

# **DISTRICT 36 STRUCTURE MANUAL**

**Eastern Pennsylvania General Service Assembly  
Area-59**

**I Am Responsible  
When anyone, anywhere, reaches out for help,  
I want the hand of AA always to be there.  
And for that: I am responsible.**

*Fifth Edition, September, 2024*

AA Confidential

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# **SECTION I**

## **GENERAL INFORMATION**

### **Welcome to Service in District 36**

For most alcoholics in A.A., the joys and challenges of general service work add a rich dimension to personal sobriety and Twelfth Step work as they participate in ways that are vital to the future of the fellowship. We hope that you find it so! District 36, Area 59 serves the Greater Harrisburg and Carlisle, Pennsylvania Areas.

Functions of District 36 include, but are not limited to:

- ◆ Support carrying the message of recovery through the principles, steps, traditions and concepts of Alcoholics Anonymous throughout District 36 to all in need and to future generations.
- ◆ Facilitate communication between local AA groups and the larger AA Fellowship within our Area 59, Region and World Wide Service.
- ◆ Communicate the informed group conscience of local Alcoholics Anonymous groups to our Area 59 Eastern Pennsylvania Area Delegate regarding matters that affect AA as a whole that are subject to review and action at our annual AA General Service Conference.

### **Purpose of this Manual**

District 36 adheres to the principles and traditions of Alcoholics Anonymous, and follows the suggestions for a District 36 committee as outlined in the A.A. Service Manual. This Structure Manual provides an orientation to local service work in District 36, as well as outlining some practices and procedures that have become traditional as effective ways for District 36 to operate.

Since you are an active group GSR in District 36, you are receiving a copy of the District's Structure Manual. We hope this manual will be a handy reference for you. When you rotate out, please present this manual to your group's next GSR.

This manual will remain in effect until a future panel votes to remove or amend it.

### **Service Panels:**

Nothing in this manual should be considered binding on future District 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.

A District Service Panel consists of the individually group-elected General Service Representatives (hereinafter referred to as GSRs) from the groups within the District. A new panel is established biannually following the District's officer election meeting which is held in December of even numbered years. Typically, a full-term panel serves for two years. District 36 officers are elected in accordance with Section IV of this manual.

### **District 36 Meetings: Where and When**

District 36 meets at 6:30 PM on the second Monday of every month at the 19<sup>th</sup> Street Fellowship House, 1251 S. 19<sup>th</sup> Street, Harrisburg, Pennsylvania. In addition, a Zoom virtual meeting option is available for those who choose to participate remotely. There is a link to the monthly meeting on the District 36 website.

## **District 36 Meetings: What and Who**

District 36 monthly meetings are open meetings attended by District Officers, Appointed Representatives (such as Liaisons from Intergroup, Bridging the Gap, Pennscypaa, etc.), General Service Representatives (GSRs), Alternate General Service Representatives (AGSRs), invited guests, and any interested A.A. members. Meeting agenda shall be as described in *Section VI, Miscellaneous, Sample District 36 Meeting Agenda*. The meeting is 105 minutes (i.e., one hour, 45 minutes) long, as decided by group conscience decision.

## **District 36 Finances**

Operating funds for District 36 come directly from voluntary contributions by the groups within the District. These contributions are provided at the discretion of each group from funds in excess of its 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, Institutions, etc.), travel expenses for the officers to attend Area 59 functions and working conferences, sponsorship of workshops, and any other expenses as deemed appropriate by the Current District 36 panel.

Like any other A.A. Group, when all our financial needs are met and funds are available over and beyond our prudent reserve, we will consider donating money to Area 59, Intergroup and/or GSO.

Just as group members expect their group officers to use their donations wisely and for the benefit of their members and AA as a whole, so should the groups of the District expect their District Panel to do the same with the groups' donations. The District 36 Panel will strive to uphold the spirit of the 7<sup>th</sup> Tradition and distribution of funds for the good of the District 36 and AA as a whole.

## **Voting on District Motions**

All GSRs and Officers have one (1) equal vote per person, regardless of the number of positions held. AGSR's cannot vote if the GSR is present or has already registered a vote. In the absence of the GSR and the AGSR from a Home Group, any representative from that Home Group shall have voting rights on behalf of that Home Group. Unless otherwise stated in this document, all motions require a two-thirds majority vote of the current Panel members present to pass. Voting shall only occur at scheduled District 36 meetings.

