

BYLAWS OF HAGERSTOWN AREA INTERGROUP

ARTICLE I -NAME AND SCOPE

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

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

Section 3. Its primary objective will 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: “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. It is suggested each group elect an Intergroup Representative to serve for a period of one (1) year. It is suggested Intergroup Representatives, and their alternates have at least one (1) year of sobriety and commit to attending the monthly Intergroup meetings.

Section 4. Intergroup members include the IGRs named by the groups (see Article II, Section 2), elected officers, appointed committee chairpersons, and ad hoc committee chairpersons.

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

Section 6. One third of the total HAIG groups must be represented at any duly called meeting to constitute a quorum for voting.

ARTICLE III – INTERGROUP MEETINGS

Section 1. The regular meeting of the Intergroup will be held monthly 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's 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. The suggested order of business at meetings will be as follows:

- A. Approval of the minutes of previous meeting
- B. Approval of Treasurer's Report
- C. Report of Committee 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. Service to all member groups will be to promote Recovery, Unity, and Service 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 to A.A.
- D. Maintaining a website to provide information
- E. Coordinating activities that enhance recovery and are of interest to individuals and groups (e.g., an annual Round Robin Dinner, annual Gratitude Breakfast, annual Picnic, Workshops, etc.)
- F. Providing information on the disease of alcoholism, the fellowship of Alcoholics Anonymous, and our principles and traditions to the public, medical professionals, schools, and others
- G. 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 are the Chairperson, Secretary, and Treasurer, forming the Executive Committee.

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

Section 3. The officers will 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 will be appointed by the Intergroup Chairperson in March, three months prior to the June meeting. The nominating committee will present a slate of officers at the June meeting, at which time additional nominations will be accepted.

Section 6. Nominees must be present at the June meeting during voting. This requirement can be waived on election day 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 will be declared the winner of each elected office. In the event of an election tie there will be three additional votes, and if still tied, names will be placed in a hat and the name drawn will be declared the winner of that elected office.

Section 8. 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 will include, but not be limited to, the following:

Section 1. The **Chairperson** will:

- A. Provide overall leadership
- B. Preside at Intergroup meetings
- C. Maintain order during the monthly meetings in accordance with an abbreviated version of Robert's Rules of Order
- D. Set the agenda for each Intergroup meeting
- E. Appoint Committee Chairpersons with approval by a majority of the Executive Committee
- F. Remove, with the approval of the Executive Committee, any Committee Chairperson who is not fulfilling his or her responsibilities as defined in the Committee Job Descriptions maintained by HAIG
- G. Form ad hoc committees as necessary, and appoint chairpersons to preside over them
- H. Attend all other HAIG committee meetings as needed or requested
- I. Serve as a member on the Finance Committee
- J. Have check-signing authority with the Treasurer
- K. Develop ways to make Intergroup meetings more informative and useful

Section 2. The Secretary will:

- A. Maintain the care and custody of all HAIG records other than financial
- B. Prepare and report the minutes of each Intergroup meeting
- C. Provide a copy of the Intergroup minutes for the newsletter
- D. Send a reminder notice of the upcoming Intergroup meeting to Intergroup representatives no later than 48 hours prior to the next meeting
- E. Update, maintain, and make available the current list of Intergroup Representatives and Committee Chairs at the Intergroup meeting as a sign-up sheet for attendance
- F. Provide updates of the list of Intergroup Representatives and Committee Chairs to the Outreach Committee
- G. Preside at Intergroup meetings in the absence of the Chairperson, as requested

Section 3. The Treasurer will:

- A. Receive, deposit, and disburse the funds of the Intergroup
- B. Maintain the Intergroup financial records
- C. Pick up the mail from the post office and properly distribute any mail not related to finances
- D. Prepare monthly Treasurer's report of receipts, expenses, and account balances, for distribution at Intergroup meetings
- E. Work with the Finance Committee to prepare the annual operating budget
- F. Have check-signing authority with the Intergroup Chairperson
- G. Preside at Intergroup meetings in the absence of the Chairperson, as requested

ARTICLE VII – REMOVAL OF INTERGROUP OFFICER

Grounds for removal of an Intergroup Officer may 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. Should an issue be brought to the Executive Committee, it will be discussed and presented to the individual in question. Based on its findings, the Executive Committee may make a recommendation to the Intergroup regarding a vote for removal. There must be an affirmative vote of two-thirds of the Intergroup Representatives present at the meeting in which said removal is considered, provided there is a quorum (see Article II, Section 6).

ARTICLE VIII –MATTERS OF FINANCE

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

Section 2. The Intergroup is supported by voluntary contributions from member A.A. groups, HAIG events, and special contributions from individual A.A. members.

Section 3. No contributions, money or otherwise, will be accepted from any non-A.A. member, or any non-A.A. related group, in keeping with the 7th Tradition 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 is comprised of the General Operating Fund, the Prudent Reserve Fund, and Pink Can contributions designated to purchase literature for local institutions.

- A. The General Operating Fund will 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 will draw from the General Fund for the purpose of paying the expenses of HAIG including, but not limited to:
 - a. Post office box rental
 - b. Quarterly meeting space rent
 - c. Monthly answering service
 - d. Website
 - e. Printing as needed
 - f. Other expenses as approved by the Intergroup Representatives
- B. The Prudent Reserve Fund will be established in an amount equal to three (3) months of HAIG activity. Although held in the General Fund checking account, the Prudent Reserve will be reported separately in the Treasurer's Report.
- C. The Pink Can fund consists of contributions from A.A. groups in Washington County designated for the purchase of literature for local institutions. Although held in the General Fund checking account, the Pink Can fund will be reported separately in the Treasurer's Report.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any regular Intergroup meeting provided notice of intent to amend and content of proposed amendment is reported 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 provided there is a quorum (see Article II, Section 6).