

HAGERSTOWN  
AREA INTERGROUP  
(HAIG)  
HANDBOOK

June 2024

**“I am responsible. When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there. And for that: I am responsible.”**

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## Foreword

Hagerstown Area Intergroup (HAIG) abides by the principles reflected in the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Alcoholics Anonymous. We also follow as closely as possible the current A.A. Service Manual. However, over the years we developed practices and procedures unique to HAIG. This handbook describes those practices and procedures presently accepted in Hagerstown Area Intergroup.

New members are continually coming into HAIG to serve their groups. At the same time, we have lost many of our early timers upon whom we have relied to orally pass on our traditional "way of doing things". As time has passed, experience has shown that we can no longer retain in our collective memories all the experience and knowledge that has served us so well in the past. *Alcoholics Anonymous* was written so that our message of recovery would not become garbled in the oral method of passing it on. This handbook will serve to pass on our service message as it has become known and accepted in HAIG.

We recognize that no prior service committee or HAIG Executive Committee decisions shall be binding on future committees or the HAIG members. All current committees and the HAIG members are encouraged to make decisions as they see fit according to their own group conscience.

This handbook will serve as a guide and a reference for what has worked in the past. Proposed changes to this handbook will be requested by the Outreach Committee every other year in May to be submitted by June for consideration. A document referencing biennial updates to the text of this handbook will be maintained in Appendix A.

The Hagerstown Area Intergroup Bylaws included in this handbook may only be amended according to ARTICLE IX of that document, found in Appendix B.

## **WHAT IS AN INTERGROUP?**

An intergroup is an autonomous “service board or committee” of the sort mentioned in Tradition Nine. While intergroups are not directly affiliated with General Service or A.A. World Services, Inc., there is much cooperation and regular contact among these different service entities. Intergroups are often referred to as “boots on the ground” local service.

## **HAGERSTOWN AREA INTERGROUP PURPOSE**

The primary purpose of HAIG is, like that of the individual A.A. group, to carry the message of Alcoholics Anonymous and to serve the groups and individuals by providing services and communications in Hagerstown and Washington County, Maryland. HAIG will be guided by the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous, which contribute to consistency and continuity in the organization's work.

Services may include, but are not limited to:

- Providing answering services for alcoholics in need.
- Maintaining a Where & When (directory of meetings)
- Maintaining a website of HAIG information.
- Planning activities and informational workshops for members and friends.
- Publishing a monthly newsletter which includes HAIG meeting minutes and financial information.
- Taking meetings to various local institutions.
- Providing A.A. information to local community agencies.

## **ROLE OF AN INTERGROUP REPRESENTATIVE**

The Intergroup Representative (Rep) is a group's trusted voice for assuring that the Intergroup functions and carries out its primary purpose. All A.A. groups are encouraged to participate at HAIG meetings. Intergroup Reps participate in discussions, make motions, vote, and relay information between their groups and HAIG.

Groups elect an Intergroup Rep and an Alternate Rep that typically serve a 1-year term. Each group determines length of sobriety for their Intergroup Rep. Experience has shown that at least 1 year of continuous sobriety is recommended.

