



Service Handbook

Preface

This handbook is intended as an introduction to general service for the trusted servants of District 48, Area 59. It is in two parts, of which the first is almost entirely from *The A.A. Service Manual*; this is intended as no way to be a substitute for thorough familiarity of that Manual.

The second part consists of guidelines for service as practiced in Area 59, District 48. These are subject to the approval of the District Meeting and thereafter to be revised by a 2/3 vote of that meeting.

The Twelve Concepts (short form)

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- 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.
- III. 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.”
- 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.
- 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.
- 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.
- 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.
- VIII. 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.
- 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.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- 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.
- 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, 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.

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Part One: General Service

Introduction to General Service

“The Twelve Traditions make clear the principle that A.A., as such, should never be organized;...the structure chart shows the groups on the top and the trustees at the bottom. Bill W. wrote in Concept I: ‘the A.A. groups today hold ultimate responsibility and final authority for our world services...’ and that the groups ‘delegated to the Conference complete authority for the active maintenance of our world services and thereby made the Conference...the actual voice and effective conscience for our whole Society.”

(*A.A. Service Manual*, p. S15)

The District meeting serves as a conduit between the groups, as represented by the General Service Representatives (G.S.R.) through their elected District Committee Member (D.C.M.) to the Area, which selects a Delegate to carry the conscience of the groups of the area to the annual General Service Conference.¹

Similarly the conscience of A.A. as a whole, as delegated to the Conference, is reported back to the Group through the same channels. “...the G.S.R. is responsible for making sure that group members are informed about what we on at the Conference and made aware of the full range of Advisory Actions”.

(*A.A. Service Manual*, p. S17)

In addition to carry the conscience of A.A., the District, as chaired by the D.C.M. has the opportunity to make available A.A.’s message to its local community, through such sub-committees as Public Information, Cooperation with the Professional Community, etc. A checklist of duties of the D.C.M. is presented on p.S29 of the *A.A. Service Manual* (Appendix I) as is one for the G.S.R. on p. S24.

It is well to remember that officers of A.A. “are but trusted servants”, and that “personal ambition has no place in A.A.”; thus we should try to leave behind such defects of character as the desire for prestige when we enter service.

(Quotations above are from the *A.A. Service Manual*, 1999-2000 Edition, published by Alcoholics Anonymous World Services, Inc., and in the last paragraph, from *Twelve Steps and Twelve Traditions*, Traditions Two and Eleven, p. 132 and p. 183; they are reprinted with permission of A.A.W.S.)

¹ Note however the comment in the *A.A. Service Manual* (p.S53): “...it ought to be clearly understood and agreed that our Conference Delegates are primarily the world servants of A.A. as a whole, that only in a secondary sense do they represent their respective areas. Consequently they should, on final decisions, be entitled to cast their votes in the General Service Conference according to the best dictates of their own judgement and conscience at that time.” These considerations should be applicable to the G.S.R. and D.C.M. as well as to the Delegate.

The A.A. Group

“Any group of alcoholics gathered together for sobriety may call themselves an A.A. group provided that, as a group, they have no other purpose or affiliation”¹

For most A.A.s, membership in a home group is one of the keys to continuing sobriety. In a home group, they accept service responsibilities and learn to sustain friendships. The home group affords individual A.A.s the privilege of voting on issues that affect the Fellowship as a whole; it is the very basis of the service structure. While most A.A. member attend other groups regularly, the home group is where they participate in business meetings and cast their vote as part of the group conscience of the Fellowship as a whole. As with all group conscience matters, each member has one vote.

“The pamphlet “The A.A. Group” provides extensive information on group organization and opportunities for service.” Among topics discussed there are “The A.A. group’s relations with others in the community” (specifically concerning service committees), “Principles before personalities” (with information on the principle of rotation, the informed group conscience, and the group inventory), and “how are the A.A. group relates to A.A. as a whole” (discussing General Service)²

The General Service Representative (G.S.R.)³

“The general service representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the groups thought to the district committee member and to the delegate. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth.”⁴

The importance of the role of the G.S.R. in the service structure of Alcoholics Anonymous is implied in the pamphlet, “G.S.R.,” which says this “may be the most important job in A.A.” That the trusted servant who fills this office has a commitment to the job is made clear in the first item published under “The makings of a good G.S.R.”

