

BYLAWS OF HAGERSTOWN AREA INTERGROUP

ARTICLE I -NAME AND SCOPE

Section 1. The name of this organization shall be the Hagerstown Area Intergroup (HAIG).

Section 2. The address of Hagerstown Area Intergroup shall be:
P.O. Box 1153, Hagerstown, Maryland 21741.

Section 3. Its primary objective shall be the implementation of the Responsibility Statement by providing services and communications to individuals and groups in Hagerstown and Washington County, Maryland who seek to arrest the disease of alcoholism through the 12 Steps of Alcoholics Anonymous.

Section 4. In carrying out this objective, the A.A.® *Guidelines for Central or Intergroup Offices* from the General Service Office, the Twelve Traditions, and the Twelve Concepts for World Service will be followed.

ARTICLE II – MEMBERSHIP AND VOTING

Section 1. Only A.A. Groups as defined by the General Service Office and the long form of Tradition 3 can be members of the Intergroup. The long form of Tradition 3 states in part that: “Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.”

Section 2. Membership in the Hagerstown Area Intergroup is available to any A.A. group within Washington County or listed in District 20 of Area 29. The procedure for group membership is for groups to advise the HAIG chairperson of their decision to join by identifying their Intergroup Representative (IGR).

Section 3. Each group will elect an Intergroup Representative to serve for a period of one (1) year. Intergroup Representatives and their alternates should have at least 1 year of sobriety and commit to attend the monthly Intergroup meetings.

Section 4. The Intergroup is comprised of the IGRs named by the member groups and all other persons who have been duly elected as officers, or appointed as standing committee chairpersons, ad hoc committee chairpersons, or advisors.

Section 5. Any member of the Intergroup may participate and bring motions to the floor for discussion; however voting on any issue shall be on a one vote per group basis cast by identified IGRs (see Section 2), or their Alternate if the IGR is absent. IGRs can represent only one group and have one vote.

ARTICLE III – INTERGROUP MEETINGS

Section 1. The regular meeting of the Intergroup shall be held on a monthly basis at a time and place to be selected by the officers. The notice of the date, time and location of the monthly meeting will be published in the prior month newsletter. The Intergroup

Chairperson will conduct meetings under an abbreviated form of Roberts Rules of Order, a copy of which will be available at each meeting.

Section 2. One third of the total HAIG groups must be represented at any duly called meeting to constitute a quorum.

Section 3. The suggested order of business at meetings shall be as follows:

- A. Approval of the minutes of previous meeting.
- B. Approval of Treasurer's Report
- C. Report of Standing and Ad Hoc Committee Chairpersons
- D. Report of Intergroup Representatives
- E. Old Business
- F. New Business
- G. Adjournment

ARTICLE IV – SERVICE TO GROUPS

Section 1. General service to all member groups shall be to promote Recovery, Unity and Service among groups within our service area by:

- A. Publishing a monthly newsletter to all member groups.
- B. Maintaining a directory of meeting locations, days and times.
- C. Maintaining a telephone answering service for those reaching out for A.A.
- D. Coordinating activities that enhance recovery and are of interest to individuals and groups. In the past those activities have included: an annual Round Robin Dinner, annual Gratitude Breakfast, Workshops or other activities as approved by the Intergroup.
- E. Providing information on the disease of alcoholism, the Fellowship of Alcoholics Anonymous and our principles and traditions to the general public, medical professionals, schools, and others.
- F. Establishing through active committees, a means whereby the hand of A.A. is made available to those in prisons, hospitals, and treatment facilities.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. The officers shall be a Chairperson, Secretary and Treasurer, forming the Executive Committee.

Section 2. The Secretary or Treasurer shall serve in the absence of the Chairperson and perform other duties as assigned by the Chairperson.

Section 3. The officers shall be elected annually in June from among A.A. members sober at least one year by vote of Intergroup Representatives.

Section 4. Elected officers may serve a maximum of two (2) consecutive one-year terms.

Section 5. An Ad Hoc nominating committee shall be appointed by the Intergroup Chairperson in March, three months prior to the annual June meeting. The nominating committee shall present a slate of officers at the April meeting, at which time additional nominations will be accepted. The slate of officers shall be posted in the May and June Newsletters.

Section 6. A nominee's name in the newsletter shall be proof of said individual's acceptance of the nomination. Nominees must be present at the June meeting during voting. This requirement can be waived by a vote of the Intergroup Representatives if a nominee with a compelling reason contacts the Intergroup Chairperson prior to the meeting.

Section 7. At the June meeting the election will be held by a vote of Intergroup Representatives. The person receiving a majority of the votes shall be declared the winner of each elected office. In the event of an election tie there shall be three additional votes, and if still tied, names will be placed in a hat and the name drawn shall be declared the winner of that elected office.

Section 8. The Intergroup Chairperson, with the approval of the Executive Committee, will appoint officers to fill vacancies which may occur, and the appointees will hold office until the next annual election.