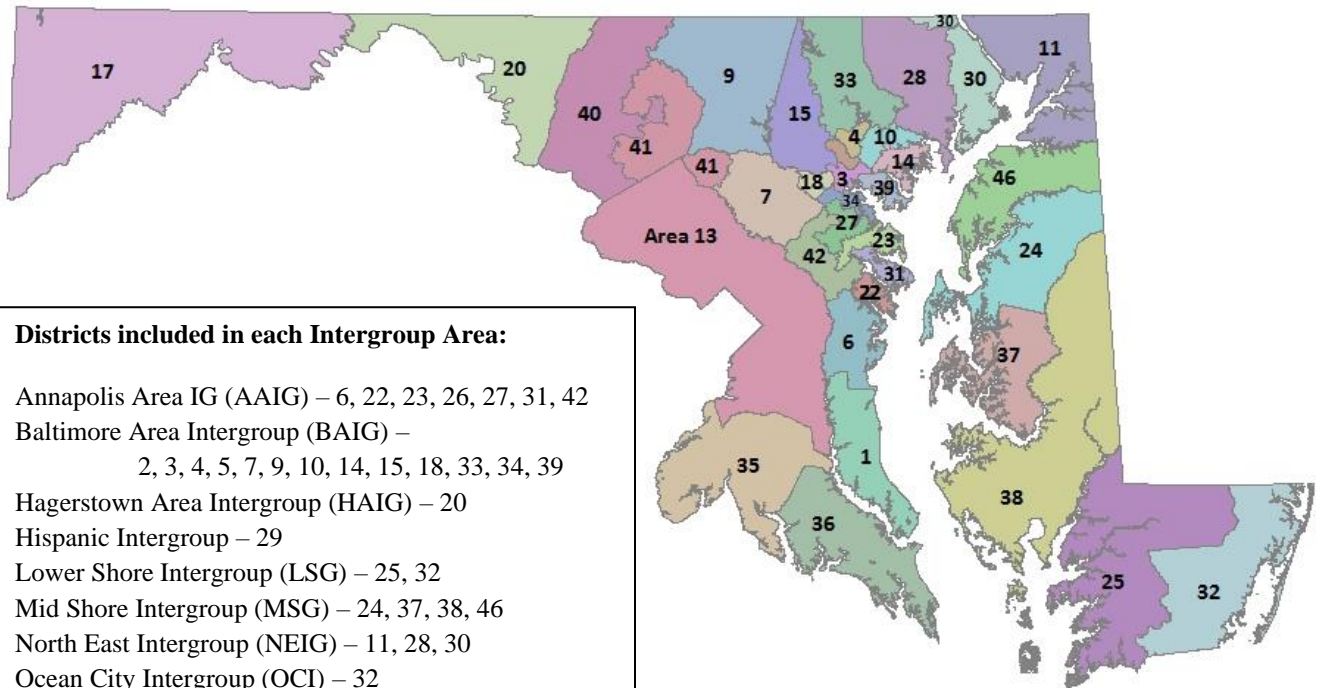
## **HAIG MEMBERSHIP AND VOTING**

Per the HAIG Bylaws, Article II, the HAIG membership body is comprised of the Intergroup Reps named by the member groups, and persons elected or appointed as Officers, Committee Chairs, or ad hoc committee chairs. Any member of the Intergroup defined above may bring motions to the floor for discussion. Intergroup members, plus interested A.A. members signed in as visitors, may participate in discussion. Only Intergroups Reps or their alternates may vote. One third of the total HAIG groups must be represented to constitute a quorum for voting. No proxies will be allowed.

## WHERE DOES HAIG SERVE?

Below is a map of the general service area of Area 29 which covers the state of Maryland, minus Prince Georges and Montgomery Counties, which serve in Area 13 with Washington, DC. The HAIG service area includes District 20 (all of Washington County).

### Area 29 Districts and Intergroups



**Districts included in each Intergroup Area:**

- Annapolis Area IG (AAIG) – 6, 22, 23, 26, 27, 31, 42
- Baltimore Area Intergroup (BAIG) –  
2, 3, 4, 5, 7, 9, 10, 14, 15, 18, 33, 34, 39
- Hagerstown Area Intergroup (HAIG) – 20
- Hispanic Intergroup – 29
- Lower Shore Intergroup (LSG) – 25, 32
- Mid Shore Intergroup (MSG) – 24, 37, 38, 46
- North East Intergroup (NEIG) – 11, 28, 30
- Ocean City Intergroup (OCI) – 32
- Southern MD Intergroup (SMI) – 1, 35, 36
- West Central Intergroup (WCI) – 40, 41

## HOW DO YOU REACH US?

### Officers

Chairperson – [chair@hagerstownaa.org](mailto:chair@hagerstownaa.org)

Treasurer – [treasurer@hagerstownaa.org](mailto:treasurer@hagerstownaa.org)

Secretary – [secretary@hagerstownaa.org](mailto:secretary@hagerstownaa.org)

### Committee Chairs

Activities Committee – [activities@hagerstownaa.org](mailto:activities@hagerstownaa.org)

Answering Service – [answering.service@hagerstownaa.org](mailto:answering.service@hagerstownaa.org)

Corrections Committees –

[womenscorrections@hagerstownaa.org](mailto:womenscorrections@hagerstownaa.org)

[menscorrections@hagerstownaa.org](mailto:menscorrections@hagerstownaa.org)

