trustees are the principal planners and administrators of overall 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.**

- Do we understand the relationship between the two corporate service entities (A.A. World Services, Inc., the A.A. Grapevine) and the General Service Board?
- How can the business term "custodial oversight" apply to the trustees' relationship to the two corporate service entities?
- Does my home group subscribe to GSOs bimonthly newsletter, Box 4-5-9? The A.A. Grapevine? Do I?

**Concept 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.**

- Do we discuss how we can best strengthen the composition and leadership of our future trusted servants?
- Do we recognize the need for group officers? What is our criteria for election? Do we sometimes give a position to someone "because it would be good for them"?
- Do I set a positive leadership example?

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

- Do we understand "authority" and "responsibility" as they relate to group conscience decisions by GSRs, DCMs and our area delegates?

Why is delegation of "authority" so important to the overall effectiveness of A.A.? Do we use this concept to define the scope of "authority"?

**Concept 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.

- Do we understand how the roles of non-trustee directors and non-trustee appointed committee members help serve and strengthen the committee system?
- How do we encourage our special paid workers to exercise their traditional "Right of Participation"?
- Do we practice rotation in all our service positions?

**Concept 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, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government and that, like the Society it serves, it will always remain democratic in thought and action?

- How do we guard against becoming a "seat of perilous wealth or power"?
- How do we practice prudent use of our Seventh Tradition contributions and literature revenue?
- Do we ensure the spiritual liberties of all A.A. members by not placing any member in the position of absolute authority over others?

## SECTION VII – APPENDIX

### Glossary of Terms

A.A.W.S. - Alcoholics Anonymous World Services, one of two corporations of the General Service Board. A.A.W.S. oversees the operation of GSO and is the publisher of all Conference-approved and service literature.

Action - a group issue, concern or question about general service a GSR presents at the District meeting.

Alternate - A service worker who supports and assists a trusted servant and is often considered "in training" but always stands ready to step in for the trusted servant.

Area - A geographical division within a state or province There are 93 areas in the U.S. and Canada. Conference delegates comes from each area. Normally there is one area to a state or province, except in heavily A.A.-populated states have multiple areas. There are two areas in Pennsylvania. Eastern PA is Area 59 and Western PA is Area 60.

Area Assembly – Area 59 has an annual assembly, the Eastern Pennsylvania General Service Assembly (E.P.G.S.A.) in November. It is a meeting of GSRs, DCMs and Area Officers who meet to discuss Area affairs and elect a Delegate and Area Officers every other year.

Area Quarterly Meetings – Area 59 has four Quarterly Meetings for DCMs and Area Officers to conduct Area business. All A.A.'s are welcome to attend but have no voice nor vote at the meetings.

Autonomous - Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or A.A. as a whole. " This means that we have been given the courage to declare each A.A. group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not do anything which would injure A.A. as a whole, nor affiliate itself with anything or anybody else.

Conference – See General Service Conference.

Conference-approved Literature, videos and films - Pamphlets, books, videos and films produced by A.A. World Services that have undergone an approval process within the General Service Conference. To be modified they must be brought to the Conference.

CPC - Cooperation with the Professional Community.

DCM - District Committee Member. An experienced GSR elected by other GSRs to represent the groups of their district in area committee meetings and to coordinate services in the district.

Delegate - The person elected every other year to represent the area at the annual General Service Conference meeting in New York City and bring back the results of that meeting to the area.

District - A geographical division within an area, represented by a DCM.

District Meeting - Meeting of the DCM, District Officers, GSRs and AGSRs in a district.

E.P.G.S.A. – Eastern Pennsylvania General Service Assembly – The Assembly Convention for Area 59 is held annually in the fall. The full assembly attends: General Service Representatives (GSRs), District



Committee Members - DCMs, Area 59 Officers and Past Delegates. All A.A.s are invited to attend as observers. Elections take place every even year during the convention weekend for the purpose of electing a new panel of Area 59 Officers: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and Officer-at-Large. The panel's term of office shall be two years beginning with the pre-area planning meeting after the election.

General Service Conference - can mean either the structure involving Committee members, GSRs and Delegates in an Area or the annual meeting of Conference Delegates from 93 Areas in the United States and Canada. Held each April in New York City.

Group Conscience - The collective conscience of the group membership representing substantial unanimity on an issue before definitive action is taken.

GSR - General Service Representative serves as the group contact with GSO and a member of the area assembly.

G.S.O. - The General Service Office, which provides services to groups in the United States and Canada and publishes A.A. literature.

Intergroup – An intergroup or central office, where groups band together to help alcoholics just in your locality.

Mini-Assembly I and II – Two Area 59 assemblies held in different locations usually in May and June after the April General Service Conference. The Area 59 Delegate reports back to the membership about the proposed Agenda items at the General Service Conference. All A.A.s in Area 59 are encouraged to attend.