ARTICLE VI – DUTIES OF THE OFFICERS

The Duties of the Officers shall include but not be limited to the following:

Section 1. The **Chairperson** shall (1) provide overall leadership, (2) preside at Intergroup meetings, (3) maintain order during the monthly meetings in accordance with Robert's Rules of Order, (4) be responsible for setting the agenda of action items for each Intergroup meeting, (5) appoint chairpersons of the Standing Committees with approval by a majority of the Executive Committee, (6) be responsible, with the approval of the Executive Committee, for removing any Standing Committee Chairperson who is not fulfilling his or her responsibilities as defined in Article VIII of these bylaws, (7) create Ad Hoc committees as deemed necessary, and appoint chairpersons to preside over them, (8) attend all other HAIG committee meetings as needed or requested,

(9) serve as a member on the Finance Committee, (10) have check-signing authority with the Treasurer, and 11) develop ways to make Intergroup meetings more informative and useful.

Section 2. The **Secretary** shall (1) maintain the care, custody, and control of all HAIG records other than financial, (2) prepare and report the minutes of each Intergroup meeting, (3) provide a copy of the Intergroup minutes to the Newsletter Chairperson, (4) send a reminder notice of the upcoming Intergroup meeting, with agenda attached, to Intergroup representatives no later than 48 hours prior to the next meeting, (5) prepare general correspondence as needed, (6) update, maintain and distribute the current list of Intergroup representatives at the Intergroup meeting, (7) provide updates to the Outreach Committee to support their work, and (8) preside at Intergroup meetings in the absence of the Chairperson, as requested.

Section 3. The **Treasurer** shall (1) receive and disburse the funds of the Intergroup, (2) maintain the Intergroup financial records, (3) pick up the mail from the Post office and properly distribute any mail not related to finances, (4) prepare monthly Treasurer's report for distribution at Intergroup meetings, (5) report the receipts, expenditures, and account balances at the Intergroup meetings, (6) work with the Finance Committee to prepare the annual operating budget, (7) have check-signing authority with the Intergroup Chairperson and (8) preside at Intergroup meetings in the absence of the Chairperson, as requested.

ARTICLE VII – REMOVAL OF INTERGROUP OFFICER

Any individual holding an elected position may be removed for cause, by the affirmative vote of two-thirds of the Intergroup Representative members present at the meeting in which said removal is considered. Grounds for removal shall include but not be limited to: conduct detrimental to the interests of the Intergroup, loss of sobriety, unethical conduct, or failure to meet the obligations of the position. The issue shall be presented to the Executive Committee, which shall discuss it and present it to the individual in question. Based on its findings, the Executive Committee may make a recommendation to the Intergroup regarding a vote for removal.

ARTICLE VIII – DESCRIPTIONS AND DUTIES OF STANDING COMMITTEES

Each Standing Committee is responsible for carrying out its duties as set forth in this Article. A Standing Committee shall not function or conduct committee meetings without a Chairperson. If the Chairperson cannot be present for committee meetings, no meetings shall occur unless a co-chairperson has been appointed. The Committee Chairperson is responsible for providing a status report of committee actions at monthly Intergroup meetings. A Standing Committee Chairperson who is not fulfilling his/her responsibilities is subject to review and action as determined by the Executive Committee. Standing Committee Chairpersons shall be responsible for obtaining members for their committees.

Specific responsibilities of each committee shall include the following:

Section 1. Activities Committee shall (1) organize, promote, and conduct all events sponsored by the Intergroup (2) develop a budget for each event to submit to Intergroup for approval, (3) make any and all arrangements for such events, such as securing an appropriate location, printing and distributing tickets. etc., (4) provide adequate volunteer coverage for events, (5) provide the Intergroup with periodic reports relative to the expenses and proceeds realized or associated with any such events, (6) submit to the Intergroup a final financial report within 30 days following each event, and (7) continue to identify and develop events to attract and engage members in the Fellowship.

Section 2. Answering Service Committee shall (1) work with the professional answering service, keeping it supplied with information needed to handle calls and assist with any problems encountered, (2) obtain names of volunteer A.A. members to provide to the Answering Service, (3) train volunteers to handle calls forwarded by the answering service, (4) provide summary information of calls received by the answering service at the monthly Intergroup meeting.

Section 3. Corrections Committee shall (1) communicate with facilities in Washington County to determine their requirements for individuals taking the A.A. message into those facilities, (2) secure volunteers and provide paperwork to them to complete and submit to the facilities for approval, (3) maintain a list of volunteers who are approved to deliver A.A.'s message to incarcerated alcoholics in Washington County, (4) encourage and attend A.A. meetings at institutions, (5) collect and maintain an accounting of monies received from group Pink Cans and (6) coordinate the ordering of A.A. literature paid for from Pink Can funds.

Section 4. Finance Committee consists of the HAIG Chairperson, the HAIG Treasurer, a chairperson appointed by the HAIG Chairperson and two individuals from the A.A. membership at large appointed by the Finance Chair. The committee (1) prepares the Intergroup annual operating budget with input from the Treasurer and Standing Committee Chairpersons, for review at an Executive Committee meeting in November, (2) forwards said budget to the Intergroup for approval at its December meeting; (3) reviews financial statements at least quarterly, and (4) prepares recommended finance related policies and procedures.