District 20 Committee Member – [district20.dcm@hagerstownaa.org](mailto:district20.dcm@hagerstownaa.org)

Finance Committee – [finance@hagerstownaa.org](mailto:finance@hagerstownaa.org)

Grapevine Committee – [grapevine@hagerstownaa.org](mailto:grapevine@hagerstownaa.org)

HAIG Email sign-up – [www.hagerstownaa.org](http://www.hagerstownaa.org) (see below for QR Code)

or send an email request to [outreach@hagerstownaa.org](mailto:outreach@hagerstownaa.org)

Outreach Committee – [outreach@hagerstownaa.org](mailto:outreach@hagerstownaa.org)

Public Information Committee – [public.information@hagerstownaa.org](mailto:public.information@hagerstownaa.org)

Treatment Committee – [treatment@hagerstownaa.org](mailto:treatment@hagerstownaa.org)

Webmaster – [website@hagerstownaa.org](mailto:website@hagerstownaa.org)

Website Committee – [website2@hagerstownaa.org](mailto:website2@hagerstownaa.org)

Where and When Committee – [meetings@hagerstownaa.org](mailto:meetings@hagerstownaa.org)

Workshop Committee – [workshop@hagerstownaa.org](mailto:workshop@hagerstownaa.org)

### HAIG Monthly Meeting Location

The 4<sup>th</sup> Sunday of each month at 3:30 pm

6 N. Mulberry Street

(enter through the gate around the corner on Washington Street)

Hagerstown, MD 21740

### HAIG Mailing Address

Hagerstown Area Intergroup  
P.O. Box 1153  
Hagerstown, Maryland 21741

Answering Service – 240-850-2677

### HAIG Website

Scan this QR Code to go to  
[www.hagerstownaa.org](http://www.hagerstownaa.org)  
for Email sign-up, HAIG  
Handbook, this Newsletter,  
Where & When, and more!





## HAIG MEETING FORMAT

The typical monthly HAIG Meeting format is as follows:

1. Chair opens the meeting
2. Chair Report
3. Secretary Report
4. Treasurer Report
5. Committee Chair Reports
6. Intergroup Rep Reports and Comments
7. Old Business
8. New Business
9. Meeting adjourned

## **A Brief Guide to HAIG Meeting Procedures** (Adapted from the Maryland General Service, Inc. Handbook)

In business sessions, HAIG meetings *generally* follow an abbreviated form of Robert's Rules of Order.

### **General Rules of Debate**

An item of business to be voted on by the HAIG members is brought to the floor as a motion. If a second to the motion is made, discussion will follow. People who wish to speak raise their hand and are called on in order. Each person may speak for two (2) minutes. No one may speak for a second time on a topic until all who wish have addressed the issue for the first time. Voting is done by a show of hands, or if the Chair requests a “sense of the meeting” and no “nays” are heard, the motion passes.

### **Calling the Question**

A voting member may call for a vote – “call the question” – after the matter has had a thorough airing or discussion has ceased. Calling the question brings debate to a halt while the members decide whether to proceed to a vote (the question) or go on with the debate. A motion to call the question must be made in order by raising a hand; requires a second; is not debatable and requires a two-thirds vote. The Chair may decline to entertain the motion to call the question if he/she feels the matter has not been thoroughly aired. If no one has their hand raised, the Chair may proceed to a vote without anyone calling the question.

### **Simple Majority Vote, Substantial Unanimity, Tabling, and Referral to Committee**

A simple majority is required to approve a motion in most cases. The exception is when any HAIG member raises a point of order during the discussion and requests that the motion require substantial unanimity to be approved. If seconded, the point of order is voted on without debate. If passed by a simple majority, the original motion on the floor will now require two-thirds vote in favor to pass or be approved.

Any voting member may make a motion to table (postpone) further discussion and/or voting on any motion until the next meeting of that body. A motion to table must be made without comment and is not debatable. If the motion to table is seconded and approved by a simple majority, the tabled motion is placed on the “Old Business” agenda for the next meeting of that body.

### **Minority Opinion and Reconsideration**

Once the outcome of the vote is determined, the chair may ask for the minority opinion to be heard. Only those voting with the minority may express their views. The Chair is not required to ask for minority opinion, but any member voting in the minority may ask to be heard.