“Two or three years sobriety is generally the required minimum. Active membership in a home group — yours — is also important, and your G.S.R. should hold no other offices in any group.”⁵

¹“The A.A. Group”, p. 15. ©A.A.W.S. Reprinted with permission

²*A.A. Service Manual*, p. S23 ©A.A.W.S. Reprinted with permission

³Qualifications and Duties of the G.S.R., as listed in the *A.A. Service Manual* are in Appendix One

⁴*A.A. Service Manual*, p. S23 ©A.A.W.S. Reprinted with permission

⁵“G.S.R.” ©A.A.W.S. Reprinted with permission

The District and the D.C.M. ¹

“A district is a geographical unit containing the right number of groups...In metropolitan districts the number is generally 15-20, while in rural or suburban districts the number can be low as 5.”

The District Committee Member ²

“The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference...[he/she] is exposed to the group conscience of the district... [and] is able to pass on the district’s thinking to the delegate and the committee.”

“The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. A D.C.M. should have enough sobriety (generally 4 or 5 years) to be eligible for election as delegate.”

“The D.C.M.’s term of office is two years...D.C.M.’s are generally elected in the fall of the year. The election should take place *after* the G.S.R. election and *before* that of the area delegate, because the D.C.M. is chosen either from among currently serving G.S.R.s or from a combination of past and present G.S.R.s.”

“Most district committees allow all current voting members of the district committee to vote in district elections.”

“Many district committees include alternate D.C.M.s, a secretary/and/or treasurer, and other officers of service committee chairperson in addition to the D.C.M. and G.S.R.s. Sometimes, these jobs are held by the G.S.R.s already on the committee; sometimes, they call for additional voting member, who are eligible to stand for D.C.M.”

“Election is either by written ballot or show of hands, with a majority needed to elect. A district may also choose to follow Third Legacy Procedure...which requires a two-thirds majority.”

The Alternate D.C.M.

“The alternate is a back up for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in.”

Also see the comment in the section on The Area Assembly concerning resignations.

¹ All quotations are from *The A.A. Service Manual*, pp. S28-S31. They are reprinted here by permission of the copyright holder, A.A. World Services, Inc.

²“Qualifications and Duties of the D.C.R.” are reprinted from The Service Manual in Appendix Two

The Area Assembly

The structure of A.A. leads from the group to the district to the area, of which there are 93 in the United States and Canada. Each of these areas elects a delegate, who, joined by certain others¹, meet for the General Service Conference each April when “the collective group conscience...comes together to take actions that will guide the groups in the years to come.” “Any member may attend” these assemblies. “it is important for the area to agree upon a set of procedures: and these procedures “should answer such commonly asked questions as: Do both incoming and outgoing D.C.M. and G.S.R.s vote? Do the chairpersons of special committees have a vote?...Can one G.S.R. represent two groups? (Each group should have its own G.S.R., who votes for one group only.)

“It is generally suggested that a service worker be asked to resign if time does not permit him or her to carry out the responsibilities of the position. Such a situation could also be handled at the district level...”

Examples of Election and Non-election Assemblies are in the Service Manual, p. S35, as is additional information concerning other activities, such as:

Area Newsletters or Bulletins

“Newsletters and bulletins...may include local A.A. news, information about groups and committees, and reprinted material from A.A. literature...”

“Any group or district in the Fellowships is free to use the symbol of a circle and triangle on newsletters...or other A.A. material.”

Working with Local Intergroups and Central Offices

“Traditionally, general service committees and intergroups/central offices have performed different functions. Central offices provide local services; general service committees maintain the link between the A.A. groups and the A.A. General Service Board by means of the Conference. So these two separate but vital service structures coexist in many areas in mutual cooperation and harmony.”

The Annual Conference ²

“The conference comes closer to ‘government’ than anything else in A.A., but...”*Of course it cannot be too often said that while the Conference can issue orders to the General Service office, it can never mandate or govern the Society of Alcoholics Anonymous which it serves. The Conference represents us, but cannot rule us.*”

“Conference members always strive to reach a group conscience...After the vote, the Conference chairperson calls for minority opinions—and occasionally, a well-reasoned minority opinion can result in another vote, reversing the first decision.”

