



# HAGERSTOWN AREA INTERGROUP

P.O. Box 1153, Hagerstown, MD 21741

[www.hagerstownaa.org](http://www.hagerstownaa.org)

Answering Service: 301-733-1109

## September 2015 Newsletter

### HAIG INFORMATION

#### Monthly Meeting:

4<sup>th</sup> Sunday each month - 4 pm  
6 N. Mulberry St, Hagerstown, MD

### TRUSTED SERVANTS

#### Officers:

**Chairperson:** Barb C.  
chair@hagerstownaa.org

**Treasurer:** Matt B.  
treasurer@hagerstownaa.org

**Secretary:** Michelle L.  
secretary@hagerstownaa.org

#### Committee Chairs:

**Activities:** Parker C.  
activities@hagerstownaa.org

**Answering Service:** JoJo B.  
answering.service@hagerstownaa.org

**District 20 DCM:** Mike S.  
district20.dcm@hagerstownaa.org

**Grapevine:** Dee M.  
grapevine@hagerstownaa.org

**Outreach:** Steve W.  
outreach@hagerstownaa.org

**Newsletter:** Jennifer L.  
newsletter@hagerstownaa.org

**Public Information:** Jeanne C.  
public.information@hagerstownaa.org

**Website:** Wayne G.  
website@hagerstownaa.org

**Where & When:** Susan M.  
meetings@hagerstownaa.org

**Corrections:**  
corrections@hagerstownaa.org

WCDC Women Denise K.  
WCDC Men John B.

MCTC Bob B. and David L.

Submit anniversaries, articles, etc.:  
**newsletter@hagerstownaa.org**  
Deadline for submissions is the 4th  
Sunday of each month.

Step 9: Made direct amends to such people wherever possible, except when to do so would injure them or others.

Tradition 9: A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Concept 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.

Reprinted with permission of  
A.A. World Services, Inc.

Road; Cascade, MD. Fellowship at 9:00, Breakfast at 10:00, Speaker at 11:00 – \$7.00 donation.

**September 19 – Fellowship Hall Group 6:00 pm Speaker Meeting** – David B. from Westminster, MD is the speaker.

**September 19 – Area 29 Area Meeting** – DCMs, Alt. DCMs, Area Committee Chairs/Co-Chairs, and Area Officers should attend. GSRs and Members of the Fellowship are always welcome. District 9, Carroll County will host; contact Mike S if you would like to attend.

**September 20 – District 20 Meeting** – The meeting of GSRs takes place every 3<sup>rd</sup> Sunday 5:00 pm at 6 N. Mulberry St, Hagerstown, MD. Come out and get involved in your District!

**September 25 - 27 – Hagerstown Intergroup Speaker Meeting and Campout** – Camping Trip at Cunningham Falls State Park, Dear Spring Branch Loop. Speaker meeting is at 7 PM Saturday night. Make reservations on the State Park website or e-mail Parker at [activities@hagerstownaa.org](mailto:activities@hagerstownaa.org)

**September 26 – Hagerstown Group Speaker Meeting** – Linda W. from Cascade, MD will be the speaker at 8:00 pm.

**September 27 – Hagerstown Area Intergroup** – meets the 4<sup>th</sup> Sunday of each month 4:00 pm 6 N. Mulberry Street, Hagerstown. All Intergroup Reps, Officers, and Committee Chairs should attend meeting.

## September Anniversaries

Date	Celebrant	Yrs	Group	Time
Sep 3	Bill G.	28	As Bill Sees It	7:00 pm
Sep 5	Kris M.	8	Maple Ave	8:00 pm
Sep 11	Laura K.	2	Williamsport	8:00 pm
Sep 14	JoJo B.	31	Summit Ave	7:00 pm
Sep 14	Jim W.	12	Summit Ave	7:00 pm
Sep 18	Jon F.	4	Fellowship Hall	6:00 pm

### Intergroup Meeting Minutes August 23, 2015



Barb C. (Chair) opened the meeting at 4:00 pm with the Serenity Prayer. The officers in attendance were Michelle L. (Secretary), and Matt B. (Treasurer). Seven Intergroup Reps were present. Other people in attendance were Parker C. (Activities Chair), Nancy B.

