



HAGERSTOWN AREA INTERGROUP

P.O. Box 1153, Hagerstown, MD 21741

www.hagerstownaa.org

Answering Service: 301-733-1109

November 2015 Newsletter

Intergroup starts at 3:30 pm on Nov 22

HAIG INFORMATION

Monthly Meeting:

4th Sunday each month – 3:30 pm
6 N. Mulberry St, Hagerstown, MD

Beginning November 22,

Intergroup will start at 3:30 pm.

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: Need Volunteer
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

Treatment: Jason S.
treatment@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 11: Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.

Tradition 11: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

Concept XI: The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

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

November 14 – Area 29 Committee Meeting –DCMs, Alt. DCMs, Area Committee Chairs/Co-Chairs, and Area Officers should attend. GSRs and Members of the Fellowship are always welcome. District 37, Talbot County will host.

November 15 – District 20 Meeting – The meeting of GSRs takes place every 3rd Sunday 5:00 pm at 6 N. Mulberry St, Hagerstown, MD.

November 21 –Fellowship Hall Group 6:00 pm Speaker Meeting – Art G. is the speaker.

November 21 – Hagerstown Area Intergroup Gratitude Breakfast– will be held at St. John’s Episcopal Church, 101 S. Prospect St, Hagerstown from 10 am – 1 pm. Speaker following the food. Tickets are \$8 and must be bought ahead of time.

November 22 – Hagerstown Area Intergroup – meets the 4th Sunday of each month **3:30 pm**, 6 N. Mulberry Street, Hagerstown. All Intergroup Reps, Officers, and Committee Chairs should attend meeting.

November 26 – Giving Thanks for Sobriety Potluck Hosted by Fellowship Hall – at 12:30 - 2:00 pm and at 7:00 - 8:30 pm at Fellowship Hall on Thanksgiving Day. Please bring a covered dish to share. Fellowship Hall will provide coffee. Fellowship Hall will open at 9:00 am with extra meetings throughout the day.

November Anniversaries

Date	Celebrant	Yrs	Group	Time
Nov 1	Wayne G.	12	Leitersburg	7:00 pm
Nov 2	Glenn	1	Firehouse	9:00 am
Nov 4	Lorraine B.	29	Maple Ave	7:30 pm
Nov 4	Tom A.	44	Maple Ave	7:30 pm
Nov 4	Charlie R.	58	Maple Ave	7:30 pm
Nov 5	Trish R.	2	As Bill Sees It	7:00 pm
Nov 6	Mike S.	3	Fellowship Hall	6:00 pm
Nov 7	Jim T.	33	Chewsville	9:00 am
Nov 7	Erica G.	2	Hagerstown	8:00 pm
Nov 10	Linda W.	23	Mountain	7:00 pm
Nov 13	Steven A.	5	Fellowship Hall	6:00 pm
Nov 13	Tommy N.	2	Fellowship Hall	8:30 pm
Nov 16	Toff P.	4	Summit Ave	7:00 pm
Nov 20	Denise K.	22	Fellowship Hall	6:00 pm
Nov 20	Ed D.	38	Williamsport	8:00 pm
Nov 22	Ty L.	18	Leitersburg	7:00 pm
Nov 23	Judy H.	1	Firehouse	9:00 am
Nov 27	Rick C.	11	Firehouse	9:00 am
Nov 27	Dave S.	31	Williamsport	8:00 pm
Nov 28	Jesse B.	32	Hagerstown	8:00 pm
Nov 30	RJ F.	1	Summit Ave	7:00 pm
Nov 30	Mark E.	2	Summit Ave	7:00 pm
Dec 4	Tom M.	34	Williamsport	8:00 pm
Dec 5	RJ S.	2	Hagerstown	8:00 pm

Intergroup Meeting Minutes - October 25, 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). Nine Intergroup Reps out of 22 were present. Other people in attendance were Nancy B. (By-Laws), Craig T. (Alt DCM), John B. (Men’s Corrections), Denise K. (Women’s Corrections), Dee M. (Grapevine), Marty S. (By-Laws), Jeanne C. (Public Information), Steve W. (Outreach), Wayne G. (Website), and 1 visitor.

Secretary’s Report: September minutes were accepted.

HAGERSTOWN AREA MEETING INFORMATION

The 11th Step Seekers Group is a new Open, Discussion meeting on Tuesdays 7-8:15 pm at Trinity Lutheran Church in Boonsboro.

