

DISTRICT 47 STRUCTURE MANUAL: 2023-2024

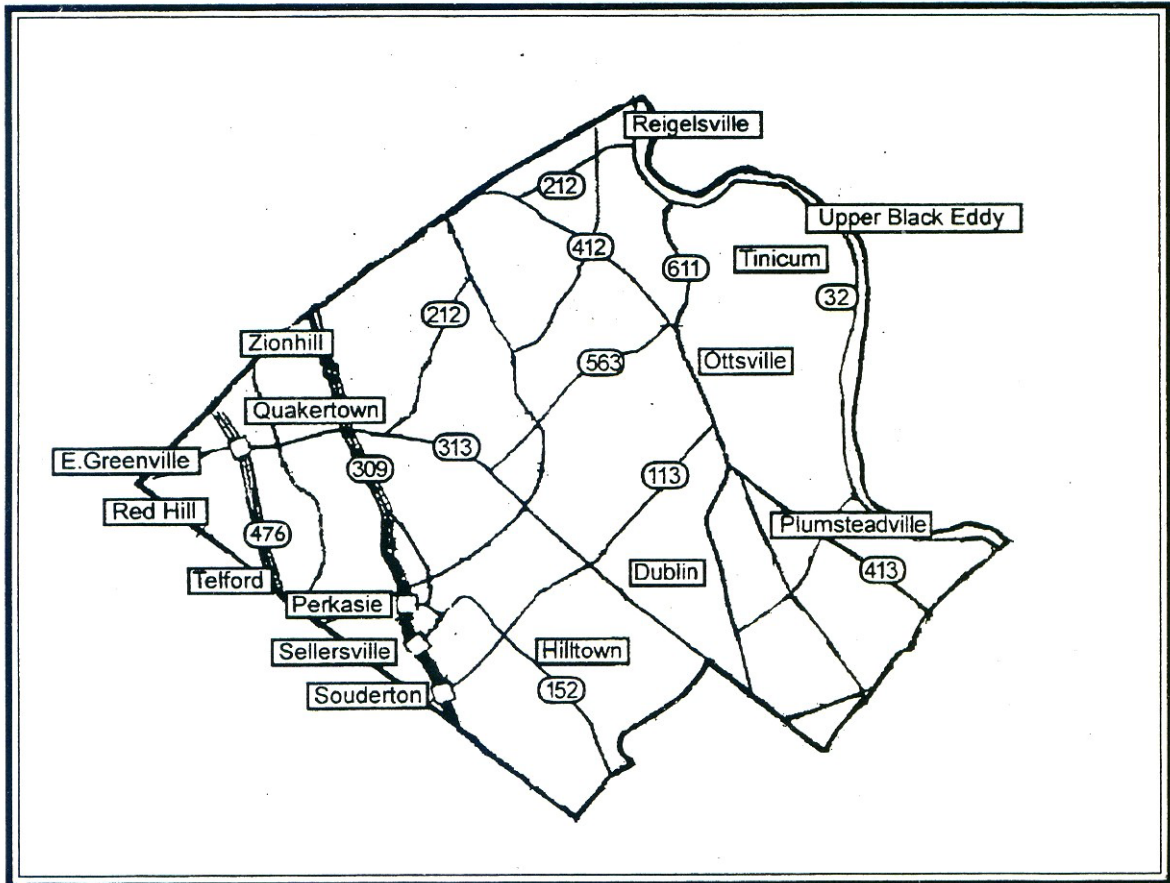


Area **59**

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY

www.area59aa.org

DISTRICT 47



STRUCTURE MANUAL

2023 - 2024

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The General Service Representative (GSR) - (See: *The A.A. Service Manual* - Current Edition).

The GSR is a vital part of AA. They serve as the link between the Groups and the District. Each Group elects its own GSR. It is usually a two (2) year commitment and it is suggested they have at least two (2) year's sobriety. They are the guardians of the AA Traditions. Also, see the pamphlets "G.S.R." and "The A.A. Group."