(By-Laws Committee), Craig T. (Alt DCM), John B. (Men's Corrections), Denise K. (Women's Corrections), Dee M. (Grapevine), Jennifer L. (Newsletter), Wayne G. (Website), Marty S. (By-Laws Committee), JoJo B. (Answering Service) and 3 visitors.

**Secretary's Report:** July minutes were read and accepted

**Treasurer's Report:** Matt B. read the report.

<b>Beginning Balance:</b>	7/26/15	<b>\$ 2,001.43</b>
<b>Contributions:</b>		
Hagerstown	\$ 153.20	
Maple Ave	\$ 75.00	
New Paths	\$ 15.00	
<b>Total Donations:</b>		<b>\$ 243.20</b>
<b>Total Funds Available:</b>		<b>\$ 2,244.63</b>
<b>Expenditures:</b>		
Antietam Call Center / #1696	\$ 171.61	
Verizon #1697	\$ 89.11	
<b>Total Expenditures:</b>		<b>\$ 260.72</b>

### MEETING INFORMATION



#### Summer Campfire Meetings

Rain or shine, **Friday at 8:00 pm**  
16841 Shinham Rd, Hagerstown, MD  
Covering: 12 steps, service work, sponsorship,  
and the traditions.

**The 11<sup>th</sup> Step Seekers Group** is a new Tuesday 7-8:15 pm meeting at Trinity Lutheran Church in Boonsboro, starts on Oct 13, and is an Open, Discussion meeting with a period of non-sectarian non-denominational guided meditation.

**ARG** Monday through Friday 9:00 am no longer meets.

**The Hazard Meeting** meets on Wednesdays, 5:00 pm, 330 Frederick St., Hagerstown. It is a Big Book, Open meeting.

**The Saturday Night Young People's Group** that meets on Saturday 10:00 pm is now the **Night O.W.L.S. Group**.

**Serenity** has a new Tuesday noon meeting.

**The Way Out Group** no longer meets.

### UPCOMING MEETINGS AND EVENTS

**September 12 – Mountain Breakfast** will be 9:00 am to Noon, Old Germantown Church of God, 16924 Raven Rock

<b>Ending Balance:</b>		<b>\$ 1,983.91</b>
Less Prudent Reserve:		\$ (900.00)
<b>Total Funds Available:</b>	8/23/15	<b>\$ 1,083.91</b>

## COMMITTEE REPORTS

**Activities:** Parker reported the following:

1. The HAIG picnic was a great success with approximately 75 attendees. Expenses were \$166.36 for pavilion and food, with a 50/50 raffle contribution to Intergroup of \$70.00, costing Intergroup \$96.36. Parker received a check to cover the expenses. A thank you to Juana for contributing the Speaker gift.
2. Parker presented the camping trip to be held September 25-27th at Cunningham Falls State Park. A motion was made to make the campout an Intergroup sponsored event. Six intergroup reps voted in favor and one IGR abstained. He requested \$100.00 seed money which a motion was made, voted and passed
3. The Activities Committee wants to do a Workshop on "Facing Fears" in October. A motion was made, voted, and passed. Parker is checking with Drybridge location with a proposed date of October 31st. He requested \$100.00 seed money, which the motion was made, voted, and passed.
4. Discussion was made regarding the Gratitude Breakfast which is listed in the current by-laws with a proposed date of November 21st. He is checking availability with Drybridge.
5. Parker brought up the New Years Eve Dance. They would like to guarantee the D.J. we used last year, Cruz Entertainment, which cost \$150 per hour for three hours. Motion was made, voted, and passed to have event with the same DJ.