The Gratitude Meeting is a new 12 Promises Discussion meeting starting Thursday, November 26th at 7 pm at St. Andrews Episcopal Church, 22 Cumberland St (Rte 40), Clear Spring, MD.

The Hazard Meeting is an Open, Big Book meeting on Wednesdays at 5:00 pm, 330 Frederick St., Hagerstown.

The New Freedom Meeting is starting Thursday, December 3 at 7 pm at Hub City Vineyard, 11000 Bowers Ave, Hagerstown. It’s an Open, Discussion 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 Group has a new Tuesday noon meeting.

UPCOMING MEETINGS AND EVENTS

November 14 – Mountain Breakfast will be 9:00 am to Noon, Old Germantown Church of God, 16924 Raven Rock Road;

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

Beginning Balance:	9/27/15	\$ 1,634.01
Contributions:		
Hagerstown	\$ 75.56	
Maple Ave	\$ 100.00	
Serenity	\$ 30.00	
Summit Ave	\$ 213.00	
Total Donations:		\$ 418.56
Total Funds Available:		\$ 2,052.57
Expenditures:		
Antietam Call Center / #1708	\$ 160.43	
Verizon #1709	\$ 45.41	
Newsletter / Jennifer #1707	\$ 134.62	
PI Seed \$ / #1706	\$ 75.00	
Total Expenditures:		\$ 415.46
Ending Balance:		\$ 1,637.11
Less Prudent Reserve:		\$ (900.00)
Total Funds Available:	10/25/15	\$ 737.11

COMMITTEE REPORTS

Activities: Parker was absent but submitted the following: HAIG Annual Gratitude Breakfast will be held at 10 am, November 21st, at St. John's Episcopal Church, 101 S. Prospect St., Hagerstown. Tickets are \$8.00. HAIG New Year's Eve Speaker and Dance will be held on December 31st at St. John's Episcopal Church.

Answering Service: JoJo absent; submitted her resignation. The Hagerstown Area Intergroup would like to thank Jojo for her hard work and services. If anyone is interested as serving as Answering Service Chair, contact Barb C. at chair@hagerstownaa.org. Must be one year sober. Jay Z. volunteered to call different vendors for pricing information.

By-Laws (Ad Hoc): Nancy B. submitted the following report: We discovered at last month's HAIG meeting that we used the 2012 Bylaws document as the basis for our review. There is a June 2013 document which, when reviewed, revealed only one difference to the document we were using. *Therefore, our proposal in the document of 9/27/15 is a policy change:* Our proposed change to this paragraph in the is in Article II - MEMBERSHIP AND VOTING, Section 5 which reads: *"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."* The policy change is that "any member of the Intergroup (which would include Committee Chairs and Officers), and any interested AA member may participate in discussion and bring motions to the floor. If that body feels that this policy change should be voted on before the bylaws document, we should do that today in New Business. The HAIG By-Laws Committee will entertain suggestions and changes to the proposed Bylaws document in Old Business today. Any changes or corrections made as a result of today's meeting will be added to the document and provided to the HAIG Secretary and Newsletter Chair to be published with the November newsletter.

Corrections (Men): John's report: If you would like an application, contact John B. or your Intergroup Rep. I've talked to the Detention Center about placing materials in the two inmate libraries. We may only supply them with 5 of each book at this time. We will work something out. I want to place an order soon. Thanks!

Pink Can report:

Beginning Balance	9/27/15	\$ 655.88
Contributions:		
As Bill Sees It		\$ 61.00
Fellowship Hall		\$ 7.50
Hagerstown		\$ 20.00
Serenity		\$ 11.00
Summit Ave		\$ 11.00
Total Donations	10/25/15	\$ 766.38

Corrections (Women): Denise K. reported the following: Construction continues until January 2016. No meetings will be permitted until then. Thanks to all the women for their service.

District 20: Craig T. (Alt. DCM) reported the following: Area 29 elections were held October 17. District 20 elections were held October 18 and the results were: Craig T. (DCM),

Scott L. (Alt DCM), Mike S. (Treasurer), Robert C. (Recording Secretary). An A.A. Movie Matinee, "My Name is Bill W." will be on November 8. 2016 at St Paul's Evangelical Lutheran Church, 13025 Greensburg Road, Smithsburg MD, starting at 3:00 pm. A "Prayer and Meditation" workshop will be on February 6, 2016 at St. John's Episcopal Church, 101 S. Prospect St., Hagerstown. Maureen S. (Annapolis) will be the speaker. See District newsletter for more information.