“It ought to be clearly understood and agreed that our Conference Delegates are primarily the world servants of A.A. as a whole...Consequently they should...be entitled to cast their votes...according to the best dictates of their own judgement and conscience at that time.”³

¹ They are, in addition to the elected delegates, the directors and A.A. staff of A.A. World Services, Inc. and The A.A. Grapevine, Inc., and the trustees.

² Also see Concepts I and II in *Twelve Concepts for World Service*

³ *Twelve Concepts for World Service* [Concept III], p. 15, in reference to the “Right of Decision”. Printed here by permission of the copyright holder A.A. World Services, Inc.

The General Service Board

The General Service Board (the trustees) is the chief service arm of the conference, and is essentially custodial in its character...Excepting for decisions upon matters of policy, finance, or A.A. Tradition liable to seriously affect A.A. as a whole, the General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. service corporation.

—from the Conference Charter, Service Manual, p. S87

“The trustees of Alcoholics Anonymous are concerned with everything happening inside and outside A.A.¹ that may affect the health and growth of the movement...whenever a decision on movement-wide policy is needed, they turn to the Conference.”

“The Board of Trustees today consists of 21 men and women, 14 alcoholics...and seven nonalcoholics.”

“The trustees do much of their work through...A.A. World Services, Inc., and The A.A. Grapevine, Inc.”

A.A. World Services, Inc.

“A.A.W.S. addresses the needs of all service assignments and seeks to improve communication between the A.A.W.S. and the Fellowship...and addresses publications concerns.”

The General Service Office

“...serves as a clearinghouse and exchange point for the wealth of A.A. experience accumulated over the years...and oversees the publication and distribution of A.A. Conference-approved literature and service material...[and helps] with group problems.”

“G.S.O. maintains A.A.'s archives of “every aspects of A.A. history, and “has a folder for every group known to G.S.O.”

Literature published by A.A.W.S. is listed in the Appendix.

The A.A. Grapevine, Inc.

“The A.A. Grapevine is the Fellowship's principle magazine...[It] is one of two operating entities of the General Service Board..All articles for the magazine are contributed by A.A. members, with the exception of a few by nonalcoholic friends of A.A. Articles are selected for publication only after discussion and the consensus of the editorial staff.”

¹ Editorial emphasis

² All quotations are from *The A.A. Service Manual*, ©A.A.W.S., and reprinted here by permission.

Part Two: District 48

District 48 Structure Manual

The General Service Representative (G.S.R.)

(Also see Service Manual, pp. S43-S45)

The G.S.R. serves as the link between the groups and the District. Each group elects its own G.S.R., and through him/her participates in the collective conscience of the Fellowship. The Service Manual suggest that the G.S.R. have two or three years sobriety, and it is a two year commitment. The G.S.R. is often called "the guardian of the A.A. Traditions." (For further reading, see the pamphlets "G.S.R." and "The A.A. Group").

It is expected that the G.S.R. will:

- Regularly attend Group meetings and business meetings, where he can acquire his/her knowledge of the Group's conscience, carry information to the Group from his service activities, and help inform the Group on questions of Tradition, etc.
- Regularly attend the monthly District meetings, reporting there on Group activities, participating in the election of District officers and in the implementation of decisions.
- Attend the Eastern Pennsylvania General Service Area Assembly to participate in the election of Area officers, as well as in the other activities and services of the Area, such as Mini-Assemblies, Share-A-Day programs, etc., when appropriate.

The Alternate General Service Representative (A.G.S.R.)

The Alternate G.S.R. participates whenever possible with the G.S.R. in order to familiarize himself/herself with the functions of the office, and when the G.S.R. is not available, he/she fills the service commitment. If the G.S.R. resigns or is unable to serve, the Alternate G.S.R. steps into the office. It is suggested that the Alternate G.S.R. have one of sobriety, but this depends on the conscience of the group. This is a two year commitment, and the Alternate G.S.R. is often selected to succeed the previous G.S.R. His/her activities should include:

- Regular attendance at the Group and at the Group's business meetings, where he/she will share his/her service experience with the Group.
- It is suggested that he/she attend the E.P.G.S.A. and fill in if the elected G.S.R. is not available, in the activities noted above under G.S.R.