**Answering Service:** JoJo submitted a spreadsheet with expenses to the Chairperson. She is checking into current pricing and guidelines for the calls.

**By-Laws (Ad Hoc):** Nancy B. submitted her report during New Business.

**Corrections (Men):** John's report: We would like to thank the volunteers who carry the message into the Detention Centers. Thanks to Tom M. for his service of 20+ years of carrying the message; he is going to take a break for now. And also thanks to our groups. We can always use Grapevines, our meeting in print. We are looking for volunteers to take meetings into the Men's Detention Center. Contact John B. for applications or talk to your Intergroup Rep. Thanks!

Pink Can report:

<b>Beginning Balance</b> 7/26/15	<b>\$ 520.71</b>
<b>Contributions:</b>	
Fellowship Hall	\$ 8.00
Hagerstown	\$ 20.17
Summit Ave	\$ 16.50
Williamsport	\$ 25.00
<b>Total Donations</b> 7/26/15	<b>\$ 590.38</b>

**Corrections (Women):** Denise K. reported that the Detention Center contacted her on August 14<sup>th</sup>. There will be no AA meetings permitted on the women's side; effective August 17<sup>th</sup> thru January 2016 due to construction.

**District 20:** Craig T. (Alt. DCM) reported the following:

1. District 20 meets the 3<sup>rd</sup> Sunday every month at 5 pm at 6 N. Mulberry Street. All are welcome to attend.
2. The District is working on 2 workshops – the first in November, and the second in February or March 2016. More details to follow.
3. The District is in the process of getting matching donations from the Area 29 Treatment Committee of Big Books for the W House and Wells House.
4. The next Area Meeting on September 19 is hosted by District 9, Carroll County; contact Mike S if you would like to attend.

**Grapevine:** Dee M. reported that she sold 2 subscriptions at the August Mountain Breakfast. She will not be at the next Gratitude Breakfast with literature.

**Newsletter:** Jennifer L. reported she had Susan's Where and When's for the groups. She will hand them out with the newsletters.

**Outreach:** Whittler has resigned from this position for personal reason. Intergroup would like to thank him for his time and service, well done! Barb C. appointed Steve W. to be Chair, and Roger B. will be assisting him with this committee.

**Public Information:** Jeanne C. absent; no report.

**Website:** Wayne reported that he met with the Area Intergroup Liaison Committee to discuss the centralized calendar, which will list all activities for Area 29. He updated all website e-mails and will be working on updating the meetings.

**Where & When:** Susan M. absent; no report.

## INTERGROUP REP REPORTS

**As Bill Sees It:** Dee M. had nothing to report.

**Chewsville:** Jennifer L. had nothing to report.

**Fellowship Hall:** Craig T, alternate IGR, reported the following:

1. He submitted 1 anniversary and pink can money.
2. Our Group name is "Fellowship Hall" not New Fellowship Hall. Please make sure that we are address correctly in all future publications.
3. The following are meeting changes:
  - a. Sunday 6:00 pm and 8:30 pm - The 4<sup>th</sup> Sunday is a Tradition meeting
  - b. Wednesday 8:30 pm - Closed Grapevine
  - c. Thursday 9:30 am - Closed Daily Reflection
  - d. Saturday 6:00 pm - The 3<sup>rd</sup> Saturday at 6:00 pm is a Speakers Meeting

