

District 65 Structure Manual - 2026 Edition

Area 59 - Eastern Pennsylvania General Service Assembly

ARTICLE I - PURPOSE:

Section 1: To serve and support its member Groups and to assist them in carrying the message of Alcoholics Anonymous to the alcoholic who still suffers. District Officers are trusted servants and do not govern.

ARTICLE II - District History

Section 1: District 65 was formed in 1992 when the following District Splits occurred. In 1991 and 1992: 49 – 58 & 59; 22 – 60; 41 – 61 & 62; 34 - 63 & 64; 33 – 65.

ARTICLE III - Groups

Lebanon Fellowship Group Group Number - 000009235 :

Location: 353 N. 10th Street, Lebanon PA

History: Fellowship House was established in the Fall of 1977. The house was purchased by John B., Mary S., and Ed S., and is now owned by John's son Bart. The Fellowship Group also started at the same time. Early membership came from the St. Matthews meeting and a meeting held in a dilapidated building on 9th Street. Smoking was allowed until the State Health Department banned smoking in public places in 2008. Many members continued to smoke for several years afterwards until the house owner finally told the group that it was illegal and that it had to stop if they wanted to continue to meet there.

Meadows Group - Group Number - 000018869 :

Location: 190 Pine Meadow Drive, North Lebanon, Kenbrook Bible Camp

History: The Meadows Group was founded in 1986. The first meeting was held at the Kenbrook Bible Camp as an open meeting and is still being held there today

On the Beam - Group Number - 000348789 :

Location: 400 Boehm Ave, Mt Gretna

History: In early spring of the year 2020, everything shut down due to the pandemic COVID-19. Closures affected the HALT Group of AA, which met at Good Samaritan Hospital, Lebanon, and the HAVEN Group of AA, which met at Wellspan Philhaven Hospital, Mt. Gretna. The recovering alcoholics who attended those meetings, and other meetings in the area, knew they needed other recovering alcoholics and regular attendance at meetings to stay sober, physically, emotionally, and spiritually. Using phone numbers they had shared, they contacted each other, and started meeting outside, socially distanced, with their own lawn chairs in South Hills Park, Lebanon on Thursdays around noon. The early founders of this meeting were Susan B, Josh H, Terrie B (Alabama Terrie), and Rich J. Their Higher Power(s) found a way for their recovery to continue during this stressful time.

But COVID wasn't a short-term event, and autumn and colder weather arrived. Susan B asked Pastor Mike of Mount Gretna United Methodist Church if the church would consider hosting AA members and an AA meeting in their facility. The Pastor agreed to allow AA members to meet inside at 11:30 AM on Sunday

mornings. The Group adopted the name "On The Beam" at Josh's suggestion. Josh contacted GSO, and on 1/3/2021 the Group was registered with ID number 348789.

Willow Tree Group - Group Number - 00033910 :

Location: 534 E. Lehman Street, Lebanon PA

History: St. Matthews group started in the late 60's. In 1977 the church asked that the members stop smoking in the meeting due to complaints from the congregation. In response, most members stopped attending and the group folded shortly thereafter. In 2005 Helen P., an AA member who was also a church member, received permission from the church to restart the meeting, and did so with the assistance of Keith E. It was renamed the Willow Tree group at that time

MOTH - Group Number - 000027281 :

Location: 1800 Oak Street, Lebanon PA

History: MOTH was organized by Pat E. In the Early spring of 2008. The first meeting was some time in late April in the retreat cabin of Hill Lutheran Church, Cleona, PA, (on Mill Street, up the hill from Cleona Square Shopping Center). When weather became cold the meeting was moved to inside Hill Lutheran to the Fellowship Hall. MOTH held meetings at Hill Lutheran for 4-5 years. After a change of Hill Church leadership, MOTH was asked to find another venue to meet for it's noon meetings held on Wednesdays and Fridays.

Pat E. found the present home of MOTH at Messiah Lutheran Church in Lebanon, PA, (1800 Oak St.)

The origin of the Anagram, MOTH, stems from the original name of the meeting, *Middle of the Hill*, ergo M.O.T.H

Palmyra Group - Group Number 000007880 :

Location: 45 N Chestnut Street, Palmyra

History: The Palmyra Group was founded 8/23/2001 with 25 members attending the first meeting. Duri and Ginny H. started the meeting along with John R., Tina M., Mark M., Ron W., Dennis G., and Sherri F.. The group was started because prior to this there was no meeting in Palmyra. The group meets twice a week on Mondays and Thursdays with a membership of 60-65 at its peak.