If neither the G.S.R. nor the A.G.S.R. is available, the Group may appoint a pre tem proxy who can exercise the vote of the Group.

District 48 Officers

D.C.M. – District Committee Member

A.D.C.M. – Alternate District Committee Member

Secretary

Treasurer

D.C.M.

- Provides leadership in all District Activities
- Chairs the monthly District Committee meeting
- Gives monthly reports to the District at the monthly District Committee meeting
- Attends the monthly Steering committee meeting of the District
- Represents in the District as a spokesman when appropriate
- Attends and participates in all District and Area service meetings wherever possible

A.D.C.M.

- Attends all District meetings and events
- Chairs the District's Steering Committee meeting and reports on its activities at the monthly District meeting
- With the D.C.M. attends all Area service meetings
- Is available to replace the D.C.M. in activities which the D.C.M may be unable to participate

Secretary

- Attends the District meetings and keeps its minutes, copies of which are distributed to G.S.R.s and District Officers for their approval and to the Archivist
- Maintains a current District meeting list and G.S.R. list
- Fulfills all District correspondence as directed
- Attends the meetings of the Steering Committee for which records are maintain as for the District meeting
- Attends Area meetings and events whenever possible
- Sends minutes of the District meetings to the Area officers

Treasurer

- Attends the District and Steering Committee meetings, at which he gives his report orally and in writing
- Advises the District on the 7th Tradition
- Collects the contributions from the groups in the District
- Pays District expenses as directed
- Maintains and balances the District checkbook
- Prepares a yearly District budget for consideration at each January meeting
- Attends Area meetings and service activities whenever possible

Committees

The purpose of the committee is to enable the District to fulfill most effectively its service mandate by assigning the express areas for General Service concerns, as enumerated in the General Service Manual, to responsible agents. The Chairperson of the committee should be a G.S.R. The D.C.M. at the beginning of the term should nominate the several chair people to be affirmed by the District Committee. All Committee decision are subject to the approval of the District Committee.

There shall also be a **Steering Committee**, composed of the District Officers and the Committee Chairs, which shall deal with appropriate business between the monthly meetings of the District. The A.D.C.M. will chair this committee and in the monthly report, indicates its concerns and recommended actions.

Archives

The Archives Committee will maintain and document the history of District 48 with material relating to District 48, Area 59, and A.A. as a whole. The Archivist should make every effort to present a display at all service activities.

Workshop

There should be regular program of workshops dealing with service issues in A.A., to which all A.A.'s should be invited; in some cases, the general population may be invited. The Workshop Committee will try to have for display appropriate literature from A.A., and encourage the several other Committee chairs to present additional relevant materials.

Grapevine

The Grapevine Committee will make clear to the District the importance of the Grapevine as "A.A.'s meeting in media" and make materials for subscriptions, etc., available to all groups.

Literature

This committee should have knowledge of all material publish by A.A.W.S. and the Grapevine and whenever possible have examples of it to hand at all District meetings and workshops so that the G.S.R.s and others may know what is currently available to their groups.

Finance

The Finance committee is to work with the District Treasurer on ways to guide the District funds. The finance committee can consist of any G.S.R.s that are active and committed to service. The District Treasurer can also invite person to serve on this committee, and serves as chair during Finance committee meetings and has a vote on matters that are decided on. A committee member must be willing to be involved, be informed, and attend special meetings scheduled by the District Treasurer. The committee can have as few as two members but not many more, so as it keep it simple.

Hotline Answering Service

The purpose of this committee is to link callers who want to help with their local alcohol problem with members who are on the current sign-up sheets. The committee chair may be called upon if nobody is available to return calls from the sign-up sheets. The committee chair provides the Answering Service with and is responsible for, current and updating sign-up sheets and meeting lists. (Suggested every six months)

Newsletter

The editor of the Newsletter should prepare an edition to be distributed at each District meeting with ample copies for each Group. The contents shall be at his/her discretion but will comprise material pertinent to A.A. Service.

Public Information

The P.I. Committee should serve to increase awareness of A.A. in the community, handling requests for printed material and/or speakers. Appropriate literature should be made available to the medical, religious, mental health, and law enforcement communities (among others) and Public Information meetings should be encouraged.

