

District 49

Structure Manual

2019-2020



TABLE OF CONTENTS

.....	1
TABLE OF CONTENTS	2
AA’s Legacy of Service.....	1
Welcome to the District 49 Committee!	2
District 49 Groups.....	3
District Structure.....	5
District Structure Amendments	5
District 49	5
The District Committee	5
District Officers’ Duties	5
Responsibilities of the DCM.....	5
Responsibilities of the ADCM.....	6
Responsibilities of the Intergroup Liaison	6
Responsibilities of the Secretary.....	6
Responsibilities of the Treasurer.....	7
Finances	7
Reimbursement EPGSA Assembly	7
Addressing the District Committee	7
Motions & Voting Procedures in District Matters.....	8
District 49 Subcommittees.....	8
Unity Breakfast/Workshop Subcommittee.....	8
Grapevine Subcommittee	8
Cooperation with the Professional Community/Public Information Subcommittee	8
Archives Subcommittee	9
RESPONSIBILITIES OF THE DISTRICT ARCHIVIST	9
Corrections Subcommittee	9
Unity Subcommittee.....	9
Election of District Officers.....	10
Voting Members.....	10
Eligible Members	10
Election Process	10
District 49 Website Purpose	10
District 49 Website Guidelines	11
Domain Name.....	12
Administration and Maintenance	12
Rules for voting "Flow Charts" 2-pages Appendix A	
A.A.’s Third Legacy Procedure 2-pages Appendix B	

AA's Legacy of Service

Our Twelfth Step — carrying the message — is the basic service that the AA Fellowship gives; this is our principle aim and the main reason for our existence.

Therefore, AA 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 AA 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 AA's General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

By Bill W

Reprinted from the AA Service Manual with permission of AA World Services, Inc.

Welcome to the District 49 Committee!

District 49 aspires to adhere to the principles and traditions of Alcoholics Anonymous. The Committee relies upon the A.A. Service Manual for guidance in all matters. We, as a Committee, have developed practices and procedures appropriate to the specific needs of District 49.

It is our hope that what is contained in this manual will be a guide for those who will serve after us. We believe it will assure a fair and consistent working environment with which to conduct the District business. This manual should be used as a guide and resource for what has worked in the past. The manual is, of course, subject to change. We hope it will be amended as better ways are found to carry out our primary purpose, which is to "help other alcoholics to achieve sobriety".

No action by a prior Committee is binding on an upcoming panel. Each outgoing DCM may make recommendations for the incoming Committee's consideration. The District Committee at its monthly District meeting adopted the original Structure Manual text in October 2010. We wish to express our appreciation and gratitude to all the GSR(s) and past and current DCMs of Area 59 who led the way in making this Structural Manual possible.

We would like to acknowledge and thank the Area 59 Structure Subcommittee for the use of pertinent material contained in this manual. Much of the content has been derived from their Structural Manual. Modifications to this material were made so that it would meet the specific needs of District 49.

Finally, we wish to say a special thank you to District 57 for helping us define the responsibilities of the "Intergroup Liaison".

District 49 Groups

1. 2nd Step Group	#000605567
2. Bear Mountain Group	#000149649
3. Center City Group	#000162891
4. Choices Group	#000162891
5. Conyngham Group	#000165755
6. Daily Reflections Group	#000175630
7. Freeland Group	#000111992
8. Hazleton Group	#000139672
9. Greater Hazleton Group	#000112016
10. Greater Lehighton Group	#000112046
11. How It Works Group	#000151258
12. Last Chance Group	#000173019
13. Living Sober Group	#000695100
14. Open Minds Women's Group	#000715231
15. Penn Forest Group	#000675125
16. Promises Group	#000700730
17. Recovery, Unity & Service Group	#000136047
18. Saturday Night Live Group	#000604434
19. Sober Saturday Group	#000651723
20. Tamaqua Group	#000111823
21. This Is How It Works Group	#000701159
22. West Hazleton Noon II Group	#000176767