New Beginnings Group - Group Number 000030985 :

Location: 120 E Lehman Street

History: New Beginnings group started around 1984; Steve P. and Jim R. were early members. It began in St Gertrude's Church on Lehman Street, moved to St Cecilia's Church on State Drive in the early 2000's, and is now back at its original location.

Women in Step - Group Number - 000036778 :

Location: 45 N Chestnut Street, Palmyra

History: WIS was founded on May 9th, 2009 by Kathie B. & Irena R. It was started because there were no other women's meetings in the area. Historically, it has been a Step meeting and intended for women to have their own space to share their experience, strength and hope and work the Steps together. The group meets on a weekly basis on Saturdays @ 10:30 AM in the upstairs parlor of the church. WIS has been a step study meeting using the Big Book of AA, the 12 & 12 and any other AA approved literature that discusses the Steps. The group became recognized as an official AA World Services meeting in Spring 2010. It was added to the local meeting list in the fall of 2010.

During the beginning of the pandemic, the women met outside. However, during the first winter of the pandemic the meeting occurred in the church parking lot, with the women in their cars, making a circle, with their windows rolled down. In March 2020, a Zoom mtg was started and ran concurrently with the women who were still meeting in the parking lot. In Spring 2020 the church allowed us to again meet inside, following CDC guidelines, and the Zoom mtg. was discontinued.

Haven - Group Number - 000109793 :

Location: 4th Street & Boehm Ave, Mt Gretna

History: Haven group was started in 1985 by Hoagy H. and Jim C. It was originally called the Mt. Gretna group and met at the Mt. Gretna Post office. When they lost that space, they moved to Philhaven Hospital and became the Haven group. It more recently moved to the church

Fredericksburg - Group Number - 000105155 :

Location: 141 W Main Street, Fredericksburg

History: Fredericksburg group was started in 2011 by Nathan S. and Louise D.

Jonestown Fellowship Group - Group Number - 000112420 :

Location: 109 W Market Street, Jonestown

History: Jonestown Fellowship Group was funded in February 1996 by Mike A. at the Jonestown United Methodist

Higher Learners - Group Number - 000110349 :

Location: Miller Chapel: Basement Lebanon Valley College E Sheridan Ave

Sober Agnostics - Group Number - 000092492 :

Location: 216 E Main Street, Annville, upstairs room

History: Started in June of 2009 by Ginny H. and Duke H.

Tulpehocken Group - Group Number - 000015113 :

Location: 301 W Washington Ave, Myerstown, Friedens Lutheran church

Meets: 7 PM Tuesdays

History: Tulpehocken group was started in 1989 by Barb and Bill P.

Mental Health in Recovery - Group Number - 000107108 :

Location: 701 Chestnut Street, Lebanon

History: The Mental Health in Recovery group was started in 2015 by Drew E. and Duke B. It was a literature meeting that had been held at the Recovery Social Club prior to its closing

PACE - Group Number - 000046485 :

Location: 701 Chestnut Street, Lebanon

History:

ELMO Online Meetings - Group Number 000369534 :

Location: Zoom link at lebanonpaaa.org

ARTICLE IV - Area Officer Duties

(DCM and GSRs are all eligible voters for Area Officer)

The Delegate attends the week-long General Service Conference in New York as well as other regional, state, Area and local AA functions; carries to each of these the collective group conscience and considerations of Eastern Pennsylvania and reports to the Area the news and information of Alcoholics Anonymous worldwide; also serves as a member of the Area Convention Committee, nominates special servants for Area 59; cosigner on Area bank account with Treasurer. The delegate's other primary duties are outlined in the AA Service Manual.

The Alternate Delegate assists the delegate and helps keep informed of Conference and Area activities; assumes the delegate's duties in their absence; serves as Area liaison to intergroups and central offices.

The Chairperson chairs the quarterly pre-Area meetings at which the agenda is planned; organizes Area quarterly business meetings with DCMs selected to host; chairs the Area committee meetings; updates the Area 59 service calendar; and keeps informed of all Area activities through close contact with other officers, chairpersons, and DCMs.