Cooperation with the Professional Community

The C.P.C committee correlates communication between A.A. and those who encounter alcoholics through their profession, including physicians, nurses, clergymen, lawyers, social workers, etc. "Information is provided about where we are, what we are, what we can do, and what we cannot do." [Also see the pamphlet, "Let's be Friendly with Our Friends"]

Treatment Facilities

"The purpose of a treatment facilities committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to the larger A.A. community."

Correctional Facilities

"The purpose of a correctional facilities committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of "bridging the gap" from the facility to the larger A.A. community."

Special Needs

The committee should look into any areas of special needs in the District and try to have appropriate means to carry the message to those for whom it might be otherwise be inaccessible.

Meeting Cards

The purpose of this committee is to update the District 48 meeting cards and keep all information on the cards current. The meeting card committee chairperson is responsible for having new cards printed and disbursing all cards. The meeting card chairperson is expected to attend all District Meetings in order to gather information and disburse meeting cards.

Website

The website committee should be comprised of a webservant and at least one or two other members in order to update District information and determine content pertinent to A.A. Requests to add content or links should be submitted to the website committee and recommendation from committee will be subjected to final District approval. In the event there are not sufficient people to serve on the website committee, group conscience decisions should defer to the Public Information committee.

These committees should in all instances encourage "grass roots" movements within the groups, with whom they should work closely as possible, providing guidance and materials.

District 48 Meeting Format

The District meeting will be held monthly. All District officers and G.S.R.s should attend. The D.C.M. will chair the meeting; if the D.C.M. is absent, the chairing order will be the Alternate D.C.M., Secretary, and Treasurer.

- The chairperson will open the meeting, call it to order, and invite any non-A.A., but related, announcements.
- The chairperson leads the Serenity Prayer.
- The chairperson will ask a G.S.R. to read the Traditions.
- There will be a group roll call by the secretary and group reports.
- The Secretary will read the minutes of the preceding District meeting, and invite additions or corrections, following which the minutes should be approved (as amended, when appropriate).
- Treasurer's report, followed by discussion, with amendments if appropriate, and approval.
- Committee Reports:
 - Steering Committee
 - Archives
 - Workshops
 - Grapevine
 - Literature
 - Newsletter
 - Public Information
 - Answering Service
 - Cooperation with Professional Community
 - Treatment Facilities
 - Correctional Facilities
 - Special Needs
 - Meeting Cards
 - Website
- Tutorial
- D.C.M.'s report
- A.D.C.M.'s report
- Old Business
- New Business
- Announcements & Anniversaries
- Motion to adjourn followed by the Responsibility Pledge.

Procedures

- The meeting time is regularly one hour to a **max of an hour and half**, but exceptions are to be expected. Only G.S.R.s, Alternate G.S.R.s, and District officers will regularly participate in discussions and in voting. Each group has one vote, whether by G.S.R., the Alternate G.S.R. or a proxy, if the latter is recognized; each District Officer has one vote, which is not to be construed as a vote from his/her group.
- When a motion is brought to the floor, and seconded, discussion will follow; the D.C.M. will at an appropriate time close discussion, and call for a vote, Ayes, nays and abstentions should be counted, unless the D.C.M. recognizes and states a sense of the meeting. The minority should be invited to speak, following which another vote may be taken if it is the sense of the meeting.

Election Procedure

There are four elected positions at the District level, known as the District Officers, who are elected every two years, for a two year term. These are the:

- D.C.M. (5 years continuous sobriety requirement)
- A.D.C.M. (3 years continuous sobriety requirement)
- Secretary (3 years continuous sobriety requirement)
- Treasurer (3 years continuous sobriety requirement)

Eligibility

- Eligibility to run: current District Officers and all present G.S.R.s In the event that none of these accepts a position, the chair may open the position to present A.G.S.R.s.
- Eligibility to vote: Each group has one vote (G.S.R., A.G.S.R. or designated proxy): each current District Officer has one vote.
- To be elected the nominee must be present at the election meeting.