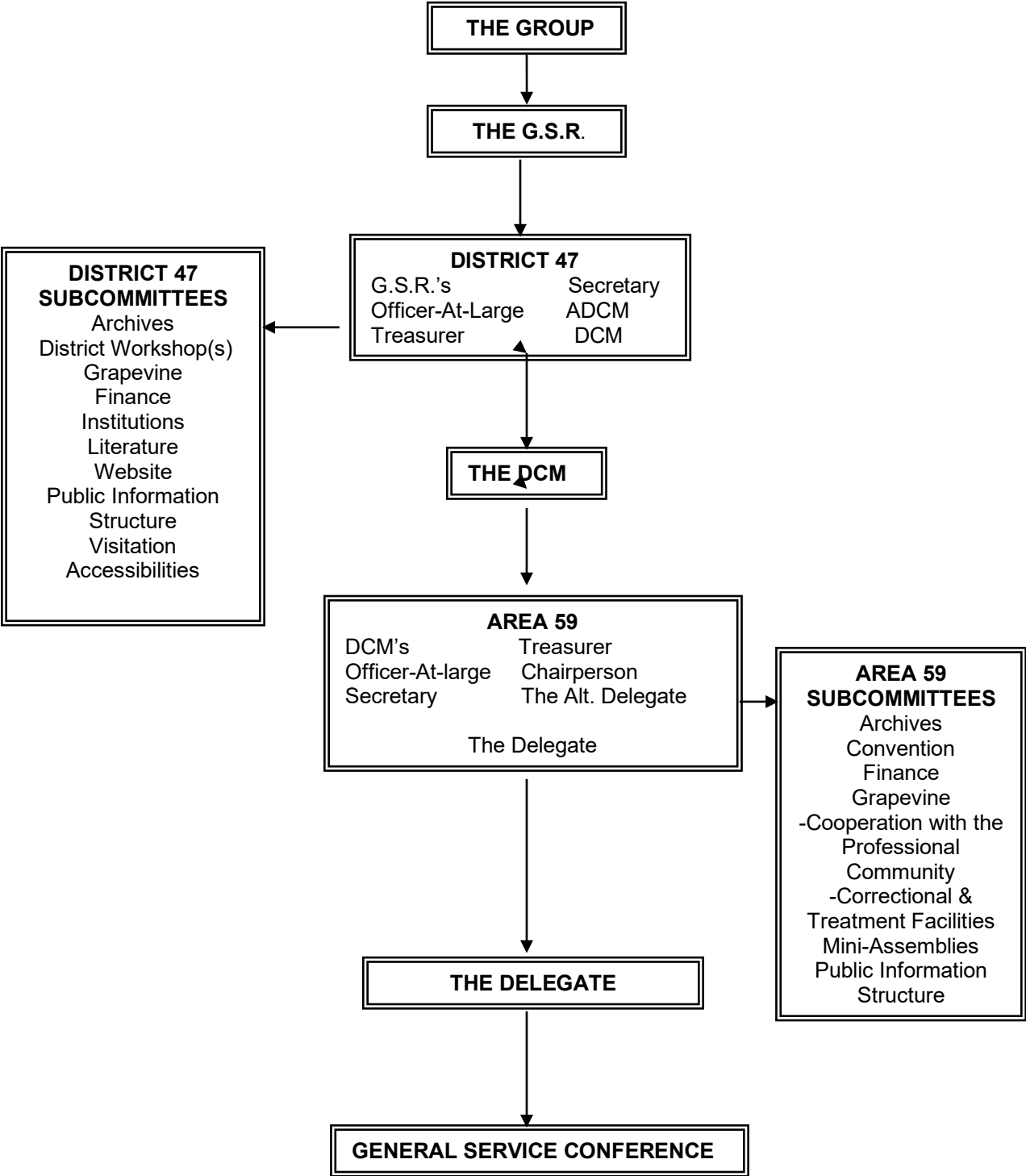
- Regular attendance at the Group
- Attendance at Group Monthly Business Meetings
- To understand Group Conscience and take back to the District
- Brings all appropriate handouts back to the Group
- To share their service experience with the Group
- Attendance at Monthly District Business Meetings
- Gives Group Status Report at District Meeting
- Participation in at least one (1) District Sub-Committee
- Brings Group announcements to District meetings
- Attends yearly E.P.G.S.A. Area Convention/Assembly
- Attends at least one (1) Area Business Meeting
- Attends at least one (1) Mini-Assembly

The Alternate GSR - (See GSR Description)

The alternate GSR's role is two parts. The first is to back up the GSR in case they are unable to fulfill a commitment. For example, if the GSR cannot attend the District Business Meeting, it is the alternate responsibility to attend. The second role is to step into the GSR position if the GSR resigns. The suggested time of sobriety is one (1) year, depending on the Group's Conscience.

- Regular attendance at the Group
- Fills in for GSR when unable to fulfill the commitment
- Attendance at Group Monthly Business Meetings
- To share their service experience with the Group
- Recommended Attendance at Monthly District Business Meetings
- Optional participation in a District sub-committee
- Suggested Attendance at yearly Area E.P.G.S.A. Convention/Assembly
- Suggested attends at least one (1) Area Business Meeting
- Suggested attends at least one (1) Mini-Assembly

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District 47 Officers

- DCM -** Liaison between District/GSRs and Area Delegate (5 Yrs. Sobriety Requirement)
- ADCM -** Backup for DCM and steps up to position if DCM resigns (3 Yrs. Sobriety Requirement)
- Secretary -** District Record Keeper (3 Yrs. Sobriety Requirement)
- Treasurer -** Maintains District's funds (3 Yrs. Sobriety Requirement)
- Officer at Large -** Chairs monthly District meeting and fills District officer position if anyone other than the DCM resigns (3 Yrs. Sobriety Requirement)

* If no candidate is available with the minimum sobriety requirements, then the voting body can waive this requirement, provided the potential candidate has good sobriety and is familiar with service at the District level. Those wishing to stand for a District Office should also be familiar with the AA Service Manual (current edition).

DCM - District Committee Member (See "*The A.A. Service Manual*" - Current Edition).

District Level Duties (including but not limited to):

- Holds Monthly District Meetings
- Gives DCM Report during the meeting
- Get guest speakers for District Meetings as required/requested
- Attends Monthly Subcommittee Night as Liaison (currently held the 2nd Wednesday of each month at 7:00 PM).
- Recruits Subcommittee Chairpersons as needed
- Stays in contact with Subcommittee Chairpersons as needed
- Advisor to District Workshop, Bridging the GAP and Institutions subcommittees
- Participates in the preparation of the annual District budget for the April District meeting.*
- Will select three GSRs to coordinate with the District Treasurer and conduct an audit of the District financial records for accuracy and clarity. This audit will be conducted in February and is to be concluded before a new budget is approved. The results of this audit will be presented at the March District meeting.
- Represents the District as Spokesperson in all matters
- Makes written report of all Area 59 and G.S.O. functions to be published on the District website

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Area Level Duties (including, but not limited to):

- Attends Quarterly Area 59 Meeting
- Gives District Report - verbal and written
- Participates in Area 59 Subcommittee (Subcommittee and duties determined by the Area officers)
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly.