DISTRICT 49 MEETING AGENDA

1. OPEN MEETING WITH SERENITY PRAYER AND DECLARATION OF UNITY.
2. SECRETARY TAKES ROLL CALL.
3. GUESTS/VISITORS (EVERYONE IS WELCOME! SHARING IS LIMITED TO GSR/AGSR, COMMITTEE CHAIR/MEMBER AND DISTRICT OFFICERS)
4. READ TRADITION AND CONCEPT.
5. OFFICER'S REPORTS
 - A. DCM's Report
 - B. ADCM's Report
 - C. Secretary's Report
 - D. Treasurer's Report
 - E. Intergroup Rep's Report
6. GROUP PROBLEMS, ISSUES, QUESTIONS CONCERNING THE DISTRICT, INTERGROUP, AREA OR GSO.
7. COMMITTEES
 - A. Archives
 - B. Corrections – Carbon County Corrections Facility
 - i. Men
 - ii. Women
 - C. Hospitals and Institutions
 - D. Public Information
 - E. Unity Breakfast/Workshops
 - F. Grapevine
 - G. Website
 - H. Unity
8. UPCOMING EVENTS
9. OLD BUSINESS
10. NEW BUSINESS
11. MOTION TO CLOSE
12. CLOSE WITH PRAYER OF CHOICE OR I AM RESPONSIBLE.

District Structure

DISTRICT STRUCTURE AMENDMENTS

Amendments made to the District Structure Manual will need to be presented to the District one month prior to being voted upon. The amendment will then be presented to the GSR(s) for approval or dismissal. Amendments to this manual must be voted upon by the GSR(s) in District 49.

DISTRICT 49

The A.A. Group is the most important part of the service structure of Alcoholics Anonymous. Groups are divided into Districts. Each Group elects a General Service Representative (GSR) to attend the monthly meeting of the District in which it is geographically located. The GSR(s) elect a District Committee Member (DCM) to represent the collective “group conscience” of the District and to participate in service activities of the Area Committee.

THE DISTRICT COMMITTEE

The District committee consists of current District officers, GSR(s) and committee members. *NOTE: Any officer, who misses three (3) District meetings in a calendar year, may be subject to a review for possible replacement. The District Committee meets once a month on the 2nd Friday of every month at 7:00 pm. All are Welcome.*

District Officers' Duties

RESPONSIBILITIES OF THE DCM

The DCM serves as a liaison between the District and Groups to the Area. The DCM carries the collective group conscience of the AA Groups in his/her District to every Area committee meeting. The responsibilities of the DCM include but are not limited to:

- Assisting the ADCM with the subcommittees.
- Ensuring the current panel meets District responsibilities & informing the GSR(s) of their functions & responsibilities.
- Regularly attending District meetings, Group and Area functions.
- Hosting events assigned by the Area.
- Assisting the Officer-at-Large in obtaining all Group information for the GSO database and directories.
- Informing the District about Conference activities, Conference approved books & pamphlets.
- Encouraging GSR(s) and members to attend service events.
- Bringing Tradition problems to the attention of the Delegate.
- Serving on an Area Subcommittee and fulfilling their responsibilities to that subcommittee
- Assisting the District Secretary in updating schedules, group, GSR and Alternate GSR contact information. Providing the Secretary with updated forms from the Area.
- Creating and submitting a monthly report and agenda for the District meeting
- Submitting a District quarterly report form to the Area.
- Providing all forms and flyers from the Area to the GSR(s).
- Providing copies of Area Reports upon request in a timely manner.
- Submitting an updated list of Intergroup, GSO, and Area "contribution contact information" to the District Treasurer.
- Chairing the District meeting and setting the agenda for said meetings. Note: The DCM reserves the right to suggest adjustments to the meeting agenda as deemed necessary so as to effectively address

situations as they arise. These suggested changes will, however, require a majority vote of a quorum to be accepted.

- Setting up a District inventory during the first year of the panel. (It is recommended by the Delegate that the inventory be conducted by someone in the fellowship outside the District; i.e., past DCM, Area Officer.)
- Having District events submitted to the Area Calendar of Events.
- Assisting District officers and Groups with problems and issues upon request.
- Maintaining a working relationship with all District Officers, Intergroup, Area and GSO.
- Making recommendations to the next panel.