Nominations

- At the September meeting as part of "New Business" the meeting Chair will bring up the topic of elections, and offer a brief explanation of the procedures, with questions and answers.
- At the October meeting, the Chair will bring up nominations as part of "Old Business" and will ask for a roll call.

Elections

- Election will be by simple majority, unless there is a call for Third Legacy procedure which is sustained by the voting members. If there is a vote to use the Third legacy, see the Third Legacy Appendix. (See Third Legacy in Area 59 Structure Manual p.22)
- The meeting will be chaired by the outgoing D.C.M.; if he/she is eligible for reelection, the election should be directed by a non-voting member (as, for instance, a past D.C.M.) to be approved by the District Meeting.
- Elections will be held for each position, starting with the D.C.M., continuing with the A.D.C.M., the Secretary, and the Treasurer.
- During roll call, each eligible member (G.S.R.s and District Officers) will accept or decline the nomination.
- The chair will ask the voting members if they wish written ballots or not (for all positions), to be determined by a show of hands. Two non-voting members should be available to help with the counting of hands or ballots.
- If there is no majority vote on the first count, the candidate with the least votes shall be dropped from the list, and the procedure continue until there is a majority candidate. If there is an ultimate tie vote, the candidates will "go to the hat".
- The remaining officers will be determined by the same means.

Etiquette

- District 48 cherishes the principle of rotation, and encourages all its members to be involved in service and share its responsibilities and rewards. (See the pamphlet "The A.A. Group", p. 34)
- District 48 believes strongly in the Traditions of A.A., and endeavors to uphold them in all its affairs, while encouraging all its members to gain an understanding of the Traditions.
- At District Meetings, group representatives and District Officers will speak only when recognized by the chair.
- The District will send the District Officers to the EPGSA Convention, to the Mini-Assemblies, and the Area Day. It will send the D.C.M. and the A.D.C.M. to Area Meetings. Travel expenses for these events shall be included in the yearly budget. Other expenses must be presented to the District Meeting for approval.
- Non A.A. matters will not be discussed at District Meetings: See Tradition Ten.

Amendments to the Structure Manual

- Requests to consider amending the Manual should be presented to the Steering Committee, preferably in writing. The committee will review the request, in consultation with the District Officers, and prepare a recommendation to the District Meeting.
- The A.D.C.M. as chair of the Steering Committee will include this request and the Committee's recommendation in the next District Report, to be dealt with as New Business if action is to be taken. Changes in the Manual shall be by a two-thirds vote.

Appendix One

Qualifications and Duties of the G.S.R.

[from the *A.A. Service Manual*, pp. S23-24]

Qualifications

- Experience shows that the most effective G.S.R.s have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective G.S.R.s have at least two years of continuous sobriety.
- They have time available for district meetings and area assemblies.
- They have the confidence of the group, and an ability to listen to all points of view.

Duties

- G.S.R.s serve as the mail contact with the General Service Office and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin *Box 4-5-9* and keep their group abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R.s supply their D.C.M. with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. - new literature, guidelines, bulletins, videos, tapes, kits, etc., — and they are responsible for passing such information on to the groups.
- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions*, and *A.A. comes of Age, Twelve Concepts for World Service*, and the pamphlets "The A.A. Group", "A.A. Tradition - How it Developed", "The Twelve Traditions Illustrated" and "The Twelve Concepts Illustrated".
- They usually serve on group steering committees.
- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday plan. They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet "Self-Support: where Money and Spirituality Mix"
- They participate in district and area service meetings and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

Appendix Two

Qualifications and Duties of the D.C.M.

[from the *A.A. Service Manual*, pp. S28-29]

Qualifications

The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his/her position. A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate. He or she also needs to have the time and energy to serve the district well.

Duties

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.:

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Helps the conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this include setting up opportunities for the delegate's Conference report, occasionally making the conference report if the delegate cannot be present and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, *The Twelve Concepts for World Services*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O. and any other service material.
- Keeps groups informed about Conference approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; send district minutes to the delegate and alternate, exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

Appendix Three

New Groups/Meeting Card Listing

It is suggested that new groups meet for at least one to three months or be recognized as a group by the G.S.O. before they are listed on the District 48 Meeting Card. Final approval will be by a vote of the District 48 Committee after a visitation at the meeting by the D.C.M. or his/her designee.