**Hagerstown:** Roger B. submitted 3 anniversaries, and \$20.11 in pink can money.

**Leitersburg:** Wayne G. had nothing to report.

**Maple Avenue:** Steve W. submitted 2 anniversaries.

**Serenity:** Erica G. reported the new meeting on Tuesday at noon needs support.

**OLD BUSINESS:** None

## NEW BUSINESS:

1. Nancy B presented the new proposed Bylaws. Please see the presentation and document attached or open a copy from the www.hagerstownaa.org website.
2. Parker C. announced that the Saturday Night Young People's meeting is no longer an ARG meeting. It is now the Night O.W.L.S. group.
3. Barb C. announced there will be a new meeting starting Oct. 13<sup>th</sup> in Boonsboro from 7:00-8:15pm at the Trinity Evangelical Lutheran Church 6 South Main Street. 11<sup>th</sup> Step Seekers Group will meet once a week on Tuesday evenings.
4. Barb C. asked for volunteers for a Treatment Committee to gather information on meetings that are currently being taken into treatment facilities in the area. Parker C. volunteered to help, along with Cathy.

Meeting closed at 5:35 pm with the Lord's Prayer.

Next Meeting: Sunday, September 27 at 4:00 pm.

<b>Send Group 7<sup>th</sup> Tradition Contributions to:</b>	
<b>Hagerstown Intergroup</b> P.O. Box 1153 Hagerstown, MD 21741	<b>Maryland General Service</b> P.O. Box 13457 Baltimore, MD 21203
<b>General Service Office</b> P.O. Box 459 Grand Central Station New York, NY 10163	<b>District 20 Committee</b> c/o Jan T. P.O. Box 435 Funkstown, MD 21734

**HAIG AD HOC BY-LAWS COMMITTEE**  
**PRESENTATION OF PROPOSED BYLAWS DOCUMENT**  
**August 23, 2015**

The Bylaws committee members are Nancy B., Barb C., Marty S., Nelson D. and John B. Each member of this committee has served as HAIG Chairperson. Three of the members have also served as District Committee Member (DCM).

The Bylaws Committee has worked on behalf of HAIG and its members for almost one year. Formed in September 2014 by the Intergroup chairperson it was tasked to review the May 27, 2012 Hagerstown Area Intergroup (HAIG) Bylaws and recommend any changes which would benefit the functioning of the Intergroup. The committee reviewed each word and paragraph of the current bylaws to determine relevance, content, and effectiveness, making changes and additions where it was deemed beneficial. *It is important to note that the underlined wording in the proposed document identifies wording original to the current 2012 document.* Although some wording from the original document has been relocated within the document, very little has been removed.

The committee reviewed bylaws from seven other Intergroups in MD, PA and DE, gleaning valuable wording and content to identify the processes already in place at HAIG. The committee agreed at the beginning of this review that any revisions which may require a change in policy would be brought to the Intergroup for discussion and vote before completion. There were no revisions which required a change in policy.

We felt that it was beneficial to the functioning of the Intergroup to include job descriptions for the officers and committee chairs which, we believe, describe the processes currently in place. We have included a description for a Finance Committee and a Treatment Committee. This is not a policy change, but an additional process. New committees and jobs can be created by the HAIG Chairperson as the need arises. The Intergroup Reps suggested in October of 2014 that a "Budget Committee" be formed to plan and report how our group's contributions would be spent. We believe this Finance Committee will serve that purpose.

The proposed bylaws document and this presentation will be published with the September and October HAIG Newsletter as required by the bylaws. We are asking you to take this proposed document to your home groups and look at it with a critical eye to identify anything we may have missed. Questions will be answered at the HAIG meetings over the next two months and friendly amendments will be entertained. This will not be an opportunity to "wordsmith" the document since we have already done that. In November, we will make a motion that this new bylaws document, including any friendly amendments, be approved by vote of the Intergroup representatives.

We want to thank Barbara and the HAIG Representatives for giving us this opportunity to serve. This has been a very productive and positive experience for us.

Yours in love and service,

Nancy B.  
Bylaws Committee Chairperson

## **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, and any interested A.A. member 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.** Intergroup representatives or their designated alternate, present at any duly called meeting, shall 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 April and May Newsletters.

**Section 6.** A nominees' 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 VII 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 positions' obligations. 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 the committees' 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/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, (4) 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 7<sup>th</sup> 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 By-laws 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.