# **SECTION II**

## **GENERAL SERVICE REPRESENTATIVE**

### **General Service Representative (GSR)**

See Chapter 2, of "[The A.A. Service Manual](#)", for specifics about the GSR position and its responsibilities.

#### **GSR responsibilities for District 36:**

- ◆ Attends the monthly District 36 Business meetings.
- ◆ Participates on sub-committees.
- ◆ Makes sure Group Information is up-to date.
- ◆ Provides information to the District 36 panel regarding any special events their home group may be hosting or doing, and shares home group concerns regarding District 36, Area 59, and General Service Conference issues at the District meetings.
- ◆ Shares information obtained at the District 36 meeting, either from handouts received or other reports, with their home group (especially at the group's business meeting).
- ◆ Attends the annual Area 59 EPGSA Convention, usually held in November.
- ◆ Attends any workshops hosted by District 36 or hosted jointly with other Districts.
- ◆ Attends at least one (1) quarterly Area 59 service meeting.
- ◆ Attends the Mini-Assembly to hear Area 59's Delegate's report and shares information with his/her home group.
- ◆ Shares information received from GSO, Intergroup or any other organization of A.A. such as information from "Box 459" and "Interviews" newsletters with his/her home group.

### **Alternate General Service Representative (AGSR)**

The AGSR is required to step in when the GSR is unable to attend District 36 meetings or is unable to meet any or all of the above responsibilities.

Additional responsibilities include:

- ◆ Attends District 36 meetings, even if the GSR is also going. The AGSR has the right to contribute to any item being discussed. However, if the GSR is in attendance, the AGSR will not have the right to vote if any item is called.
- ◆ Participates on any sub-committee of AGSR's choice.

## **Inactive General Service Representative (GSR) or Alternate General Service Representative (AGSR)**

District 36 adopts the following guideline as outlined in “The A.A. Service Manual...” (See Chapter 2):

*“A.A. relies on the autonomy of each group regarding the period of time and involvement that constitutes inactivity. While the group needs to establish its own practices or guidelines, it is generally suggested that a service worker be asked to resign if he or she is unable to carry out the responsibilities of the position.”*

This will be the Home Group’s responsibility to ask their GSR to resign if they feel that they are not fulfilling their obligated duties as outlined in the General Service Manual.

### **Other resources about General Service Representative:**

In addition to the [A.A. Service Manual](#), more information can be found in the A.A. Pamphlet P19, [“G.S.R...May be the Most Important Job in A.A.”](#)

# **SECTION III**

## **DISTRICT OFFICERS for each Panel**

It is preferred that all officer positions be filled by a current or former GSR.

### **District Committee Member (DCM)**

See Chapter 3, of "The A.A. Service Manual" for specifics about the DCM position and its responsibilities.

#### ***For Area 59:***

- ◆ Attends Quarterly Area 59 Business Meetings as our District 36 Representative.
- ◆ Provides a verbal and written report to Area 59 about the status of the District. Will also present any issues the District 36 may have to Area 59 for consideration. All input will be brought back to the District 36.
- ◆ Fulfills assignments to Area 59 functions such as mini-assemblies, share-a-day and Area 59 annual convention.
- ◆ Serves as the primary contact to carry the informed group conscience of District 36 to Area 59.

#### ***For District:***

- ◆ Conducts the monthly District 36 meeting with an agenda, handouts and other pertinent data in a well-organized fashion.
- ◆ Uses [DCMd36a59@gmail.com](mailto:DCMd36a59@gmail.com) as their email address for all District 36 emails correspondence.
- ◆ Creates necessary ad-hoc sub-committees, requesting volunteers.
- ◆ Reports on all Area 59 events, decisions and other pertinent information. Promotes participation in area events.
- ◆ Assists and coordinates the work of other District 36 officers when necessary.
- ◆ Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- ◆ Attends the Area 59 Annual Convention and other service events.
- ◆ Adheres to panel approved meeting timelines.

## **Alternate District Committee Member (ADCM)**

See Chapter 3 of "The A.A. Service Manual", for specifics about the ADCM position and its responsibilities.

- ◆ Assists the DCM and assumes the duties of the DCM when the DCM is unable to serve.
- ◆ Attends Area 59 meetings and the annual area 59 convention whenever possible.
- ◆ Attends and participates in District 36 Meetings.
- ◆ Uses [ADCMd36a59@gmail.com](mailto:ADCMd36a59@gmail.com) as their email address for all District 36 emails correspondence.
- ◆ Acts as an advisor to a sub-committee.
- ◆ The ADCM should be aware that he/she is expected to submit their nomination for the position of DCM in the next panel.