ADCM - Alternate District Committee Member (See "*The A.A. Service Manual*" - Current Edition).

District Level Duties (including, but not limited to):

- Attends Monthly District Meetings
- Gives ADCM Report during the meeting
- Attends Monthly Subcommittee Night (currently held the 2nd Wednesday of each month at 7:00 PM).
- Advisor to Structure and Archives subcommittees
- Participate in District Workshop
- Participates in the preparation of the annual District budget for the April District meeting.*

Area Level Duties (including but not limited to):

- Attends Area 59 Meetings with DCM
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention Assembly.

Secretary

District Level Duties (including but not limited to):

- Attends Monthly District Meetings
- Keep minutes of District Meetings
- Copies and distributes monthly minutes to GSRs and District Officers
- Advisor to the Literature, Grapevine, Website, Accessibilities, and Visitation Subcommittees
- Fulfills all other District correspondence as directed
- Attendance at Monthly Subcommittee Night (currently held the 2nd Wednesday of each month at 7:00 PM).
- Participates in the preparation of the annual District budget for the April District meeting.*

Area Level Duties (including but not limited to):

- Attends at least one (1) Area 59 Meeting
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly
- Copies and distributes monthly minutes to Area 59 officers

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Treasurer

District Level Duties (including but not limited to):

- Attends Monthly District Meetings
- Gives Treasurer's Report (Verbal and Written)
- Speaks on the 7th Tradition each month at District Meeting
- Collects Donations from District Groups, and sends thank-you notes
- Pays District Expenses
- Maintains and balances District checkbook
- Participates in the preparation of the annual District budget for the April District meeting. The District's fiscal year begins in April to allow incoming officers to continue to operate under a budget until they can prepare a new one. The budget will now become a combined effort of all District officers.*
- Works with District Subcommittees to establish and maintain their budgets
- Attendance at Monthly Subcommittee Night (currently held the 2nd Wednesday of each month at 7:00 PM).
- Advisor to the Finance subcommittee

Area Level Duties (including but not limited to):

- Attends at least one (1) Area 59 Meeting
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly

Officer-At-Large

District Level Duties (including, but not limited to):

- Chairs Monthly District Meetings
- Fills any position (except DCM) if the District Officer resigns or is temporarily unavailable to fulfill their duties. The OAL will take over the vacant position temporarily until the position is filled by the election of GSR or Alternate GSR. (See Page 14)
- Attendance at Monthly Subcommittee Night (currently held the 2nd Wednesday of each month at 7:00 PM).
- Advisor to the Public Information and Intergroup subcommittees
- Advisor to the Answering Service
- Maintains GSR contact list for distribution
- Participates in the preparation of the annual District budget for the April District meeting.*

* The budget is a vital tool that the District will be using to steer most, if not all, of the service work that the District will perform. It is prudent and responsible to have the preparation be a joint effort of the current District committee member/officer panel.

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Area Level Duties (including, but not limited to):

- Attends at least one (1) Area 59 Meeting
- Participates in Mini-Assemblies, Share-A-Day, Multi-District Workshops and E.P.G.S.A. Convention/Assembly

Budget & Finances

Funding for District 47 is provided by voluntary contributions from the AA groups, and members, in the District.

Reimbursement for legitimate expenses to District Officers is allowed, to permit anyone, regardless of financial status, to run for office without concern for money.

Fixed expenditures include expense reimbursement for :

- DCM participation in Area 59 meetings and sponsored events, including the annual EPGSA Convention assembly;
- ADCM participation in Area 59 meetings and sponsored events, including the annual EPGSA Convention assembly;
- Treasurer and Secretary participation in Area 59 sponsored events (must be approved by majority vote);
- District Officer participation in NERAASA and NERF must be approved by a majority vote and dependent on the availability of District funds;
- District Officers' travel expenses to Area 59 sponsored events;
- The mileage rate for reimbursement is \$0.10/mile less than the current IRS business rate
- District Answering Service;
- Post Office Box Rental;
- District 47 meeting list printing;
- Routine Business Expenses: All Officers may be reimbursed for postage, copying and/or printing expenses
- Additional budgeted expenses of the subcommittees.

District 47 maintains a prudent reserve of 30% of the previous years' actual expenses.

The District Treasurer maintains the District bank (checking) account, pays the bills incurred by the District, and records group contributions to the District.

The District bank account is accessible (managed) by the Finance Subcommittee Chair, the ADCM, and the District Treasurer.

District 47 can receive group/individual contributions by cash, check, or PayPal.

An annual budget is prepared and presented to the District in March. The budget is prepared by the Finance Subcommittee, Treasurer, and ADCM. The budget is approved by a majority vote.

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An annual audit of the District finances, for the previous year, is done in January/February. The fiscal audit is conducted by the Finance subcommittee, ADCM, Treasurer (current and outgoing, as applicable), and any GSR wishing to participate in the audit. A report is issued, to the District, and approved by a majority vote.