Section 5. Grapevine Committee will be HAIG's point of contact with A.A. Grapevine, Inc. The Grapevine Representative (GvR) shall 1) maintain a sample stock of A.A. Grapevine, Inc. material for display and resale to individuals, local groups, and at A.A. events and/or meetings as requested, 2) encourage the purchase of subscriptions to the A.A. Grapevine, 3) encourage reading of the A.A. Grapevine magazine and other A.A. Grapevine literature, 4) encourage interest in, and provide instructions for, submitting personal articles to the A.A. Grapevine magazine for publication.

Section 6. Newsletter Committee shall: (1) obtain minutes of monthly Intergroup meeting from HAIG Secretary and format them for inclusion in the newsletter, (2) obtain additional newsletter content from A.A. members and other approved sources, (3) obtain content

approval from Intergroup Chairperson, (4) proofread and make final changes prior to publication, (5) arrange for printing and distribution of newsletter to Washington County meetings, and (6) forward newsletter for posting on HAIG website.

Section 7. Public Information/Cooperation with the Professional Community (PI/CPC)

Committee shall: (1) distribute audience appropriate literature to public facilities, (2) distribute GSO-produced public service announcements to local television and radio stations, (3) keep newspaper listings current, (4) staff A.A. booths at health fairs and other appropriate community events, and at any other activities that serve to inform the public of the services that A.A. can provide to the still suffering alcoholic, (5) coordinate efforts to work with those professionals and professional communities who have occasion to deal in their professional capacity with alcoholics, e.g. clergy, lawyers, corrections officers, physicians, nurses, and counselors, etc., (6) supply information, literature, speakers, and displays as arranged with such professionals or professional groups, and (7) cooperate and participate with Area 29-Maryland General Service, Inc. and the General Service Office in New York.

Section 8. Outreach Committee function is to maintain a communication link between the Intergroup and member A.A. groups. It shall (1) maintain contact with all groups in the HAIG service area in order to inform them of Intergroup functions, encourage participation in Intergroup activities, and promote general cooperation between the Intergroup and individual groups, and (2) visit new groups and groups which are not represented at Intergroup to provide them with information about Intergroup resources that can support their efforts to carry the message to alcoholics.

Section 9. Treatment Committee is formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community.

Section 10. Website Committee is responsible for all of the information available on the Hagerstown Area Intergroup (HAIG) website, and for making sure that the content is not in conflict with the 12 Traditions or 12 Concepts of Alcoholics Anonymous. This includes the content as it appears on the World Wide Web and/or any additional information stored with a hosting provider. In addition, the Website Committee will (1) negotiate contracts pertaining to services provided to HAIG in support of the webpage (e.g. domain registration), (2) provide monthly status reports detailing website activity, (3) assist with issues where technology is a viable solution, and (4) make recommendations to help keep HAIG current with emerging technologies.

Section 11. Where and When Committee shall oversee the periodic updating, publishing and distribution of the Where and When Directory of A.A. meetings, to include the following: (1) design the Where and When document, (2) gather updated information about local A.A. meetings, (3) secure Intergroup approval to publish changes, (4) provide information about meeting changes to the Website Chairperson, (5) distribute a small supply of the Where and When to each group.

ARTICLE IX –MATTERS OF FINANCE

Section 1. There shall be no dues or fees for Intergroup membership or participation but in keeping with our 7th Tradition of being self-supporting; each group will be encouraged to contribute to the financial obligations incurred by the Intergroup.

Section 2. The Intergroup shall be supported by voluntary contributions from member A.A. groups or special contributions from individual A.A. members.

Section 3. No contributions, money, or otherwise, shall be accepted from any non-A.A. member or any non-A.A. related group, in keeping with the Traditions of Alcoholics Anonymous.

Section 4. The Intergroup will limit individual contributions to the amount approved by the General Service Conference at the time of the contribution. This amount also applies to any lump sum bequests in the wills of deceased members of the fellowship.

Section 5. The HAIG treasury shall be comprised of the General Operating Fund and the Prudent Reserve Fund.

A. The General Operating Fund shall be established in a checking account at an insured Financial Institution.

1. There will be two authorized signatures on the checking account; the Treasurer and the Intergroup Chairperson.

2. The Treasurer shall draw from the General Fund for the purpose of paying the expenses of HAIG including but not limited to:

- a. Post Office Box
- b. Monthly phone expense
- c. Monthly Answering Service expense
- d. Website expenses
- e. Newsletter and Where & When printing
- f. Other expenses as approved by the Intergroup Representatives

B. The Prudent Reserve Fund shall be established in an amount equal to three (3) months of annual HAIG activity. Although held in the General Fund checking account, the Prudent Reserve will be reported separately in the Treasurer's Report.

ARTICLE X – AMENDMENTS

Section 1. These Bylaws may be amended at any regular Intergroup meeting provided notice of intent to amend and content of proposed amendment is published in the HAIG newsletter at least two months prior to the meeting when the amendments are to be voted upon. Changes proposed must be approved by a 2/3 majority vote of the Intergroup representatives in attendance.