The Secretary records the minutes at the Area meetings and functions; prepares the minutes and distributes them to the Area committee and past delegates; maintains current records of DCMs, ADCMs, Past Delegates, and Special Servants on the Area roster; is the custodian of the Area's audiovisual library.

The Treasurer records and acknowledges group contributions; maintains the Area's bank accounts; pays all of the bills incurred by the Area committee; submits "group contributions" lists to each DCM, and financial statements quarterly/annually to the Area committee; reviews expenditures for Area meetings; files tax or regulatory reports utilizing the help of a professional; places orders for A.A. literature or Grapevine materials for Area officers, subcommittees, and Area events.

The Officer-At-Large updates GSO's database of group contacts for new, existing, or closed groups and works with the DCMs to keep accurate group records of GSRs in each district. Assumes the duties of the chairperson, the secretary or the treasurer if and when it becomes necessary; is chairperson of the Area's Mini-Assemblies/Delegate's Conference Report Back.

In addition to these duties, each officer is named by the delegate to serve as an advisor to an Area subcommittee. As the fellowship continues to expand, it may be necessary to reassign duties or appropriate individual ones in order to maintain a balance of service among the officers.

ARTICLE V - District Officer

Section 1: Term Limits: As approved in December 2024, District Officers Terms will be limited to two full terms as aligned with the Area Voting Schedule and Panel Terms. Officers who serve a partial term will still be eligible to serve two full terms.

Section 2: Duties

District Committee Member: TERM - 2 Years, Recommended Sobriety - 3 years: Chairs the monthly meeting. Attends the 4 Quarterly Area meetings. Informs the District of Area and GSO activities. Attends the 2 EPGSA Conventions in the Panel. Maintains district group records, submits group changes to Area Member at Large, submits monthly meeting minutes to Area officers. Is a member of an Area Subcommittee.

DCM Duties

- a. Carries the collective group conscience of the AA groups in their district to every Area committee, subcommittee meeting and the annual General Service Convention Assembly. In the DCM's absence, the ADCM or an appointed member of the district represents and votes for the district.
- b. Sends copies of the district meeting minutes to each Area officer. For good communication and manageability, it is suggested a district consist of not more than fifteen to twenty groups. District duties are outlined in the AA Service Manual.
- c. Informs the designated Area officer of all district and group changes, including new groups. The Area officer then informs the General Service Office in New York so the group may receive a registered service number, free group literature, and be listed in the AA Directory. The group service number is to be used on all correspondence and contribution checks.
- d. Submits a brief report (a paragraph or two) outlining district activities at the quarterly Area committee meeting to the Area secretary; informs the district of the Area and conference activities; informs the Area of district and group changes; and serves on an Area subcommittee.
- e. The DCM's Expenses are funded by the district they represent except when they are incurred from services performed for the Area committee (submitted to the Area treasurer) or its subcommittees (submitted to the subcommittee's chairperson.)

Alternate District Committee Member: TERM - 2 Years, Recommended Sobriety - 3 years: Fills in for the DCM when needed, spearheads the District workshop, advises District Activities Subcommittee.

Secretary: TERM - 2 Years, Recommended Sobriety - 2 years: Reads the previous meeting minutes, reads the roll call, takes notes of the current meeting happenings, types them up and emails them to DCM and Web Servant.

Treasurer: TERM - 2 Years, Recommended Sobriety - 5 years: Maintains the bank account, accounting, deposits and distributions/reimbursements. District Prudent to be six months of expenses. Church donation - \$100 a quarter , Area - \$100 a quarter, G.S.O. \$100 a quarter , DCM travel expenses - \$100 a quarter. Prudent reserve of \$ 600.00

ARTICLE VI - SubCommittees

H & I : Quarterly Budget: \$ 50.00 **Responsibilities:** Takes meetings into rehab and other facilities established to help people to recover from alcoholism. The committee designates members of the community to commit to chairing a meeting in one of these facilities. It also takes meetings to jails and institutions, many of these individuals are in their predicament because of alcohol.

Bridging the Gap: Quarterly Budget: \$ 50.00 **Responsibilities:** The Fellowship of Alcoholics Anonymous offers a program designed to assist new members after their release from treatment and correctional facilities. This service is commonly referred to as the “*Bridging the Gap*” or “Temporary Contact” program. The temporary contact helps the new member “*Bridge the Gap*” between the facility and Alcoholics Anonymous in their community.