NERAASA – Northeast Regional Alcoholics Anonymous Service Assembly is made up of 17 areas in the Northeast Region. They assemble once a year in late February in the awarded area's city or town of choice. The purpose of NERAASA is for GSRs, DCMs, area committee members and intergroup and central office representatives of the Northeast Region to discuss General Service Conference-related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the areas of the Northeast Region.

NERF- Northeast Regional Forum – Offered every other year, this is a weekend of sharing and informational sessions, paid for by the General Service Board. The Board, A.A. World Services, A.A. Grapevine, G.S.O. and Grapevine staff members are all participants, with the goal of carrying A.A.'s message of love and service by improving communication at all levels of our Fellowship.

Panel – a panel is a numeric designation that refers to a group of delegates elected to begin serving at the General Service Conference in a particular year.

Pre-Conference Sharing Session (PCSS)– Area 59 conference held prior to the General Service Conference for the purpose of acting as the collective conscience of groups on current issues of the General Service Conference. All A.A.s in Area 59 are encouraged to attend.

PENNSCYPAAA – The Pennsylvania State Conference of Young People in Alcoholics Anonymous meets annually and provides opportunities for A.A.s from all over the state to come together and share their experience, strength and hope as young members of A.A.

PI - Public Information Committees serve at the district, area, trustee and Conference levels to help carry the message by working with the media.

Region - A group of general service several areas from which a Regional Trustee is elected to the General Service Board, every four years. There are six regions in the U.S and two in Canada. Area 59, a part of the Northeast Region, which includes seventeen areas from Maine to Maryland.

Share-a-Day – A jointly sponsored event by Area 59/E.P.G.S.A. and SEPIA about *service*. What is the job of Area 59? What is the job of SEPIA? Area 59 GSRs, SEPIA members, Intergroup Representative (IGRs) learn how both entities work and what are their differences. Attend with your sponsor (or sponsee) to learn how you can get into service.

SEPIA - Southeastern Pennsylvania Intergroup Association is the intergroup or central office for District 30. The SEPIA office is located at 1903 S. Broad St., Ste 2, Philadelphia, PA and provides vital local services and Twelfth Step opportunities. The 5 counties of the greater Philadelphia region are called Zones. Chester County Zone Meetings are held 2<sup>nd</sup> Mondays of the month. All Zones function independently and handle local A.A. While G.S.R.s, D.C.M.s, area officers, area assemblies and the General Service Conference are concerned with matters affecting A.A as a whole, our Intergroup offices and answering services fill a different need. They handle local services only — such as answering phone calls, such as coordinating local Twelfth Step calls for A.A. members, providing meeting lists and for A.A. meetings in institutions.

Substantial Unanimity – A super majority, or a 2/3's vote

Summary - an event or an announcement, such as an A.A. member's sober anniversary, a home group's anniversary or a special event hosted by a home group.

Third Legacy Procedure - A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in *The A.A. Service Manual, Appendix G, pp.110 - 111*.

Trustee - The title for a member of the General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

## Websites & QR Codes



A.A. Literature Listing

Literature Listing | Alcoholics Anonymous (aa.org)



F-47 The A.A. Archives Service Piece (aa.org)



M-44I the Archives Workbook,

[https://www.aa.org/sites/default/files/literature/m-44i\\_en\\_1222.pdf](https://www.aa.org/sites/default/files/literature/m-44i_en_1222.pdf)



MG-17 A.A. Archives Guidelines,

[https://www.aa.org/sites/default/files/literature/mg-17\\_en\\_0622.pdf](https://www.aa.org/sites/default/files/literature/mg-17_en_0622.pdf)



Area 59: [www.area59aa.org](http://www.area59aa.org)



SEPIA [www.aasepia.org](http://www.aasepia.org)



General Service Office [www.aa.org](http://www.aa.org)

## Meeting Guide App

Install this app on a smart phone to find the closest, upcoming meetings, regardless of the county or area where you live! Meeting Guide syncs with area, district, intergroup/central offices and international General Service Office websites, relaying meeting information from more than 400 A.A. service entities directly to the app. Over 100,00 weekly meetings are currently listed and the information is refreshed twice daily.



Pamphlet P-19, G.S.R. P-19 - G.S.O. General Service Representative (aa.org)



Pamphlet F-3, *Self-Support: Where Money and Spirituality Mix.*

[https://www.aa.org/sites/default/files/literature/F-3\\_selfsupport\\_0422.pdf](https://www.aa.org/sites/default/files/literature/F-3_selfsupport_0422.pdf)



M27i The Public Information Workbook

[https://www.aa.org/sites/default/files/literature/M-27i\\_PubInfWorkbk.pdf](https://www.aa.org/sites/default/files/literature/M-27i_PubInfWorkbk.pdf)



MG-07 A.A. Guidelines on Public Information

<https://aacincinnati.org/wp-content/uploads/2019/04/mg-07-Public-Information-mg-7.pdf>