After hearing the minority opinion, a member who voted with the prevailing side may make a motion to reconsider, or the Chair may ask whether anyone in the majority wishes to change his or her vote. A motion to reconsider may be seconded by anyone. If the majority votes to reconsider, full debate, pro and con, is resumed, bringing only NEW considerations to the floor. No action may be reconsidered twice.

## Suggested Hagerstown Area Intergroup Timetable of Events and Services

Area 29 and District 20 meetings or events, as well as other local and regional events of interest, are provided here to avoid conflicting event dates. Always check these dates before scheduling a HAIG event.

Month	Hagerstown Area Intergroup* Activities and Responsibilities	District 20**, Area 29***, and other local and regional events of interest
January	New Year's Eve event	Area 29 Panel Planning Meetings (for Area officers and committee chairs)
February		Area 29 Committee Footprints in the Winter Sand (in O.C.) NERAASA (NE Regional AA Service Assembly)
March	ad hoc Nominating Committee appointed by Chair to seek candidates for June election	Mountain Breakfast**** Area 29 Assembly
April		Mountain Breakfast Area 29 Mini-Conference (typically the 1 <sup>st</sup> Saturday of month)
May	Spring Potluck Luncheon	Mountain Breakfast Area 29 Assembly – Delegate GSC report
June	Annual Election of HAIG officers	Mountain Breakfast Akron Founder's Day (@the 10 <sup>th</sup> )
July	Newly elected HAIG Officers conduct their first meeting.	Mountain Breakfast Area 29 Committee A.A. International Convention every 5 years; 2025, 2030, 2035, etc.
August	HAIG Summer Picnic?	Mountain Breakfast Area 29 Assembly
September	HAIG Summer Picnic?	Mountain Breakfast Area 29 Committee Sessions by the Sea (in O.C. - begins Tues after Labor Day)
October	HAIG Committees give their budget requests to the Finance Committee to prepare the proposed budget.	Mountain Breakfast Area 29 Assembly - Officer elections in odd years; Area Inventory in even years
November	HAIG Gratitude Breakfast Finance Committee presents proposed budget to IGRs to vote on in December.	Mountain Breakfast Area 29 Committee
December	New Years Eve event  IGRs vote on proposed budget presented by Finance Committee.	Mountain Breakfast Area 29 Assembly

\* HAIG meeting is on the 4<sup>th</sup> Sunday of the month at 3:30 pm unless changed due to holidays.

\*\* District 20 Committee meets the 3<sup>rd</sup> Sunday of the month at 4:00 pm unless changed due to holidays.

\*\*\*Area 29 Committee and Assembly meetings are typically held on the 3<sup>rd</sup> Saturday of the month.

\*\*\*\*Local Mountain Breakfast is the 2<sup>nd</sup> Saturday of the month, March through December.

## **HAIG OFFICERS – ELIGIBILITY, TERM, AND DUTIES**

HAIG Officers are elected annually in June from among A.A. members who are sober continuously for at least one year by vote of the Intergroup Representatives or their alternates.

The elected officers of HAIG consist of the Chairperson, Treasurer, and Secretary, forming the Executive Committee. Officers may serve a maximum of two (2) consecutive one-year terms. The duties of the HAIG Officers are found in ARTICLE VI of the HAIG Bylaws found in Appendix B of this handbook.

## **ELECTION OF HAIG OFFICERS**

An ad hoc nominating committee is appointed by the HAIG Chairperson in March and presents a slate of officers at the June meeting. At that time, additional nominations will be accepted. 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 HAIG Chairperson prior to the meeting. Nominees will be asked to give an informal service resume limited to 2 minutes.

Only Intergroup Representatives or their alternates may vote. 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 up to 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.

According to Article V, Section 8, of the HAIG Bylaws, the Executive Committee will appoint officers to fill vacancies which may occur, and the appointees will hold office until the next annual election.

## HAIG COMMITTEES ROLES AND RESPONSIBILITIES

Each HAIG Committee shall carry out the roles and responsibilities as set forth herein. A committee shall not function or conduct committee meetings without a chairperson. If the chairperson cannot be present for a committee meeting, no meeting 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. Per Article VI, Section 1.F. of the Bylaws of HAIG; the HAIG Chairperson may “remove, with the approval of the Executive Committee, any Committee Chairperson who is not fulfilling their responsibilities as defined” in this document.