## **District Secretary**

- ◆ Records, publishes and distributes minutes of District 36 Meetings to all District 36 Officers and GSRs.
- ◆ Updates the GSR & AGSR Contact List.
- ◆ Acts as an advisor to a sub-committee.
- ◆ Uses [SECRETARYd36a59@gmail.com](mailto:SECRETARYd36a59@gmail.com) as their email address for all District 36 emails correspondence.
- ◆ Forwards a blind copy [BCC] of unapproved minutes to the Panel members within 14-days following a District 36 meeting, with the annotation of "DRAFT" on each page.
- ◆ Forwards the unapproved meeting minutes to the Harrisburg Area 59 Intergroup (HAI) webmaster within 14 days following a District 36 meeting, with the annotation of "DRAFT" on each page.
- ◆ Within seven (7) days after the minutes have been approved at the next District 36 meeting, District 36 Secretary makes any and all pertinent amendments and forwards the final version to Area 59 Chairperson, copying DCM, ADCM, District 36 Panel members, and District 36 Webmaster(s).
- ◆ Provides current donation addresses for group contributions to support District 36, Harrisburg Area 59 Intergroup, and Area 59 to the District 36 Technology Coordinator.



## **Officer At Large (OAL)**

- ◆ Learn the Duties of the Treasurer, Secretary, and ADCM.
- ◆ Assume the Duties of the other officers (except the DCM) when that officer is unavailable.
- ◆ The OAL Should Not Serve in Any Officer role more than 3 months without an election (since three months is in the Structure Manual). Participate in Mini-Assemblies, Workshops, and Workshop Planning, EPGSA when the other attending officer designed to attend cannot attend. The OAL is compensated for that work as would the officer who would normally attend but was unable to attend.
- ◆ Resign any other District 36 Service Position (including their current group GSR position). Be an Experienced GSR (This can be met from any of the current GSRs since this is Year 2 of the Current Panel and is experimental for this year. This can be easily met if made permanent at the end of this Panel because the selection of the OAL will be made in December of the end of this Panel when the other officers are made as well).
- ◆ Should Not Serve as GSR for any other group.
- ◆ Three Years of Continuous Sobriety (like the Structure Manual for District 36 Leadership Positions)
- ◆ Term Length is Two Years (the current one is Temporary for One Year but if this is made permanent it would be made at the same time that the other Officers for the District 36 are made.)
- ◆ Performs Other Duties Upon the Request of any District 36 Officer.
  - Note: The other general descriptions in the document we examined are tasks that the current District 36 Officers are already doing. Consequently, we did not examine the other general tasks provided to us that were in the document arising from a survey of 12 Groups when it comes to suggesting what the Office At Large Responsibilities are in Area 59.

## **District 36 Treasurer**

- ◆ Receives all donations from the District 36 groups and deposits in the District 36 bank account.
- ◆ Pays all District 36 authorized expenses.
- ◆ Keeps adequate records of all transactions and provides a written report at each District 36 meeting.
- ◆ Keeps all escrow accounts up-to-date.
- ◆ Acts as an advisor to the Finance Sub-committee.
- ◆ Uses [d36a59treasury@gmail.com](mailto:d36a59treasury@gmail.com) as their email address for all District 36 emails correspondence.
- ◆ Maintains records of all previous transactions.
- ◆ Maintains the group conscience-approved expenditures to include, but not limited to, reimbursement amounts for mileage, per diem, lodging, and convention expenses.
  - Normally covered events for the DCM are: Area 59 Convention, Pre-conference Sharing, One Mini-assembly, and mileage for Area 59 Meetings, NERAASA, State Convention, and all required committees.
  - Mileage and Per Diem Expense Reimbursement Rates are tied to those decided by the Area Assembly. District 36's expense reimbursement rates will automatically change as Area 59 changes their rates.
  - Anticipated expenses should be refreshed every calendar year.

# **APPOINTED REPRESENTATIVES for each panel**

Appointed Representatives are elected by the current panel using a simple majority to fill specific duties. Appointed Representatives will serve until the end of the current District 36 Panel. Appointed Representatives may be re-elected for the same positions in succeeding panels. There are no requirements for the Appointed Representatives, but it is recommended to be a current or former GSR.

