



# MARYLAND GENERAL SERVICE

## AREA ASSEMBLY

## HANDBOOK

and By-Laws of Maryland General Service, Inc.

Experience

Strength

Hope

This Handbook is a CONFIDENTIAL document,  
for use by A.A. members only.

**January 2015**

# Maryland General Service Area 29 Assembly Handbook

## Forward

The Maryland General Service Area Assembly 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, we recognize that over several years of our existence, we have developed practices and procedures unique to Area 29. **This handbook, therefore, is an effort to describe those practices and procedures presently accepted in the working structure of the Maryland General Service Area Assembly.**

New members are continually coming into Area 29 to serve their groups and their districts. 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. Just as our Big Book, "Alcoholics Anonymous", was written so that our message of recovery would not become garbled in the oral method of passing it on, we in Maryland General Service Area 29 believe that this handbook will serve to pass on our service message as it has become known and accepted in the Area 29 service structure.

We know and recognize that no prior service committee or assembly decisions shall be binding on future committees or assemblies. All current committees and assemblies are encouraged to make decisions as they see fit according to their own group conscience. This handbook, therefore, will serve as a guide and a reference for what has worked in the past. It is subject to change by vote of the Area Assembly as the needs in Area 29 Maryland General Service change and as better ways are found to carry our message. As better ways are found and adopted for Area 29, they will be incorporated into the appropriate section of this handbook. A document referencing updates to the text of this handbook will be maintained in the Appendix.

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# Maryland General Service Area 29 Assembly Handbook

## Spirituality in Action\*

“I am convinced that God's hand was never more apparent in all of Bill's writings than it is in our blessed third legacy. It is totally a spiritual document, and I think of service as spirituality in action.

“Bill said our third legacy is that ‘least possible organization which will maintain us in effectiveness and unity.’ That must mean that our least possible organization is intended to bind our groups together, in loving and purposeful communication, in about the same manner as individual members are bound together in an A.A. group.

“Originally our ‘least possible organization’ was a means of electing delegates to a conference. Today, we see it differently. Bill challenged us to produce a reliable, 12-months-of-the-year, continuing operation capable of supporting a full measure of service responsibility. I have a job and a responsibility, but I can't do ‘your job.’ Delegates should not do committee members' jobs; they should be delegates. The power and importance of A.A.'s basic principles take on new meaning for our service people in the careful consideration of watchwords like ‘rotation’ and ‘anonymity’ and ‘leadership.’

“Leadership is a continuing problem, just as Bill foretold. If you want better trustees, we need better delegates. If we want better delegates, we need better committee members. If we want better DCMs, we need better GSRs. Better service suggests better unity. Better unity suggests better recovery.

“What is important is that we grow under God quietly and calmly and in freedom. We have no doctrine that has to be maintained. No membership that has to be enlarged. No authority that has to be supported. No prestige, power or pride that has to be satisfied. No property or money is worth quarreling about. These are the advantages of which we should make the best possible use.”

- by Tom G., a former General Service Trustee, Canada  
from a presentation at the 23<sup>rd</sup> General Service Conference

# Maryland General Service Area 29 Assembly Handbook

## Service Structure of the Conference

### Overview

The A.A. groups in the U.S. and Canada are linked together by a representative service structure which makes it possible for A.A. members themselves to oversee A.A.'s world wide service activities in ways consistent with our Twelve Traditions. "A.A.'s world wide service activities" includes writing, printing and distributing a uniform literature, acting on matters of A.A. policy, guarding the Twelve Traditions of Alcoholics Anonymous, serving as the voice and anonymous face of A.A. to the world, and providing a conduit and repository for experience and communication among groups.

The components of our service structure are shown in the diagram below, with the A.A. groups, which the A.A. Group pamphlet calls "the fundamental unit of A.A.," shown at the top since that is where the ultimate responsibility lies. The corporations that perform the hands-on execution of A.A.'s world wide service activities (Alcoholics Anonymous World Services, Inc. and the A.A. Grapevine, Inc.) are shown at the bottom of the inverted triangle, since all their authority is traditionally delegated to them by the units above them. The groups are connected to the corporations by three successive levels of representation: Districts, Areas and the General Service Conference. Each of these levels is composed of multiple units from the level immediately above.