RESPONSIBILITIES OF THE ADCM

The ADCM's responsibility is to assist the DCM with the District responsibilities. The ADCM plays a vital role in the District. The ADCM plays an active role in District events in order for the DCM to focus on his/her other responsibilities to the Groups, the District and the Area. The ADCM should become familiar with Area 59 events and the responsibilities of the DCM, should the DCM need to resign or be unable to participate in a function. Many of the DCM's & ADCM's responsibilities coincide. The responsibilities of the ADCM include, but are not limited to:

- Covering a majority of the District responsibilities in order for the DCM to serve the Groups and the District more effectively at the Area level.
- Regularly attending District meetings, Group and Area functions.
- Serving in place of the DCM at the District and Area level in the DCM's absence.
- Guiding the District sub-committees.
- Assisting the DCM with functions and/or responsibilities assigned by the Area.
- Assisting the DCM with Group issues and encouraging Groups to participate at the District and Area level.
- Informing the DCM of all District matters.
- Submitting a monthly ADCM report to the District.
- Assisting Groups with problems and issues upon request.
- Maintaining a working relationship with the Groups, District and Area officers and GSO.
- Serving the remainder of the term in the event that the DCM resigns.

NOTE: The responsibilities shared between the ADCM and the DCM are up to the discretion of both Officers. It is important to have a good working relationship in order for the District to be successful.

RESPONSIBILITIES OF THE INTERGROUP LIAISON

The Intergroup Liaison is the necessary key to communication between the District and the Intergroup. His/her duties consist of attending the Intergroup meetings and serving as a general spokesperson for the District. He/she will be responsible for carrying questions and concerns of the District to the Intergroup. Additionally, the Liaison will bring back vital information in an accurate and timely manner.

RESPONSIBILITIES OF THE SECRETARY

The District Secretary is also one of the main sources of communication between the Groups and Area. The Secretary's responsibilities include, but are not limited to:

- Recording the minutes from the District meeting and distributing, in a timely manner, the minutes, flyers, and other pertinent information to the District Officers, GSR(s) and Area Officers via e-mail and US Mail, for those who do not have access to a computer.
- Organizing New Group and Group Change forms and mailing copies to the Officer-at-Large.
- Updating the District meeting schedule, approximately every 9-12 months. Note: A group will not be listed during the six (6) month initial probationary period.

- Updating and distributing a complete District contact information list to the District Officers Only. All contact information going to anyone other than officers is to include Name, Town, and Phone Numbers ONLY.
- Obtaining a monthly roll call of the Groups attending the District Meetings.
- Maintaining copies of the District minutes and flyers for the purpose of being utilized for the District Archives.
- Providing copies of necessary group forms to the GSR(s).

RESPONSIBILITIES OF THE TREASURER

The District Treasurer is responsible for maintaining complete and accurate records in regards to donations and expenses. The Treasurer's responsibilities include, but are not limited to:

- Collecting and depositing District donations from Groups and individuals
- Paying rent for the use of the facility holding the District meeting.
- Distributing funds to committees for events or materials, donations to Area, GSO & Intergroup as needed with the approval of the current District voting members.
- Encouraging Groups to donate toward the service entities of A.A. To help promote this activity he or she will provide a current "contribution contact list" for distribution to home groups.
- Reimbursing members for expenses directly related to the District.
Maintaining a current prudent reserve as voted upon by the District. Our current prudent reserve is \$400.00
- Providing each Group and officer with a monthly financial report.
- District 49 requires two signatures for checks submitted for more than \$300.00.
- The DCM and the Treasurer are required to cosign on the bank accounts.

Finances

District 49 functions solely on donations from groups or individual A.A. members. All officers are reimbursed for expenses directly related to the District, i.e., mileage, copying, postage, etc. It is mandatory for the DCM to attend the EPGSA Convention and Assembly. The ADCM is required to attend during an election year. The current-voting members of the District will determine reimbursement for such events. Any other expenses accrued by District members or the current-voting members will vote upon subcommittees.

REIMBURSEMENT EPGSA ASSEMBLY

1. District 49-committee panel has established a lunch reimbursement for the voting members and officers attending the EPGSA Convention and Assembly during the election year.