## **District 36 Archivist**

- ◆ Acts as advisor to the Archives Sub-committee.
- ◆ Responsible for the safety of the archives material. Refer to published AA Guidelines for Archives for more detailed information.
- ◆ Responsible for storing and/or maintaining a safe storage location for all archives materials.
- ◆ Responsible for being a contact person for archive additions, updates and inquiries.
- ◆ Responsible to physically provide archive material to District or intergroup as the requests are made and approved by District or intergroup.
- ◆ Uses [ARCHIVISTd36a59@gmail.com](mailto:ARCHIVISTd36a59@gmail.com) as their email address for all District 36 emails correspondence.

## **District 36 Technology Coordinator**

- ◆ Keeps and maintains all passwords for District 36's email accounts.
- ◆ Coordinates upload of District meeting minutes to Harrisburg Area 59 website.
- ◆ Assures current donation addresses for group contributions to support District 36 and Harrisburg Area 59 Intergroup are listed on the District 36 webpage of the Harrisburg Area 59 website.
- ◆ Provides recommendations for the procurement of any technology and/or technological capabilities.

## **Bridging the Gap Coordinator**

There is a Bridging the Gap Coordinator who is responsible for ensuring District 36 participation in the Bridging the Gap program of AA. This initiative, as coordinated through Area 59, aims to extend a warm hand-off to interested individuals as requested via letter, e-mail or outreach at treatment centers and other settings. The Coordinator or volunteer will accompany the potential AA member to virtual and/in-person meetings and serve as a mentor. This position is also responsible for reporting back to both the District 36 and Area 59 and the recruitment and assignment of volunteers.

## **YPAA Representatives**

There is a Young People in AA (YPAA) liaison in District 36: This representative is tasked with facilitating communication between the YPAA Committee and District 36. This would include, but is not limited to, information about Harrisburg's bid to host their upcoming Statewide Conference of Young People in AA. The YPAA Liaison will attend District 36 meetings, report District 36

business to YPAA and report YPAA business to the District 36.

### **Intergroup Liaison**

Intergroup serves as a partnership among groups to carry out certain functions common to all groups and are maintained, supervised and supported by these groups. Intergroup sells AA conference approved literature for the convenience of local groups.

The Intergroup is an ideal contact with those in the community seeking information about AA. Thus, AA's relations with the public and professionals in the alcoholism field are often handled through the cooperation of general service communities and Intergroup offices.

Intergroup is a service entity, "directly responsible to those they serve," as described in Tradition 9.

# **SECTION IV**

## **ELECTION OF DISTRICT 36 OFFICERS**

### **&**

## **THE THIRD LEGACY PROCEDURES**

### **Election of District 36 Officers**

All sitting GSRs and all current District 36 Officers, except the current DCM, are eligible to run for a District 36 Officer position.

Nominations for District 36 Officers are held in September of even numbered years and Elections are held in October, just prior to the Eastern Pennsylvania General Service Assembly (EPGSA, which is held in November). Newly elected officers assume their position responsibilities for two (2) year terms beginning in January, with both the old panel and the new panel attending the November and December District 36 meetings to ensure a smooth transition. It is highly recommended both incoming and outgoing Officers attend the Area 59 Convention.

### **Eligibility to Stand**

- ◆ The following are eligible to stand for District 36 office:
  - All District 36 Officers, except the current DCM, as well as Appointed Representatives
  - All GSRs, either current or past
- ◆ If no one stands for any position, an AGSR is eligible to stand for that District 36 Officer position.

### **Eligibility to Vote**

- ◆ The following are eligible to vote for District 36 Officer positions:
  - All current District 36 Officers including the DCM
  - All GSRs
    - ❖ In the absence of a Group's GSR, the AGSR or someone designated by the group may vote in their GSR's place. Voting by proxy is not allowed. Voting by proxy is not allowed.
- ◆ All GSRs and Officers have one (1) equal vote per person, regardless of the number of positions held. AGSRs cannot vote if the GSR is present or has already registered a vote.
- ◆ Appointed Representatives are not eligible to vote for District 36 Officer positions.

### **Election Procedure**

All eligible candidates are elected by written ballot following the **Third Legacy Procedure** of Alcoholics Anonymous (See Chapter 1 of the A.A. Service Manual).

## **Third Legacy Procedure\***

*\*- as referenced in The A.A. Service Manual*

*A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.*

*Third Legacy Procedure is as follows:*

- *The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.*
- *The first candidate to receive two-thirds of the total vote is elected.*
- *Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, their name is automatically withdrawn -- except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)*
- *After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)*
- *After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.*
- *At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot-"going to the hat"-immediately. If the motion carries, a fifth and final ballot is conducted.*
- *If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.*
- *Lots are then drawn by the teller, and the first one "out of the hat" is the delegate (or trustee or other officer).*

### **Resignation of a District 36 Officer other than DCM or ADCM**

In the event a District 36 officer resigns his/her position, a sitting GSR will be elected as the new District 36 Officer using the Third Legacy Procedure along with District 36 eligibility and voting rules.