The Committees of Hagerstown Area Intergroup are:

**Activities Committee** purpose is to plan social activities and events to benefit the local A.A. fellowship. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of the following responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work.
3. Organize, promote, and conduct all functions sponsored by the Intergroup such as the New Years Eve event, Spring Potluck Luncheon, Annual Picnic, Gratitude Breakfast, etc.
4. Develop a budget for each event to submit to Intergroup for approval and request of seed money.
5. Make arrangements for such events, such as securing an appropriate location, printing and distributing tickets, creating flyers, inviting speaker(s), etc.
6. Provide adequate volunteer coverage for events.
7. Submit to the Intergroup a final financial report within 30 days following each event.
8. Continue to identify and develop events to attract and engage members in the Fellowship.
9. Keep detailed records to pass on to the incoming committee chair upon rotation.
10. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Answering Service Committee** purpose is to work with volunteers to make sure that calls received are answered by an A.A. member. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of the following responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work and a summary of calls received monthly.
3. Recruit and train A.A. member volunteers to handle calls coming through the answering service.
4. Keep volunteers supplied with information needed to handle calls and assist them with any problems encountered.
5. Keep detailed records to pass on to the incoming committee chair upon rotation.
6. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Corrections Committee** purpose is to carry the A.A. message of recovery to alcoholics in correctional facilities in Washington County, Maryland. The committee chairperson will:

1. Attend monthly Intergroup meetings to provide updates on committee work.
2. Act as liaison with correctional facilities in Washington County and determine their volunteer requirements to carry the A.A. message into the facility.
3. Recruit A.A. volunteers and provide them with the facilities' required paperwork for completion.
4. Submit the completed paperwork to the appropriate facility administrator for approval.
5. Follow up with newly approved volunteers regarding their orientation and placement on the meeting schedule.
6. Maintain a list of A.A. volunteers and keep them informed of meeting schedules and any changes to meetings.
7. Encourage and attend A.A. meetings within the correctional facilities when possible. Be available when a substitute is needed.
8. Coordinate the ordering of A.A. literature with the *Pink Can* chairperson. This includes books and pamphlets.
9. Provide Where & When meeting directories to facilities when applicable.
10. Encourage volunteers to promote *Corrections Correspondence Service (CCS)* at their 'outside' homegroup for additional support.
11. Keep detailed records to pass on to the incoming committee chair upon rotation.
12. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Finance Committee** purpose is to prepare the annual HAIG budget and monitor financial statements. The committee chairperson will:

1. Form a working committee to include the HAIG Treasurer plus two A.A. members at large.
2. Attend monthly Intergroup meetings to provide updates on committee work.
3. Request suggested budget amounts from HAIG Committee Chairs and officers in September.
4. Prepare the proposed Intergroup annual operating budget in October.
5. Present the proposed budget to the Intergroup for approval at the November meeting for publication in the December newsletter.
6. Present the proposed budget in December for final approval.
7. Review HAIG financial statements at least quarterly.
8. Prepare recommended finance-related policies and procedures.

**Grapevine Committee** purpose is to promote awareness of A.A. Grapevine, Inc. (AAGV), the AAGV and LaViña magazines, and other AAGV literature. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work.
3. Encourage A.A. members to submit articles to the A.A. Grapevine and LaViña magazines, providing instructions and/or answering questions on how to do so.

4. Maintain a stock of A.A. Grapevine, Inc. material for display and resale at A.A. events and/or meetings as requested.
5. Encourage the purchase of subscriptions to the A.A. Grapevine and LaViña magazines as well as other A.A. Grapevine literature.
6. Keep detailed records to pass on to the incoming committee chair upon rotation.
7. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Outreach Committee** purpose is to maintain a communication link between Intergroup and member A.A. groups. The committee chair and/or co-chair will:

1. Attend monthly Intergroup meetings to provide updates on Outreach Committee work.
2. Maintain email contact (via Mailchimp) with all groups in the HAIG service area to:
  - a. Inform them of Intergroup meetings, workshops, and events.
  - b. Encourage participation in Intergroup activities.
  - c. Email updated meeting directories provided by the Where & When Committee.
  - d. Promote general cooperation between the Intergroup and individual groups.
3. In May of even years, ask HAIG Officers and Committee Chairs for suggested HAIG Handbook changes to be received by the June HAIG meeting. Proposed changes will be considered for a biennial update to the Handbook by the Outreach Committee.
4. Work with the HAIG Secretary to remain informed about the groups that are active and the contact information for their Intergroup Representative.
5. Work with the HAIG Chairperson to ensure that the Webmaster has the information to update email forwarding for new HAIG Officers and Committee Chairs.
6. Keep detailed records to pass on to the incoming Outreach Committee Chair upon rotation.
7. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Pink Can Chair** purpose is to collect and keep track of group contributions specified to purchase literature for local institutions or facilities. The Pink Can Chair will:

1. Attend monthly Intergroup meetings to provide updates and collect Pink Can contributions from local A.A. groups.
2. Keep a record of all contributions and expenditures and report to the Intergroup treasurer.
3. Coordinate and purchase literature for area corrections and treatment facilities.
4. Order A.A. Grapevine and La Viña magazines for above facilities as requested.
5. Order Meeting in a Pocket booklets for above facilities as needed.
6. Keep detailed records to pass on to the incoming committee chair upon rotation.

**Public Information/Cooperation with the Professional Community (PI/CPC) Committee** purpose is to increase awareness of A.A. in the public and professional community and facilitate requests for printed material and other programs. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work.

3. Use the PI Kit and Workbook and CPC Kit and Workbook, as published by A.A. World Services, Inc. (found at [www.aa.org](http://www.aa.org)) as their guide to performing these services.
4. Provide information to the professional community and the public about A.A.—who we are, where we are, what we are, and what we can and cannot do.
5. Arrange for volunteers to participate in public information programs as requested by schools, businesses, law enforcement agencies, physicians, nurses, lawyers, and other organizations.
6. Staff booths at health fairs, symposiums, conferences, workshops, seminars, and other educational activities, as requested, utilizing the guidelines provided in the PI and CPC information kits.
7. Make A.A. literature available to the medical, religious, mental health, educational, and law enforcement communities.
8. Facilitate communication between A.A. and community members who encounter alcoholics through their profession (such as physicians, nurses, clergymen, lawyers, academics, and social workers).
9. Ensure that the Where & When directory and A.A.-approved pamphlets are in stock and up to date at various locations.
10. Distribute public service announcements (PSA's) produced by G.S.O. to local radio and TV stations as needed.
11. Keep detailed records to pass on to the incoming committee chair upon rotation.
12. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Treatment Committee** purpose is to coordinate the work of individual A.A. members and groups who are interested in carrying the A.A. message of recovery to alcoholics in treatment settings (in-patient and out-patient). The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work.
3. 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.
4. Set up means of “Bridging the Gap” (pamphlet P49 found at [aa.org](http://aa.org)) from the facility to an A.A. group in the individual's community.
5. Reach out and meet with administrators of institutions and agencies regarding ways to work together without affiliating, including providing literature, contact information, and holding meetings.
6. Arrange A.A. commitments within facilities such as A.A. meetings, speakers, or pre-release contacts.
7. Manage a schedule of commitments filled by reliable A.A. members, and a list of potential backups in case of emergency cancellations.
8. Request funds from Intergroup to provide literature and books necessary for carrying the A.A. message to treatment facilities.
9. Keep detailed records to pass on to the incoming committee chair upon rotation.
10. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.



**Website Committee** purpose is to provide information from the Intergroup and local service entities to member A.A. groups through the HAIG website. The committee chairperson will:

1. Form a working committee of A.A. members, when possible, to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work and details from reports of website activities.
3. Negotiate and manage contracts pertaining to services provided to HAIG in support of the webpage (e.g., domain registration, hosting services, etc.).
4. Secure payment from HAIG for fee-based services.
5. Update the website and the Meeting Guide App with relevant Intergroup and group information in a timely manner.
6. Ensure that all content published on the website is not in conflict with the 12 Traditions or 12 Concepts of A.A. (includes all content visible on the website as well as content stored on hosting services).
7. Assist with issues where technology is a viable solution.
8. Make recommendations to help keep HAIG current with emerging technologies.
9. Keep detailed records and job aids to assist in updating the website and receiving analytics from the website to pass on to incoming committee chair upon rotation.
10. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Where & When Committee** purpose is to oversee the periodic updating and distribution of the Where & When directory of A.A. meetings in Washington County, MD. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to report upcoming changes to the directory and obtain additional changes.
3. Design and update the Where & When document from information gathered about local A.A. meetings.
4. Send electronic version of the updated Where & When to the Outreach Committee to distribute to the local fellowship via Mailchimp.
5. Provide information about meeting changes and electronic version of the updated Where & When to the Webmaster to post on the HAIG website.
6. Keep detailed records to pass on to the incoming committee chair upon rotation.
7. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