Subcommittees

The purpose of District 47's sub-committees is to allow GSRs, District Officers, and District AA members to meet, share information, and take action to carry the AA message on a District level. Each subcommittee is to have a Chairperson, subcommittee members, and a District Officer who will act as an Advisor. The District DCM will be the liaison to all subcommittees. The Chairperson should be a GSR and have at least two (2) year's sobriety. The Chairperson will be chosen from within the subcommittee, and if none are found, the Advisor will appoint someone or fill in themselves, if no other appropriate AA can be found. However, this should be a last resort.

Archives - To maintain and document the history of District 47 with materials relating to information about District 47, Area 59, and AA as a whole (where relevant to the District). The District ADCM will be the Advisor to this subcommittee.

District Workshops(s) - To share information about AA-related topics in a larger format than regular meetings. The DCM will be responsible for forming a District Workshop subcommittee each year and overseeing the workshop.

Finance - To overview the District books, put together the yearly budget, and increase awareness of our 7th Tradition. The Treasurer is the Advisor to this subcommittee.

Grapevine - To stress the importance of The Grapevine magazine and other Grapevine materials as tools for sobriety and to aid new Grapevine Representatives in learning about The Grapevine and how to sell subscriptions and related items. The District Secretary will be the Advisor to this subcommittee.

Institutions - To fulfill the District's commitments to institutions. At present (2021), there are two (2) District Institutions' commitments: 1) Penn Foundation, 2) Pyramid Behavioral Health, and the Answering Service. There will be one (1) chairperson for all commitments with an individual responsible for each of the commitments. The District DCM will be the Advisor to this subcommittee.

Literature - This subcommittee will make sure the District Business Meetings have literature displayed so all GSRs will know what literature is available for their meetings. They will also supply any needed literature for the District meetings, workshops, and other needs as specified. The District Secretary will be the Advisor to this subcommittee. The Literature subcommittee is responsible for updating and printing the District meeting list.

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Public Information - To increase awareness of Alcoholics Anonymous in the community, especially the professional community. To handle any requests made at a District level, from the public, for information about Alcoholics Anonymous. The District Officer-At-Large will be the Advisor to this subcommittee.

Structure - To create and maintain a systematic procedure for District activities. The District ADCM will be the Advisor for this subcommittee.

Visitation - To visit Groups in the District to facilitate communication between the District and groups, especially with District Officers. The District Secretary is the Advisor to this subcommittee.

Accessibilities – To provide outreach service to local community members with needs that present a challenge to being a member of Alcoholics Anonymous and achieving sobriety. Including, but not limited to physical handicaps, language barriers, or learning disabilities. (See AA service pamphlet: *Serving Alcoholics with Accessibilities*.) The District Secretary is the Advisor to this subcommittee.

Bridging the Gap - A program designed to assist new members after their release from treatment and correctional facilities. AA volunteers are contacted to be a temporary contact to help the newcomer transition from the treatment/correctional facility to outside AA meetings. (See AA service pamphlet: *Bridging the GAP*) The DCM is the Advisor to this subcommittee.

Website – To publish a monthly record of events relating to District 47 and other AA-related articles. To maintain a current and accurate District 47 website, to be managed by a District web-servant who shall chair this sub-committee. This site will include links to Area 59, Southeast Pennsylvania Intergroup Association (SEPIA), and the General Service Office (GSO, New York). Content will be reviewed regularly and suggestions and updates will be submitted to the web servant for consideration and inclusion. Web-servant will present changes to the District at the monthly District meeting. The website will also contain a password-protected section that contains District meeting minutes, the roster of current GSRs and Officers, DCM/Treasurer reports, and anything else deemed sensitive by the District. The District Secretary will be the advisor for this subcommittee.

Intergroup – This subcommittee will participate in the activities of the Southeast Pennsylvania Intergroup Association (SEPIA) as the District 47 representative in the Bucks County Zone.

The Bucks County Zone holds its meeting on the second Monday of each month at the Good Shepherd Church, 877 Street Road in Southampton, PA 18966. The meeting starts at 7:00 pm.

The subcommittee will report, back to the District, on information/activities sponsored by SEPIA. Participation in SEPIA Service Teams, or other activities (such as the answering service hotline), is up to the decision of the Intergroup Subcommittee. Any SEPIA

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commitments, made by the Intergroup Subcommittee, will be the responsibility of the committee and any volunteers from Groups in District 47.

The District Officer-at-Large is the Advisor to the subcommittee.

Special Terms:

Liaison - Will be the DCM, who is to represent the District authority and be ultimately responsible for the functioning of the subcommittees.

Advisor -To represent the District, appoint a Chairperson and attend subcommittee meetings.

DISTRICT 47 MEETING FORMAT

The District meeting will be held once a month. It is being held at St. Andrew's Lutheran Church, 20 Dill Avenue in Perkasio, at 7:30 p.m., the 2nd Wednesday of every month.* All District Officers, GSRs, and alternate GSRs should be in attendance. The Officer-At-Large (OAL) will be the Chairperson. In the event the OAL is not present, the DCM will chair. If the DCM is not present, the chairing order will be ADCM, the Secretary, and the Treasurer.