### **Resignation of the DCM**

Upon resignation of the 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 36 eligibility will also apply.

### **Resignation of the ADCM**

Upon the resignation of the ADCM, the District 36 will hold an election to select a new ADCM. Election procedure as outlined earlier in this section is used.

### **Removal of any Officer**

The Panel, by a vote of three-fourths (3/4) of the current members present, can remove any officer with a cause (if a cause has been brought to the Panel), if it is determined that such removal is in the best interest of Alcoholics Anonymous as a whole. Any proposed new officer must be nominated and approved via the aforementioned Election Procedure.

# **SECTION V**

## **SUB-COMMITTEES**

All GSRs are requested to voluntarily join one or more of the Sub-committees. All Sub-committees meet at times set by the Sub-committee members. A District 36 Officer must be assigned as an advisor to each Sub-committee. Each Sub-committee will elect a chairperson and secretary at its first meeting and report this information as part of its report at the next District 36 Meeting. Each Sub-committee will make monthly reports at the District 36 Meeting, as appropriate. The chairperson must be a GSR. Sub-committees can only make recommendations and all recommendations must be voted upon and approved by the District 36 Panel. AGSRs are welcome to participate on Sub-committees and will be eligible to vote on any Sub-committee matter.

### **Archives Sub-committee**

The Archive Sub-committee gathers, organizes, and maintains, and is responsible for the safety of the archives. The Sub-committee provides materials to the District 36 or Area 59 as needed. The District 36 Archivist acts as advisor to the Archives Sub-committee. Refer to published [AA Guidelines for Archives](#) for more detailed information.

### **Structure Sub-committee**

Responsible for ongoing review of the District 36 structure manual, making recommendations for change consistent with the District 36 role in supporting the Groups.

### **Workshops Sub-committee**

Coordinates all aspects of District 36 workshops. They can be independently run or done in conjunction with other Districts.

### **Finance Sub-committee**

Finance Sub-committee develops annual District 36 budget, using prior year's budget and actual expenditures as guideline; tracks expenditures against Panel-approved budgets; develops and submits revised budget proposals, as necessary; and, submits proposed budget to Panel for approval. The District 36 Treasurer acts as the advisor for this Sub-committee.

### **Ad-hoc Sub-committee**

Ad- hoc Sub-committees are created by the DCM to address unique issues that are not well served by the existing sub-committees, e.g.: District 36 Split Ad-hoc Sub-committee. There are no requirements to be part of an Ad-hoc Sub- committee other than to be a current member of AA in good standing.

In all cases, the Ad-hoc Subcommittee will be terminated when:

- a) The current DCM determines the issue has been resolved;
- b) By 2/3 majority vote of the current District 36 Panel, or;
- c) When the current District 36 Panel ends, whichever comes first.

Succeeding DCMs may restart the same Ad-hoc Sub-committees at his/her sole discretion.

# SECTION VI

## Miscellaneous

### Where to Send Group Contributions

The General Service pamphlet "[Self-Support, Where Spirituality and Money Meet](#)" suggests that after a group pays its basic expenses such as meeting room rent, AA literature, refreshments, and retains a prudent reserve "emergency fund", the group divides the remaining funds on a regular basis toward essential AA services. It further suggests several options for the division of these remaining funds depending on the group's local needs which is arrived at through its group conscience.

District 36, suggests to Home Groups "The **Modified** 50-30-10-10 Plan":

- ◆ 50% to the General Service Office in New York
- ◆ 30% to your local Intergroup/Central Office
- ◆ 10% to Area 59.
- ◆ 10% to District 36

For more information, an AA member can attend service meetings and workshops, and subscribe to publications such as the G.S.O. newsletter "Box 459", and the "AA Grapevine."

### To contact a District 36 Officer by email:

District Committee Member (DCM)

[DCMd36a59@gmail.com](mailto:DCMd36a59@gmail.com)

Alternate District Committee Member (ADCM)

[ADCMd36a59@gmail.com](mailto:ADCMd36a59@gmail.com)

District Treasurer

[d36a59treasury@gmail.com](mailto:d36a59treasury@gmail.com)

District Secretary

[SECRETARYd36a59@gmail.com](mailto:SECRETARYd36a59@gmail.com)

### Additional Addresses:

General Service Office  
PO Box 459  
Grand Central Station  
New York, NY 10163

Area 59 Treasurer

Refer to the [Area59.org](http://Area59.org) website for this information.