Web Servant: Quarterly Budget: \$ 50.00 **Responsibilities:** maintains the District website, www.lebanonpaaa.org, posts meeting minutes, posts meeting events, maintains District Schedules, maintains Online meetings.

Activities Subcommittee: Quarterly Budget: \$ 50.00 **Responsibilities:** Works with groups to coordinate and plan Districts AA and **Non-AA** activities. Maintains a budget separate from 7th tradition funds. Group request funds for a planned activity and with Activities Committee approval (2/3 Majority) funds are provided to the group to initially fund activity. Group will then reimburse the Committee any funds collected / donated during the activity. Group to determine if any excess collected / donated funds should be provided to the Committee in a manner of their choosing.

CPC/ PI: Quarterly Budget: \$ 50.00 **Responsibilities:** Assists to inform the general public and the AA membership of ways to carry the message, such as workshops, literature kits, and radio and television announcements; studies ways to cooperate with professionals while keeping within AA traditions, cooperates with other Area subcommittees when communication with professionals in specific subjects needs to be addressed, is responsible for communicating directly with professionals when required.

ARTICLE VI - GSR - (General Service Representative) Duties

a. At *district meetings*, you join with GSRs from other groups. GSRs elect a district committee member, and all the DCMs make up the area committee.

b. At the electoral assembly (held every two years), along with the other GSRs and the DCMs from the whole area, you elect committee officers — and your area’s *Conference delegate*.

c. As GSR, you are “group contact” in the original sense, too. Upon your election, your name and address are sent (by you or your group secretary) to the secretary of your *area committee*, or your *district* or *area registrar* and to *GSO*.

d. You inform your group of the importance of the Traditions and their place within your group. Thinking of Tradition Seven particularly, you work with the group treasurer to remind your group of its part in *keeping all of A.A. self supporting*. You explain the importance of financial support of your intergroup/central office, GSO, district and area committee.

e. Since you’re in touch with A.A. throughout your area, you can bring to your group the news of upcoming local conventions. As GSR, you share with your fellow members the joy of *widening A.A. horizons*.

ARTICLE VI - District Meeting Procedures

Section 1: Who can make a motion - GSRs and Subcommittee chairs can make motion

Section 2: Who can Vote - Each GSRs have a vote, in the absence of GSR and groups AGSR may cast the groups vote

Section 3: When does a vote pass:

To Adjourn: > $\frac{1}{2}$

To End Debate: > $\frac{2}{3}$

To Amend Motion: > $\frac{1}{2}$

Main Motion: > $\frac{2}{3}$

ARTICLE VII - Meetings

Section 1: District 65 holds regular monthly meetings on the third Thursday of the month at 5:30 PM. The meeting will take place at Messiah Lutheran Church, 1800 Oak Street., Lebanon PA. 17042

Section 2: The attendance of at least 5 member groups shall be necessary to constitute a quorum for the conduct of business at any regular or special meetings.

Section 3: The order of business shall be as follows: Call to order, Announcements, Anniversaries, Questions, Secretary report, DCM report, ADCM Report, Treasurer Report, Old Business, New Business, Subcommittee Reports, Group Reports, Tradition Of the Month, Call to close.

ARTICLE VIII - Voting Procedures

Section 1: Only group representatives shall be eligible to vote on District matters.

Section 2: Any A.A. present at District may make a motion.

a. Any A.A. member can make a motion by being recognized by the Chair and then stating the body of their proposal.

b. Another A.A. member must second any motion put on the Floor. Any motion not seconded dies immediately and is not eligible for further discussion.

Section 3: Once a motion has been seconded, the Chair restates the motion and opens the Floor for discussion on the motion. Thorough discussion of a motion is essential for an informed group conscience.

Section 4: When discussion has ended the Chair will call for a vote. A simple majority is required to pass any motion unless otherwise specified.

Section 5: Once a vote has been conducted, the Chair will call for "Minority Opinion". During Minority Opinion sharing, no representative may speak on the issue from the standpoint of the Majority. Minority Opinion is only for expression of minority opinion.

Section 6: After sharing of the Minority Opinion the Chair will ask if anyone has changed their vote. If anyone has changed their vote on the issue, the Chair will call for a revote on the motion.