- The Chairperson will call the meeting to order.
- The Chairperson leads the Serenity Prayer.
- The Chairperson will read, or appoint, a GSR to read the Tradition corresponding to the month and discussion will follow.
- The Chairperson will read, or appoint, a GSR to read the Concept corresponding to the month and a discussion will follow.
- Roll Call of District Officers and Group reports by the Secretary. Groups having "Issues and Answers" should make notice at this time.
- Call for any Groups missed.
- Guest Speaker / Presentation (If any).
- The Secretary will ask if GSRs have received a copy of the previous months' District meeting minutes and have reviewed them. The Secretary will ask if there are any changes to note. A vote will be taken to approve minutes into the record.
- Treasurer's report and 7th Tradition basket is passed.
- The DCM, ADCM, and OAL Reports will be given at this time.
- Subcommittee Reports - Given by Subcommittee Chair or designated member:
 - Archives
 - District Workshop(s)
 - Finance
 - Grapevine
 - Institutions
 - Penn Foundation (Tuesday and Wednesday)
 - Pyramid Behavioral Health (Tuesday)
 - Answering Service
 - Literature
 - Public Information

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Structure
Visitation
Accessibilities
Website
Intergroup
Bridging the GAP

- Special Reports
- Issues and Answers
- Old Business
- New Business
- Call for District-related Issues by anyone who is not a GSR or District Officer.
- Chairperson asks for GSR or Officer to volunteer to do next month's Tradition reading.
- Chairperson asks for GSR or Officer to volunteer to do next month's Concept reading.
- Chairperson to ask for coffee commitment.
- Motion to end the meeting.
- Meeting adjourned with Responsibility Pledge

*Beginning April 2020, the District Meeting was held via ZOOM ID: 221-645-726; PW 237720 until further notice. Beginning in March 2022 the District meeting reconvened, in in-person, at St. Andrews Lutheran Church, 20 Dill Avenue, Perkasio, PA. The District meeting is HYBRID (Zoom and in-person).

DISTRICT 47 MEETING PROCEDURES

- Meeting time is limited to 1 hour and 30 minutes. Any overage must be voted on and approved.
- Only GSRs, acting Alternate GSRs, and District Officers may sit at the tables and speak, to keep participation limited to those representing Groups. Also to aid in counting during any voting.
- **Robert's Rules of Order** are used as a guideline:
- Motion Procedure: 1) Motion brought to the floor, 2) a second to the motion, is made, for discussion to proceed, 3) call, if motion remains, 4) call for a vote. GSRs or acting Alternate GSRs, and current District Officers all have one vote.
- Any amendments to a motion, under consideration, can be done during the discussion (i.e. "I move to amend the motion on the floor") and requires a second.
- A simple majority vote is required for a motion to pass.
- After a vote has been taken, minority opinion will be heard, at which time, another vote may be taken if any wish to change their vote.
- Any amendments to the Structure Manual, or any item on the floor, will be passed by a majority vote only. Abstentions will not be counted in the final vote.
- Questions on the procedure will be answered by the OAL. If the OAL does not know the answer, the Structure Committee will advise along with the District Officers.

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- If any GSRs arrive after the Group reports, they must wait until after the Treasurer's report. If they are later than that, it is up to the OAL to fit them in before the end of the meeting.

DISTRICT 47 ELECTION PROCEDURE

There are five (5) elected positions at the District level, elected every two (2) years. (See Section on District Officers) The election is held in even-numbered years, coinciding with the Area 59 Delegate and Officers election.

DCM - Liaison between District/GSRs and Area/Delegate (5 yrs. sobriety requirement)

ADCM - Backup for DCM & steps up to position if DCM resigns (3 yrs. sobriety requirement)

Secretary - District record keeper (3 yrs. sobriety requirement)

Treasurer - Maintains District's funds (3 yrs. sobriety requirement)

Officer-At-Large - Chairs monthly District meeting and fills District Officer position if anyone other than DCM resigns (3 yrs. sobriety requirement)

Eligibility

- Eligibility to Run: Current District Officers, (except outgoing DCM) and all present GSRs. In the event no GSRs accept a position, the election chair will open the position to present Alternate GSRs.
- Eligibility to Vote: Each group should have one vote - GSR, Alternate GSR, designated representative, and current District Officers.
- To be elected, the nominee must be present at the election meeting to be able to accept or decline.

Nominations

- At the September meeting, as part of "New Business," the Officer-at-Large (or meeting Chairperson) will bring up the topic of elections. A brief explanation will take place, with a Q&A to follow.
- At the November meeting, the Officer-at-Large (Chairperson) will bring up nominations as part of "Old Business," and, at this juncture, the Officer-At-Large will turn the meeting over to the Election Chairperson (EC) to chair the election. This will be an Area Officer or Area Committee Chair who has been selected by the outgoing DCM to chair the election. The Election Chairperson will ask for a roll call before beginning the election process.

Elections - Will be part of **November's District meeting** with time extensions voted as needed.