Established 2013

Addressing the District Committee

Discussion in District matters is limited to the Officers and GSR(s). Guests from the Area and Intergroup are sometimes invited to speak. Committee members are permitted to share on their individual committee when warranted. The committee chair primarily gives reports.

Motions & Voting Procedures in District Matters

Motions are made by the GSR(s), excepting Area matters requiring a vote. A motion must be seconded in order to continue to vote, or the motion will end without further discussion. Minority opinion is heard. Currently, in District matters, only the GSR(s) (1 group 1 vote) are eligible to vote. In the absence of the GSR, the Alternate may vote. A member may also represent a group in the absence of the GSR or the Alternate. A quorum of 1/3 of the voting members must be present. Votes are taken by a show of hands with a majority needed for approval. Note: If only one member stands for office, the district will still be required to vote to accept the candidate. (Refer to appendix "A" and appendix "B")

District 49 Subcommittees

Having functional subcommittees has been important to the District. Either the DCM or ADCM will advise the subcommittees according to each committee's needs. The Archivist manages the Archives Subcommittee. The Prison Coordinator manages the Carbon County Prison and will receive assistance upon request. Financing for all subcommittees is based upon approval of the current-voting members of the District. However, reimbursement for mileage to & from events for display set-up/tear-down Will be available to a "single" individual per event at their request.

Any A.A. member can serve on the subcommittees. A current GSR will serve as the chairperson. The chairperson is responsible for providing a monthly report to the District. All GSR(s) of the District will be placed on a subcommittee in January after the elections of the GSR(s) and District Officers.

UNITY BREAKFAST/WORKSHOP SUBCOMMITTEE

The subcommittee is responsible for the time, place, date, structure and organization of the Unity Breakfast/Workshop. The subcommittee will request volunteers to assist with the needs as they arise. The chairperson will provide a monthly report to the District and a final report after the event. It is the current subcommittee's responsibility to consult with the previous panel for guidance and direction.

NOTE: Amendment-In 2013, the District panel established an annual \$500.00 reserve for the Unity Breakfast startup expenses for the next Unity Breakfast/Workshop event.

GRAPEVINE SUBCOMMITTEE

Responsibilities will include maintaining and developing displays for District events, attending events with displays, encouraging groups to obtain Grapevine Representatives, as well as encouraging members of the fellowship to purchase subscriptions and materials from the Grapevine. It is the responsibility of the current subcommittee to consult the previous committee and chairperson for guidance and direction. It is important for the new chairperson to register with the Grapevine to receive an updated kit.

NOTE: Amendment-In 2017, the District panel established an annual \$250.00 reserve for the Grapevine expenses for books and subscriptions.

COOPERATION WITH THE PROFESSIONAL COMMUNITY/PUBLIC INFORMATION SUBCOMMITTEE

The subcommittee is responsible for informing the general public and the A.A. fellowship of ways to carry the message. The subcommittee is also responsible for communications with the professional community and distributing the appropriate A.A. information to outside facilities and agencies while keeping within the A.A. Twelve Traditions. The subcommittee will also update & provide a display at District events. It is the

responsibility of the current subcommittee to consult the previous subcommittee and chairperson for guidance and direction. It is important for the new chairperson to register with the GSO to receive an updated kit.

ARCHIVES SUBCOMMITTEE

The Archives subcommittee works under the guidance and direction of the Archivist. They will assist the Archivist as assigned. The Archivist will have at least 5 yrs. of sobriety. The position of the Archivist is a five (5) year commitment. The next selection for a District Archivist will be held in December of 2024. The new Archivist will assume the responsibility on Jan 1, 2020. Materials and supplies needed for the collecting and the District upon request and approval will pay for preservation of District archive items by the current panel.

RESPONSIBILITIES OF THE DISTRICT ARCHIVIST

- Collect and preserve District histories, photos, flyers, minutes, reports and other District 49 archive worthy material.
- Update Group histories as needed
- Share important District 49 information with the Area Archivist.
- Collect, preserve and maintain digital recordings from older members of the fellowship.
- Display archive materials at District 49 events.
- Provide a monthly report to the District 49.
- Provide a safe and secure environment for all archival materials.