**Workshop Committee** purpose is to develop topics, secure venues, and organize workshop events for the local A.A. fellowship. The committee chairperson will:

1. Form a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Having a co-chair is recommended.
2. Attend monthly Intergroup meetings to provide updates on committee work.
3. Report any income/expenses since the previous month.
4. Develop topics for workshops.

5. Reserve meeting spaces for workshops.
6. Arrange for room setup and cleanup, provide refreshments, etc.
7. Create workshop flyers to provide to the Outreach Committee for distribution.
8. Create a calendar of workshops for the upcoming year after reviewing the HAIG Timetable of Events and Services.
9. Keep detailed records to pass on to the incoming committee chair upon rotation.
10. Submit an annual budget proposal for the upcoming fiscal year to the Finance Committee in October.

### **ad hoc Committees**

As determined by the HAIG Chairperson, a committee can be formed on a temporary basis to perform a specific task. Once that task is completed, the ad hoc committee would be dissolved unless it is determined by the IGRs that the committee warrants becoming a regular committee of Intergroup.

## MATTERS OF FINANCE

Typical of most undertakings in A.A., HAIG strives to be self-supporting through the contributions of the A.A. groups within the HAIG service area. HAIG will limit individual contributions and bequests to the amount approved by the General Service Conference at the time of the contribution.

In addition to the more routine expenses such as rent for the HAIG meeting space, there are expenses incurred by the HAIG committees to carry the A.A. message.

The HAIG fiscal year begins on January 1 and ends the following December 31. The proposed fiscal budget, as prepared by the Finance Committee, will be presented at the November HAIG meeting. Final ratification by vote of Intergroup Reps will occur no later than the December HAIG meeting. If the budget is not approved in December, the Intergroup will continue to operate under the terms of the previous years' budget until a new budget is approved.

### Guiding Principles<sup>1</sup>

- The 7<sup>th</sup> Tradition supports our primary purpose.
- All officers and committees are given the Third Concept “Right of Decision”.
- Every service responsibility should be matched by an equal service authority, the scope of which should be well-defined.<sup>2</sup>
- Final authority rests with an informed group conscience.<sup>3</sup>
- We are an organization of volunteers who understand that service is its own reward.
- Expenses incurred while conducting business at the request of HAIG should be fully reimbursed, or duly noted, for purposes of future budgets.
- The choice to be reimbursed should be left to the individual.
- The intent of HAIG is to encourage anyone who is willing and able to perform service to do so by removing personal finances as a limiting factor.
- The HAIG budget should be set at adequate levels to cover expected expenses.
- According to Warranty Two, our prudent financial policy is to have sufficient operating funds, plus an ample reserve.<sup>4</sup>
- In the spirit of the 7<sup>th</sup> Tradition, HAIG should be self-supporting in all its affairs.

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<sup>1</sup> Adapted from Matters of Finance Guiding Principles of Maryland General Service, Inc. as published in the Maryland General Service Area Assembly Handbook (page 51, January 2020).

<sup>2</sup> From Concept X in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.

<sup>3</sup> From Concept I in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.

<sup>4</sup> From Concept XII in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.

**Appendix A – Handbook Updates**

**Future changes to this Handbook will be considered biennially in June by the Outreach Committee and, if accepted for the Handbook update, documented below:**

<b>Date</b>	<b>Old Page #</b>	<b>New Page #</b>	<b>Page Title</b>	<b>Changes</b>
June 2024				Hagerstown Area Intergroup Handbook created.

**Appendix B**

**Hagerstown Area Intergroup Bylaws**

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## 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 7<sup>th</sup> 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 7<sup>th</sup> 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).