- Voting will be Third Legacy Procedure (See page 14 for diagram)
- Elections will be held after the 'New Business' section of the format so that all business of the District will be completed.
- Elections will be chaired by an Area Officer (Election Chairperson - 'EC'). (If no Area Officer is available, the past/outgoing DCM will chair the election)

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- Elections for each position, starting with the DCM and proceeding to the ADCM, Secretary, Treasurer, and Officer-At-Large.
- Each eligible District Officer and GSR will accept or decline the nomination.
- The EC will ask the voting members if they wish written ballots or not (this will hold for all positions), by a simple majority vote by show of hands. The EC will have two (2) nonvoting members available to count hands or ballots.
- The EC lists the names of each candidate.
- Votes are cast (written or show of hands - as determined earlier). Votes for each candidate are counted.
- The first candidate to receive a two-thirds (2/3) vote is elected.
- After the second ballot (assuming no candidate receives the necessary two-thirds on the first ballot), any candidate having less than one-fifth (1/5) of the total vote will be withdrawn automatically, except that the top two (2) candidates must remain. (For ties in second place, the top candidate and tied second place candidates remain)
- After the third ballot, candidates with less than one-third (1/3) of the total vote will be withdrawn automatically, except that the two top candidates must remain. Same procedure as above for tied second place.
- After the fourth ballot, if no candidate has two-thirds of the total vote, the EC asks for a motion and second, and a majority of hands-on conducting another ballot. If the motion is defeated, balloting is over and we "go to the hat" immediately. Lots are then drawn by the EC, and the first one "out of the hat" becomes the DCM.
- The ADCM is elected by the same election procedure. Secretary, Treasurer, and Officer-At-Large are elected by simple majority vote (one more than half the total votes).

Rotation of Officers

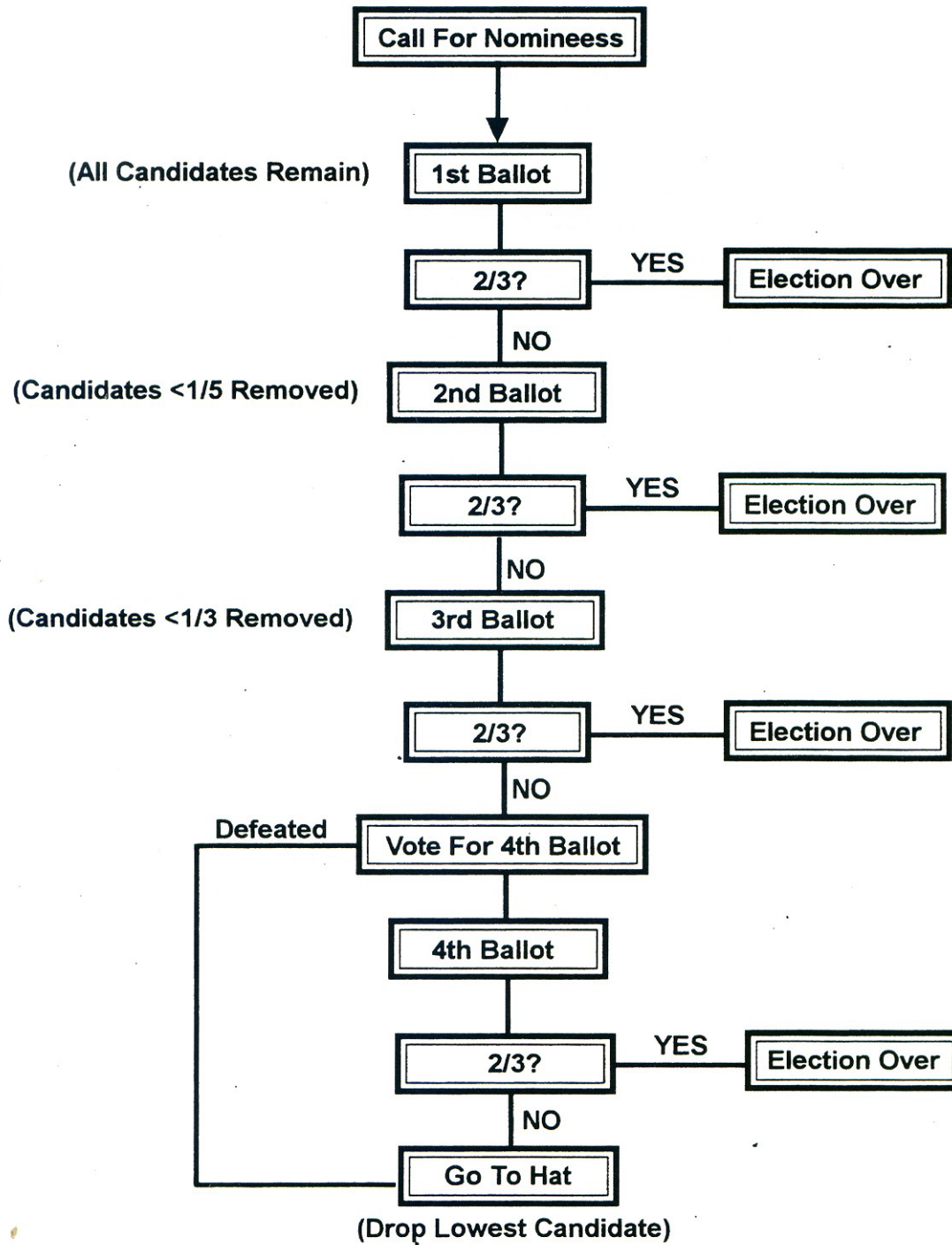
- New officers will be seated during New Business in December meeting. New and old officers will be present for December's meeting to augment a smooth transition.