NOTE: Archival materials are currently stored at the home of the Archivist until 2024. Should the Archivist resign, the subcommittee will need to discuss the storage of these materials in accordance with the Archives Guidelines.

CORRECTIONS SUBCOMMITTEE

District 49 currently has one prison facility, Carbon County Correctional Facility. We currently have one male and one female District 49 Corrections Coordinator.

- The coordinator responsible for Carbon County Correctional Facility: male minimum-security block and female block(s).
- Both coordinators are elected in October in conjunction with the District Officers. It is suggested that the prison coordinator have 5 years of continuous sobriety. Discretion is left up to the current panel on the length of sobriety time.
- The coordinator is responsible for the clearances mandated by the prison for A. A. members to enter the facility.
- Volunteers will be selected through the clearance process and regulations of the prison facility.
- Books and pamphlets may be purchased via PINK CAN funding. Pamphlets should be ordered via the District Public Information Committee.

The prison coordinator will schedule members of the fellowship to take a meeting into the prison on a weekly basis, provide a format for the meeting, and to act as the liaison between the warden and the volunteers. It is also the responsibility of the coordinator to provide coverage for the prison commitment when volunteers cancel. The coordinator will give a monthly report and request assistance from the District when necessary. All personal information requested for clearances in the facility will be kept confidential by the coordinator.

UNITY SUBCOMMITTEE

This subcommittee is responsible for visiting the groups in the District that do not send representation to the District meeting. Their job is to encourage these groups to elect a GSR, representative or contact who is willing to attend the District meeting and/or be responsible for receiving the District minutes and sharing the minutes with their Groups. Transfer of information between the District and the Groups is key. All GSR(s)

who are not members of any other subcommittee will be assigned to the Unity Subcommittee. They will choose a chairperson of this committee.

Election of District Officers

District 49 panel consists of the GSR(s) and five Officers: DCM, ADCM, Treasurer, Secretary and Intergroup Liaison. Officers and GSR(s) serve for a two-year term simultaneously. The GSR(s) and District Officers are elected bi-annually. The Groups elect their GSR(s) in September. Officers and the Prison Coordinator are elected in October at the District Meeting. The rotation of GSR(s) and District officers takes place in January. Area Officers are elected in November and rotate office in December. The District Archivist will be selected at a special election at the end of the five-year term.

VOTING MEMBERS

Only the current GSR(s), or, in the absence of the GSR, the Alternate GSR(s) or a Group Representative of District 49, are eligible to vote for the new panel.

ELIGIBLE MEMBERS

Current and past District Officers, GSR(s) and current Alternate GSR(s) are eligible to stand for District office. In keeping with the spirit of rotation the current DCM may not stand for DCM for more than one term consecutively. The current DCM will be eligible to stand again as DCM in the future.

ELECTION PROCESS

The DCM will choose a past DCM or someone with past experience and knowledge of the process to facilitate the election. The facilitator will share a bit about the voting process and qualifications as per the Service Manual and District Structure Manual.

533 (A.A. *Service Manual*) “The committee member who is finishing a term sets up the election meeting and, in most districts, notifies the GSR(s) who have been just elected and those who are going out of office.”

An A.A. member who is not currently a GSR, Alternate GSR, or standing for a District position will also be selected to count ballots, if necessary. All voting is done using paper ballots. A quorum of 12 GSR(s) is needed for the election of new officers.

The facilitator of the election will ask for nominations and then ask each eligible member if he wishes to accept or decline the position being voted upon. Officers will be selected according to the Third Legacy Procedure. A 2/3 majority of the votes is needed for election into office.

District 49 Website Purpose

- Serve the fellowship of Alcoholics Anonymous.
- Provide a resource for A.A. members as well as the public at large.
- Provide accurate and consistent information about Alcoholics Anonymous.
- Provide information about meetings, activities and services within District 49 and surrounding areas.
- Encourage participation of A.A. members, groups and committees in A.A. services and activities by publishing a monthly Shout Out for the District via voluntary A.A. member sign-up.