District 36 Treasurer

PO Box 699  
Camp Hill, PA 17001-0699



## **Twelve Traditions (Short Form)**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. 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.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never to be drawn into public controversy.
11. 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.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

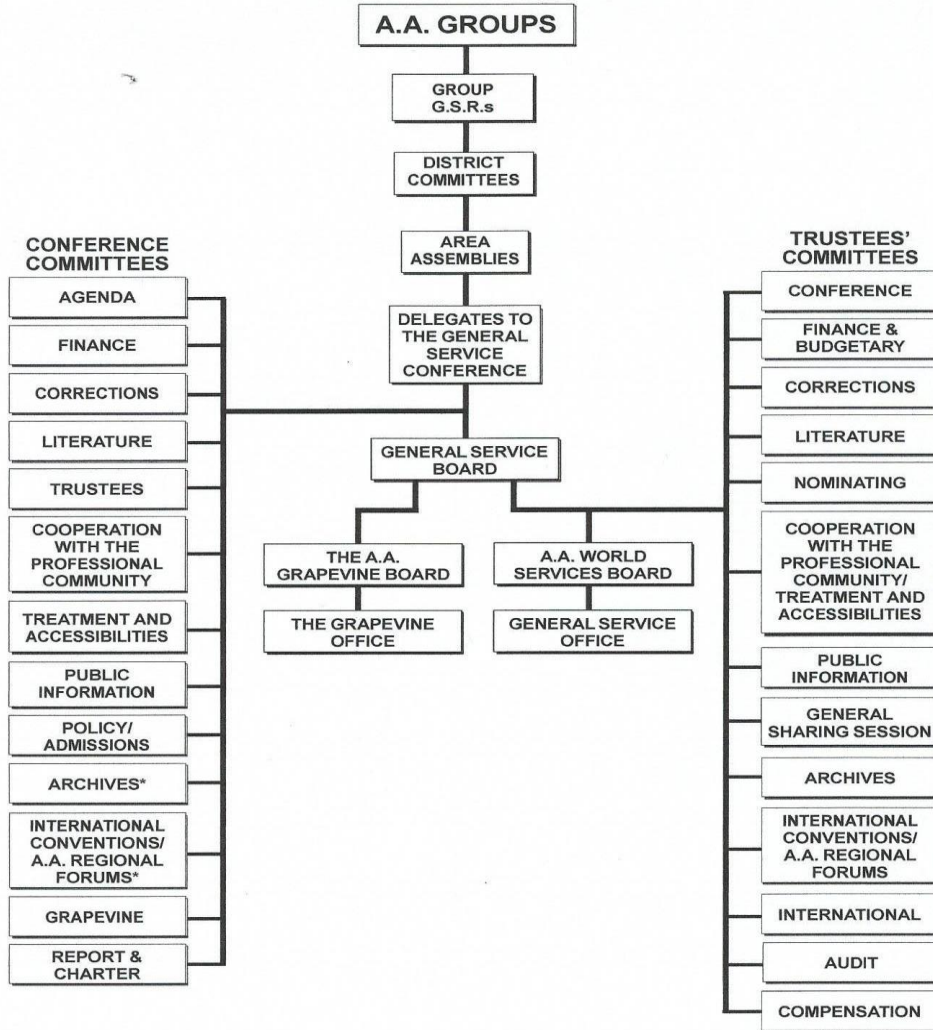
## **Twelve Concepts (Short form)**

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. 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.
3. To insure effective leadership, we should endow each element of A.A.-the Conference, the General Service Board and its service corporations, staffs, committees, and executives-with a traditional "Right of Decision."
4. 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.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. 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.
7. 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.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. 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.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. 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.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

# A.A. Structure

Service Material from the General Service Office

## The General Service Conference Structure (U.S. and Canada)



\*Secondary committee.