District Officer Resignation

- When a District Officer resigns, other than the DCM, within a period of two (2) months there will be a special District election to fill the position that has been vacated. The only positions to be filled by special elections – are ADCM, Treasurer, or Secretary.
- If the Officer at Large position is vacated (either from resignation or the OAL steps up to fill a vacated position), the DCM will offer the position of Officer at Large, to candidates who stood for that office in the last District election, in descending order of vote received, until one of these candidates accept the position. If no candidate accepts, the District Committee (officers and attending GSRs, or alternate GSRs) will then elect a person to fill this position at the next District monthly meeting/
- When the DCM voluntarily resigns before term expiration, the ADCM will step up to the position for the remainder of the term (until the next election cycle).

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3rd Legacy Procedures



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DISTRICT RESPONSIBILITIES / ETIQUETTE

- The District will fund the following activities:
 - Sending the DCM and ADCM to the Annual Area 59 Conference/Assembly (full fee and expenses)
 - Sending the District Secretary, Treasurer, and Officer-At-Large to the Annual Area 59 Conference/Assembly (one-day registration)
 - Sending DCM and ADCM to Area Meetings, Mini-Assembly, and Area Day
 - Sending the DCM to NERAASA (full fee and expenses, when the District has adequate funds in the bank account)
 - Travel expenses for the above events are to be included in the yearly budget. Other events, not mentioned above, are to be brought to the District Meeting for expense approval.
 - Mileage expense for ADCM and DCM will be \$0.10 less than the prevailing IRS rate, but not less than the Area reimbursement rate when attending Area functions.
- At District meetings, group representatives (GSRs, Alt. GSRs, etc.) will speak only when recognized by the Chairperson.
- District Meetings should be set up one-half (1/2) hour before meeting time.
- District 47 believes in the spirit of rotation and encourages all its members to get involved in service and share responsibilities.
- District 47 believes strongly in the Traditions of AA and endeavors to uphold the Traditions in all its affairs and encourages all its members to gain an understanding of the Traditions.

AMENDING STRUCTURE PROCESS

All the requests for amending the Structure Manual must be presented to the Structure Sub-Committee at the District meeting, or the Subcommittee meeting. The requests should be written but may be verbal if properly recorded.

The Structure Subcommittee will review the request, holding in mind the Traditions, consulting with District Officers, Area Officers and subcommittees, and other members as needed.

At the next District Meeting, after the request has been put to the Structure subcommittee, the committee as part of its committee report advises the meeting of the request. The subcommittee will continue to include the request in its report as long as the request is under consideration. The subcommittee, upon reaching a consensus, will advise the District Meeting of their decision.

- If the opinion of the subcommittee is that no amendment should occur, then a written statement will be presented to the District Meeting with an explanation of why no action was taken. If at the District Meeting, there is opposition to the committee's decision to take no action, the opposition will state their reasons and the committee will again take the action under consideration, continuing to advise the District of the status. If, again, no action is recommended, it will again be brought before the

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District. If, again, there is opposition to the committee's recommendation, the matter will stay active between the subcommittee and the District until a resolution is achieved.

- If the opinion of the subcommittee is that the structure should be amended, a written statement will be presented at the District Meeting with an explanation. If there is opposition, then the above-described procedure should be followed. If there is no opposition, then the structure manual will be amended and revised.
- Opposition will be qualified by majority vote.

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APPENDIX A **DISTRICT 47 STRUCTURE MANUAL AMENDMENTS**

DESCRIPTION	PAGE NUMBER
Cover - passed by majority vote, 11/16/98	1
"The GSR" - passed by majority vote, 11/16/98	3
"The Alt. GSR" - passed by majority vote, 12/15/98	3
District 47 Structure Chart - passed by majority vote, 01/18/99	4
District 47 Officers, "DCM" and "ADCM" - passed by majority vote 02/15/99	5-6
"Secretary" - passed by majority vote, 02/15/99	6
"Treasurer" - passed by majority vote, 02/15/99	7
"Officer at Large" - passed by majority vote, 09/20/98	7
Officer at Large description update, "Temporarily fills vacant Positions until the election of a new officer."	7-8
Subcommittees; Archives, District Workshop(s), Grapevine, Institutions, Literature, Newsletter, Public information, Structure, Visitation, Finance - passed by majority vote 02/15/99	9-10
District 47 Meeting Format and Procedures- passed by A majority vote 03/15/99	11
"Meeting time..." changed by majority vote, 07/21/99	12
District 47 Meeting Procedures "Voting" - all GSRs or acting Alternate GSRs and current District Officers all have one vote - passed by a majority vote, 03/19/01	12
DCM is allowed to call for a vote to change the business format to place District Officers' reports before the Subcommittee's reports. Passed by majority vote, 12/15/2003	
Change the business format order, placing the Guest Speaker after the Roll Call and before any reports. Passed by majority vote, 12/15/2003	11
Change the wording from "Group Roll Call" to "Roll Call of District Officers and Groups." Passed by majority vote, 12/15/2003	11