Grapevine: Dee M. present; reported she will be at the Oct 31st workshop and November Mountain Breakfast.

Newsletter: Jennifer L. absent; no report.

Outreach: Steve W. reported he is working on updating the Master List for Outreach.

Public Information: Jeanne C., present; reported she received the materials that will be going out with the mailing to the doctors' offices.

Treatment: Barb C. appointed Jason S. as the New Chair. Intergroup would like to welcome Jason as a trusted servant.

Website: Wayne G. reported he made several updates to the Activities and to the Where and When.

Where & When: Susan M. absent. She e-mailed Barb C. that she will be doing another printing on November 19th, therefore, if anyone has any changes please send them to meetings@hagerstownaa.org no later than November 16th.

INTERGROUP REP REPORTS

As Bill Sees It: Dee M. submitted \$17.00 in Pink Can money.

Fellowship Hall: Kari S. reported the following: There will be a "Giving Thanks for Sobriety" potluck dinner at 12:30 - 2:00 pm and at 7:00 - 8:30 pm at Fellowship Hall on Thursday, Nov 26th (Thanksgiving Day). Please bring a covered dish to share. Fellowship Hall will provide coffee. Fellowship Hall will open at 9:00 am with extra meetings throughout the day. If you have 3 months of continuous sobriety and would like to chair a meeting, please sign up on the sheet provided on the bulletin board in the coffee area. If you have 6 months of continuous sobriety and would like to supervise the hall, there is also a sign up sheet for that as well. \$50.00 donation submitted to HAIG and \$15.00 submitted for the Pink Can, and 4 anniversaries were submitted.

Hagerstown: Roger B. submitted 3 anniversaries.

Leitersburg: Wayne G. submitted 1 anniversary.

Maple Avenue: Steve W. submitted 3 anniversaries.

Mountain: Dennis B. submitted 1 anniversary.

Serenity: Erica G. reported the following: The Tuesday noon meeting is now a regular scheduled meeting and no longer on a trial basis. \$5.00 submitted to the Pink Can.

Summit Ave: Nate P. submitted 2 anniversaries and \$15.66 to the Pink Can.

Williamsport: Laura K. submitted 3 anniversaries.

OLD BUSINESS: Discussion about the new By-Laws.

NEW BUSINESS:

1. Intergroup paid Fellowship Hall \$30 for October, November, and December rent.
2. There will be a new meeting starting Thursday, Nov 26th at 7:00 p.m. at St. Andrews Episcopal Church 22 Cumberland Street, Clear Spring, MD. This will be an Open meeting, with a discussion of the 12 Promises.
3. Discussion about Bylaws. See attachment.

Meeting closed at 5:14 pm with the Lord's Prayer. Next Meeting: Sunday, November 22 at 3:30 pm.

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

**HAIG AD HOC BY-LAWS COMMITTEE
REVISED PROPOSED BYLAWS DOCUMENT
October 25, 2015**

At the HAIG meeting today, two groups requested additional revisions to the Proposed Bylaws document:

1. A motion was made by Steve W. of the Maple Avenue Group to “re-define “quorum” [as used in Article III – INTERGROUP MEETINGS, Section 2] to be 1/3 of the total HAIG groups. This motion was approved by the majority of the Intergroup Representatives present.

Therefore, Article III – INTERGROUP MEETINGS, Section 2 in the proposed bylaws document has been revised to read:

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

2. A policy change was inadvertently included in the proposed bylaws document as discovered at the September Intergroup meeting. That policy change was disclosed in the cover letter to the proposed bylaws document in the October Newsletter. After a review of the proposed policy change, a motion was made by Lauren of the Williamsport Group “that only members of Intergroup (which includes officers and Committee Leaders) and Intergroup Reps may present a motion for a vote”. This motion was approved by the majority of the Intergroup Representatives present.

Therefore, Article II – MEMBERSHIP AND VOTING, Section 5 has been revised to read:

"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."

IGRs should be sure to mention these two revisions in their group reports. Since a policy change has been approved by the IGRs to include in the proposed bylaws, this change will be reported in the newsletter in November and December. The vote to approve or not approve the proposed bylaws document will then take place at the December Intergroup meeting.

If any group would like a visit from a member of the Bylaws Committee to answer questions or explain revisions, please do not hesitate to ask.

Yours in service,

Nancy B.
ad hoc Bylaws Committee Chair

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 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 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.