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# Glossary of Terms

<i>AAWS</i>	Alcoholics Anonymous World Services, one of two corporations of the General Service Board. AAWS oversees the operation of GSO and is the publisher of all conference-approved and service literature.
<i>Alternate</i>	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.
<i>Appointed Representatives</i>	Liaisons from Intergroup, Bridging the Gap, Pennscypaa and others such as District 36 Archivist, District 36 Technology Coordinator.
<i>Area</i>	A geographical division within a state or province. A Conference Delegate comes from each Area. Many states have one Area except more heavily AA populated places have multiple Areas. There are 2 Delegate Areas in PA
<i>Area Assembly</i>	A meeting of GSRs, and Committee members to discuss Area affairs and, every other year, elect a delegate and area officers. Area 59 meets quarterly. Please refer to the Area schedule for dates and location.
<i>Autonomous</i>	Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or AA as a whole." This means that we have been given the courage to declare each AA 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 AA as a whole, nor affiliate itself with anything or anybody else.
<i>Conference</i>	The General Service Conference; this can mean either the structure involving Committee members, GSRs and Delegates in an Area, or the annual meeting of Conference Delegates each April in New York City.
<i>Conference Approved Literature</i>	Pamphlets, books, videos and films produced by AA World Services (AAWS) that have undergone an approval process within the General Service Conference. To be modified they must be brought to the Conference.
<i>C.P.C.</i>	Cooperation with the Professional Community.
<i>D.C.M.</i>	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 their District.
<i>Delegate</i>	The man or woman elected every other year to represent the Area at the annual General Service Conference meeting in New York City and to bring back to the Area the results of that meeting.
<i>District</i>	A geographical division within an Area, represented by a DCM.
<i>District Meeting</i>	Meeting of the DCM and GSRs in a District.
<i>District Officers</i>	Members of the District Panel that hold executive officer positions as outlined in Section III.
<i>District Panel</i>	The official from each District elected to represent that District at the Area 59 level.
<i>Groups</i>	All A.A. groups registered with Harrisburg Area 59 Intergroup and contained within District 36.
<i>Group Conscience</i>	The collective decision of the group membership representing substantial unanimity on an issue before definitive action is taken.
<i>G.S.O.</i>	The General Service Office, which provides services to groups in the United States and Canada and publishes AA literature.
<i>G.S.R.</i>	General Service Representative. The role of the GSR is essential to ensuring that groups can fulfill that responsibility. Only when a GSR keeps the group informed and communicates the group conscience can the Conference truly act for A.A. as a whole. This communication is a two-way street, making the GSR responsible not only for bringing forward the group's voice, but for taking back to the group Conference actions that affect the Fellowship's unity, health and growth.
<i>Mini-Conference</i>	Area 59 conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues of the General Service conference
<i>Panel</i>	The current group of GSRs and Officers. A new Panel starts with the election of new District officers.
<i>P.I.</i>	Public Information Committees at the District, Area, Trustee and Conference

	level who help carry the message by working with the media.
<i>Region</i>	A group of several Delegate Areas from which a Regional Trustee is elected to the General Service Board. There are six regions in the U. S and two in Canada. Area 59 is part of the North East Region.
<i>Third Legacy</i>	Our three legacies include Recovery, as described in the Twelve Steps, Unity, as described in the Twelve Traditions, and Service, as described in the Twelve Concepts for World Service. Our Third Legacy of Service is the sum total of all AA services, from a Twelfth Step call to worldwide service activities.
<i>Third Legacy Procedure</i>	A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in chapter one of the AA Service Manual.
<i>Trustee</i>	The title for a member of the General Service Board. Fourteen trustees are AA members (Class B); seven are nonalcoholic (Class A).

# Sample District 36 Meeting Agenda

## District 36 Meeting Agenda

*[Insert actual meeting date, Example: January 8, 2018]*

Opening with Declaration of Unity

Introductions and New Members

Concept [of current month]: *[insert text of concept-of-the-month]*

News from Groups: (Summaries – Announcements, Anniversaries, etc. / Actions – Group problems or issues)

Secretary's Report:

Treasurer's Report:

ADCM's Report:

DCM's Report:

Sub-committee and Appointed Representatives Reports (Archives, Finance, Structure, Workshops, Intergroup Liaisons, Technology Coordinator):

Ad hoc District 36 Split Sub-committee (if Sub-committee exists)

News from the Harrisburg Area 59 Intergroup

Bridging the Gap Coordinator Report

YPAA Liaison Report:

Old Business:

New Business:

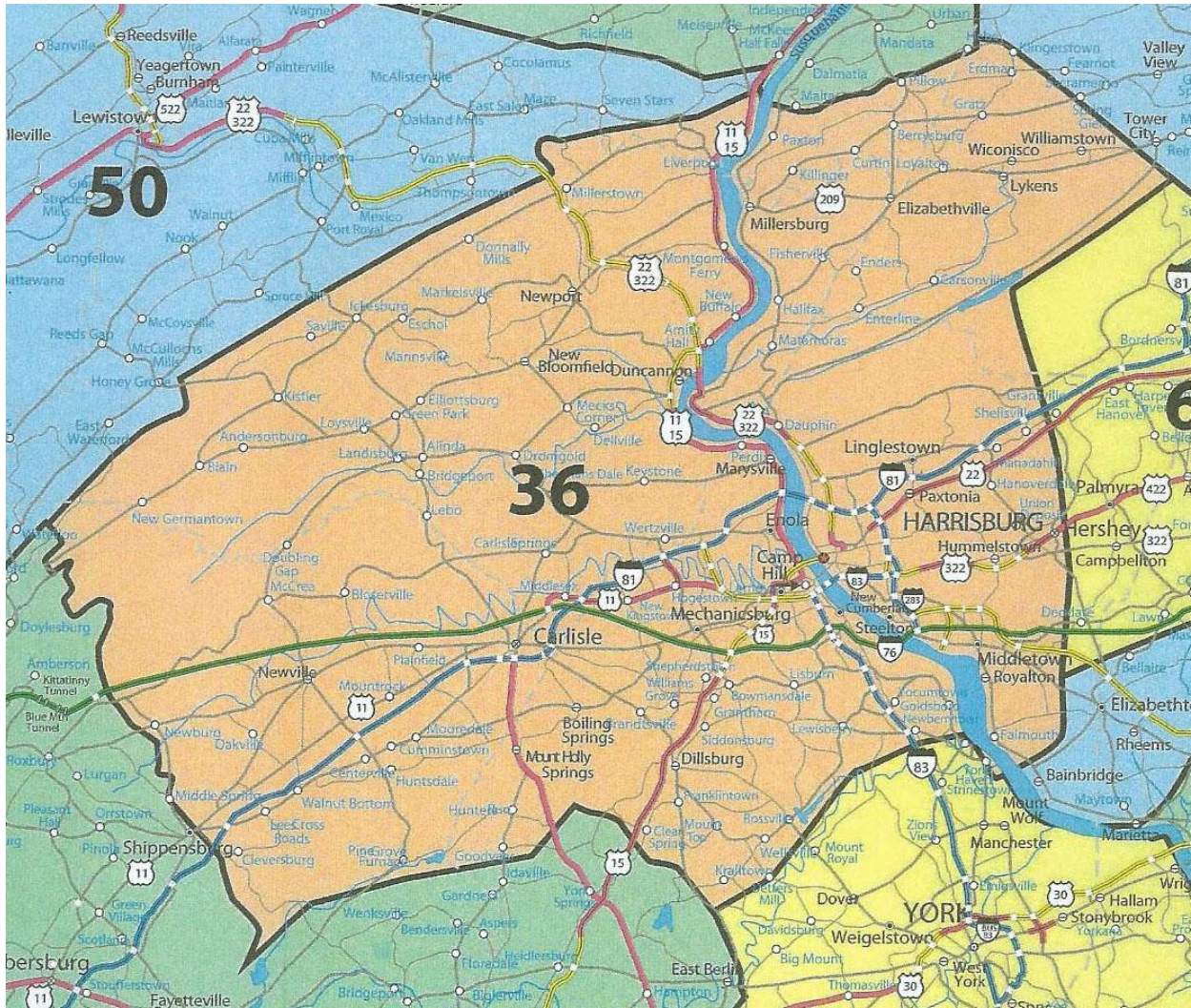
Tradition [of the current month]: *[insert text of tradition-of-the-month]*

Next Meeting: [Insert exact date; Example: *Monday, November 9*], at 6:30 pm at the Fellowship House

Close with the Responsibility Pledge



# Map of District 36



Our Twelfth Step- carrying the message is the basic service that A.A. fellowship gives; this is the principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a *society of alcoholics in action*. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die. Hence, an A.A. service is anything whatever that helps us reach a fellow sufferer - ranging all the way from the Twelfth Step itself to a phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action.

The Sum total of all these services is our Third Legacy of Service.

## Structure Manual Change Request Form District 36

To Structure Sub-committee: Here's is my change request --

Page and Section #	Requested Change	Reason for Change
	<i>(please use back of page if more space is needed)</i>	

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print your first name and last initial)

Group Name: \_\_\_\_\_

*Please make additional blank copies of this form before using so that this copy can remain with the Structure Manual.*