District 49 Website Guidelines

- The Website will adhere to the spirit of A.A. and the Traditions of Alcoholics Anonymous.
- In Keeping with Traditions 11 and 12, complete names of individuals, individual phone numbers, postal and identifying e-mail addresses will not be displayed on the website without member permission.
- Last names will not be displayed. Individual phone numbers may be placed on flyers, which are displayed, but not on the Website itself. Example of an identifying e-mail: firstnamelastname@gmail.com. Non-identifying e-mail: suzyg@gmail.com.
- “Due to search services on the Internet, it is now possible to utilize phone numbers to find out a person’s identity, including full names and, possibly, other personal information. If A.A. members become increasingly uneasy with personal phone numbers being placed on flyers, event committees may need to look into alternate ways of providing contact information, such as an event e-mail address.”
- There will be no affiliation or endorsement with non-A.A. entities. The Website will not link to websites not sponsored by legitimate A.A. entities. Individual websites maintained by A.A. members that contain A.A. material is prohibited. Also, links to individual businesses, blogs, and the like will not be posted.
- Information, as long as noted, may be provided by linking to a non-A.A. entity as a courtesy or in the spirit of cooperation. Such as: A link to the Al-Anon Fellowship has been supplied out of the spirit of cooperation, not affiliation. Directions have been provided on the schedule as a courtesy. This does not imply an endorsement or affiliation to Google Maps or Bing Maps.
- Copyrighted photos, icons or any other graphics will not be displayed. The Internet provides many free graphics and photos. A photo or other graphics placed on the World Wide Web does not indicate that it does not hold a copyright or is free.
- Home Groups, District and Website committee within District 49 will decide the content and the information that is to be displayed on the Website. Participation within the Website is voluntary. Home groups will not be required to submit flyers or any other related information to be placed on the Website.
- District 49 may request to post events on the Website from groups and districts outside of District 49 and other A.A. entities (i.e. Intergroup) but will require permission from them to do so.
- Individuals currently holding service positions such as DCM, ADCM, Secretary, Treasurer, GSR or Intergroup Liaison are not required to submit identifying information or e-mail addresses to the website committee.
- The Website will make no attempt to speak for A.A. as a whole. The Website’s only function is to focus on A.A. within District 49 and to serve as a public service to the A. A. fellowship and community.
- Copyrights and Registered Trademarks shall be respected and acknowledged.
- Information approved for display on the Website includes:
 - > District meeting minutes, scheduled time, location, and mailing address
 - > Current District 49 meeting schedule.
 - > Central office and Intergroup contact information, location and hours of operation.
 - > Information regarding the A.A. program of recovery.
 - > A.A. event information.
 - > A.A. General Service functions.
 - > Fellowship activities: roundups, speaker meetings, picnics, dances, camp-outs, etc.
 - > District 49 Structure Manual, links to websites sponsored by bona fide A.A. service entities.
 - > NOTE: District 49 does not endorse these websites, and our linking to their website does not constitute their endorsement or approval of the District 49 Website.
 - > Permissible links to the A.A. website will include, but is not limited to the following:
 - A.A.W.S. (www.aa.org), commonly referred to as the G.S.O. website.

- A.A. Meeting Guide App
- The Grapevine (www.aagrapevine.org).
- Other Areas and nearby Intergroup(s).
- Neighboring Districts, Area 59, and Central Offices.
- Recommendations on how to submit information for display on the Website: contacts, format, etc.

DOMAIN NAME

1. The District 49 website is registered with the domain name, “district49aa.org”
2. The District Web Servant is the administrative contact for the website’s domain name.
3. The District Web Servant is the billing contact for the website’s domain name.

ADMINISTRATION AND MAINTENANCE

1. Administration and maintenance of the website will be done by the Website committee within District 49. NOTE: The right to access the registered domain and the web hosting account will be limited to the District 49 Web-servant..
2. The Website committee has permission to decide the general structure and basic content of the Website. This permission was granted by a unanimous vote involving all eligible and available voting members of District 49 on February 11, 2011. Permission is pursuant to and based on adhering to the spirit of A.A. and the 12 Traditions of Alcoholics Anonymous.
3. Home group, District, Intergroup flyers and information, and other content will be added to the website upon request. Send email to district49aa@gmail.com.

Established 03.03.2011

Revised 02.20.2020

AA's Voting Procedure