ARTICLE IX - Election Procedures

Section 1: District Elections

- a. Elections are held every two years to follow the GSC Panel schedule with new appointees taking Office in January of their first panel year. Elections are to be held in November, with nominations in October of the final year of the current panel allowing the incoming appointees to observe a joint meeting in December.

Section 2: Area Elections

- a. The Election Assembly Chair as designated by the Delegate (e.g. Regional Trustee or G.S.O. General Manager.)
- b. Each office is elected separately, starting with the delegate. The Election is conducted in accordance with the AA Service Manual "Third Legacy Procedure" adapted for Eastern Pennsylvania as follows:

Section 3: Third Legacy Procedure

- a. The Election Assembly Chair calls each officer and DCM by name. Each responds with "accept" or "decline."
- b. The names of those accepting are listed on the screen.
- c. Written ballots are cast, collected and given to the tellers to count.
- d. Total number of votes for each candidate is written on the screen.
- e. The first candidate to reach two-thirds of the vote is elected.
- f. After the second ballot (assuming no candidate receives the necessary two-thirds on the first ballot), any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the two top candidates must remain. (For ties in second place, the top candidate and the tied second place candidates remain.)
- g. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place, the top candidate and tied second-place candidates remain.) A fourth ballot is conducted.
- h. After the fourth ballot, if no candidate has two-thirds of the total vote, the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. (If this motion is defeated, balloting is over and we go to the "hat" immediately. In case there are ties for second place, the top candidate and tied second-place candidates remain. If not, the candidate with the smallest total is dropped. If the motion carries, a fifth and final ballot is conducted.)
- i. At this point, the two top 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.
- j. If no election occurs by this time, the chairperson announces the choice will be made by lot "from the hat."
- k. Lots are then drawn by a teller, and first one "out of the hat" becomes the delegate.

The alternate delegate and the remaining officers are elected by the same election procedure. (Two-third substantial unanimity.)

ARTICLE X - AMENDMENTS

Section 1: Amendments shall be adopted under the following guidelines:

- a. establish a committee to review the proposed changes for one month to assure that any change is in accord with AA traditions, if approved by this committee then;
- b. provide a 60 day published notification of the proposed changes to all groups.
- c. adoption of any changes requires a 2/3 majority vote of participating Intergroup membership present following the 60 day notification period.

ARTICLE XI - How to Start a New Group

Section 1: Establishing an A.A. group results from the need for one as expressed by at least two or three alcoholics, and requires the cooperation of other A.A. members; a meeting place; A.A. literature and meeting lists; and other supplies. Once the group is off to a good start, it would be helpful to announce its presence to neighboring groups; your local intergroup (central) office, if there is one; your district and Area committees; and the General Service Office, and updates to the local website. These sources can provide much support. Contact GSO for copies of the New Group Form, which should be completed and returned for the new group to be listed. Each new group receives a complimentary handbook and a small supply of literature at no charge when it is listed with GSO (one of the many services made possible by the regular support of other A.A. groups and individual members). The New Group Form can be downloaded from our website (aa.org), or requested by mail at GSO, Box 459, Grand Central Station, New York, NY 10163.

ARTICLE XII - How to Change Group Name

Section 1: A Group can change its name by going to the Area website at <https://area59aa.org/area-59-business-forms/> and selecting "Group Change Form". If you're unsure of your group ID # it can be located on the District Group Report forms or by contacting your DCM.

ARTICLE XIII - How to Change Group G.S.R.

Section 1: A Group can change its GSR or AGSR by going to the Area website at <https://area59aa.org/area-59-business-forms/> and selecting "Group Change Form". If you're unsure of your group ID # it can be located on the District Group Report forms or by contacting your DCM.

ARTICLE XIV -Group Suggested Contributions

Section 1: Prudent reserve: Groups should set aside enough money to cover 1–3 months of operating expenses.

Section 2: Suggested group Contributions (groups are autonomous, and therefore do not need to follow this suggestion:

Section 3: 40 - 30 - 30 Rule: recommended in District without an Intergroup

40 % - District

30 % - Area

30 % - G.S.O.

Section 4: Districts with Intergroup Recommendations:

50% - Intergroup

30 % - G.S.O.

10 % - Area

10 % - District