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District 47 Election Procedures	
"Eligibility" - passed by majority vote, 07/21/99	12
"Nominations" - passed by majority vote, 08/18/98	12
"Elections" - passed by majority vote, 07/19/99	13-14
District Officer Replacement procedure - passed by a majority vote, 10/16/00	14
District 47 Election Procedure - "Elections will be chaired by an Area Officer" - passed by majority vote, 11/20/2000	13
Third Legacy Procedure Chart - passed by majority vote, 07/19/99	15
District Responsibilities/Etiquette and Amending Structure Process - passed by majority vote, 08/16/99	16-17
Group Listing - passed by majority vote, 08/16/99	
Structure Manual re-typed 01/01/2005	1-17
Changed from "(currently held 2 nd Tuesday of each month)" to "(currently held the 3 rd Monday of each month at 7:00 PM)" 08/12/06	
Changed "past/outgoing DCM to chair the election" to "Area 59 Officer. If no Area 59 Officers are available, the past/outgoing DCM will chair the election." 08/12/06	13
Deleted reference to The Renewal Center as an Institutional Commitment and added the Answering Service, 02/18/08	
Added 7 th Tradition Basket to Treasurer's Report in District 47 Meeting Format, 04/21/08	11
Added Answering Service to Subcommittee Reports in the District 47 Meeting Format, 04/21/08	11
Updated A.A. Service Manual reference for G.S.R. to 2006-2007 Edition, 04/21/08	
Updated A.A. Service Manual reference for D.C.M. to 2006-2007 Edition, 04/21/08	
Updated A.A. Service Manual reference for A.D.C.M. to 2006-2007 Edition, 04/21/08	
District Secretary Advisory responsibility redefined; Renewal Center deleted from the Institution Subcommittee and the Answering Service was added; 04/21/08	11

DISTRICT 47 STRUCTURE MANUAL: 2023-2024

Structure Manual re-typed 04/21/08	1–18
Updated Service Manual references to 2009-2010 Edition 12/15/09	
Added Accessibilities Sub-committee 12/15/09	10
Deleted Grandview Detox from Institutions commitment 12/15/09	
Amended general description for Newsletter 03/15/2010	
Added footnote for sobriety requirements (waiver) for District Officers 04/20/2010	5
Structure Manual re-typed 11/15/2011; deleted District Map;	1–18
The District will pay the full conference fee and expenses for DCM and ADCM to attend Annual Area 59 conference 01/16/2012	16
The District will pay the full conference fee and expenses to NERAASA for DCM, when there are adequate funds in treasury 01/16/2012	16
The District will pay a one-day conference fee for the District Treasurer, Secretary and Officer at Large to attend the Annual Area 59 Conference 01/16/2012	16
Added mileage expense for ADCM and DCM will be \$0.10 less then the prevailing IRS rate, but not less than the Area reimbursement rate when attending Area functions 01/16/2012	16
All references are to “The AA Service Manual – Current Edition” 01/16/2012	
Added District 47 Website Subcommittee 05/21/2012	10
Added Treasurer as an advisor to Website Sub-Committee 05/21/2012	10
Added DCM as an advisor to Visitation Sub-Committee 06/18/2012	9
Added ADCM as an advisor to the Accessibilities Sub-Committee 06/18/2012	10
Added Treasurer as an advisor to Finance Sub-Committee 06/18/2012	7, 9
The Intergroup Representative (Bucks County Zone) will report back to the District and added as a Sub-Committee 12/17/2012	
Website and Newsletter combined as a Sub-Committee 12/16/2013	

DISTRICT 47 STRUCTURE MANUAL: 2023-2024

Added Quakertown Hospital to Institution Commitment
8/18/2014

Added Finance (previously omitted) and Quakertown Hospital
To monthly district meeting agenda 8/18/2014 11

Updated Structure Manual to reflect changes approved during
May 2015 meeting 7/09/2015

Replaced "Special Needs" with "Accessibilities" to reflect
Change approved during November 2016 meeting 12/14/2016 10

Meeting list and GSR contact list coordination and printing
Reassigned to Officer at Large (from Secretary) 12/14/2016

The Officer at Large position replacement procedure clarified 14
Approved at District Meeting 04/17/2017

Literature subcommittee responsible for updating and printing 9
District meeting list 12/18/2017

St. Luke's (Quakertown) Behavioral Health Unit (Monday Night)
and Pyramid Behavioral Units added to Institution's commitments
Discontinued St. Luke's Quakertown Friday night 8/20/2018 6, 9, 11

St. Luke's (Quakertown) Behavioral Unit (Monday Night) discontinued
9/17/2018 6, 9, 11

District officer election was amended to occur at the November meeting to
align with Area 59. New Officers are seated during New Business in
December meeting 12/17/2018 12-14

The Monthly District meeting changed to 2nd Wednesday of each month at
St. Paul's UCC Church (Green Street) beginning January 2019
12/17/2018 11

Beginning April 2020 monthly District meeting will be via:
ZOOM ID: 221-645-726 ; PW: 237720 12

Structure Manual, updated and retyped 3/24/2021

Intergroup Subcommittee description added 10/13/2021 10

Bridging the GAP Subcommittee added 04/11/2023 10

Subcommittee Advisor assignments updated 04/11/2023

Structure Manual updated 04/11/2023

Added Budget & Finance 09/30/2023 8 - 9

DISTRICT 47 STRUCTURE MANUAL: 2023-2024

NOTE:

This Manual is a guide for our trusted servants at the District level. We on the Structure Sub-Committee would like all Groups to keep that in mind, and...

"Ultimately each Group is governed by an *Informed Group Conscience*."

In Service Together,
District 47 Structure Sub-Committee

DISTRICT 47 STRUCTURE MANUAL: 2023-2024



A Declaration of Unity

This we owe to A.A.'s future;
To place our common welfare first;
To keep our Fellowship united.
For on A.A. unity depend our lives,
And the lives of those to come.

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Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institutions; does not wish to engage in controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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