### STRUCTURE OF THE CONFERENCE (U.S. and Canada)

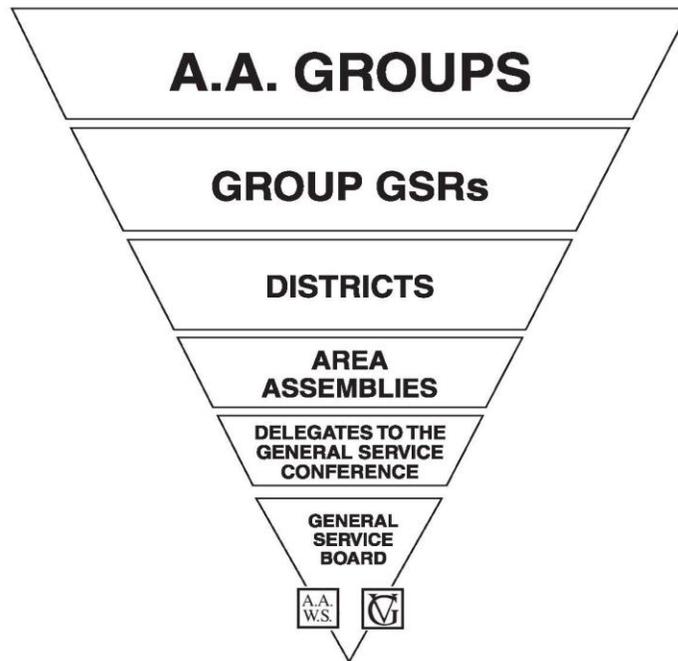


Diagram reprinted from The A.A. Service Manual, 2013-2014 Edition; page S16 with permission of A.A. World Services, Inc.

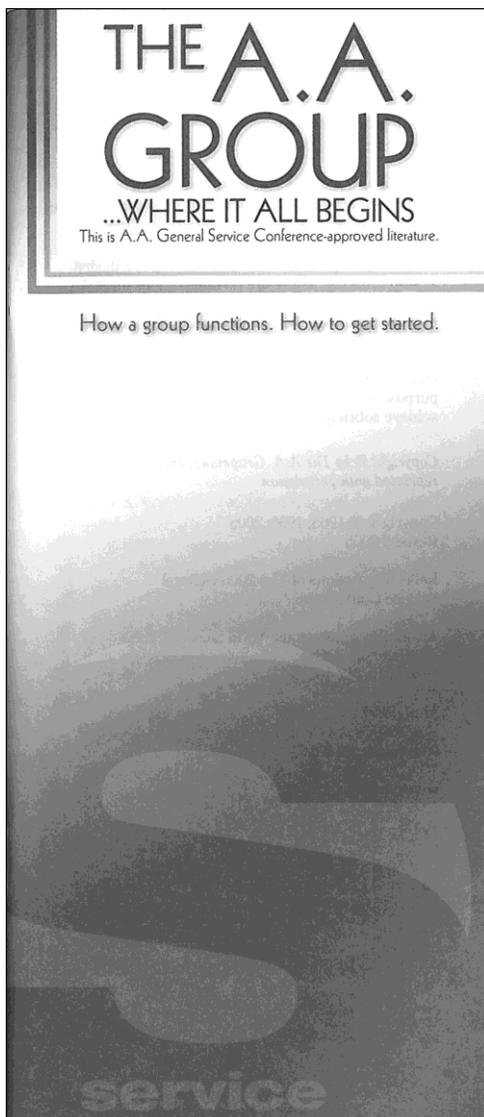
# Maryland General Service Area 29 Assembly Handbook

## The A.A. Group

When our co-founders sponsored the General Service Conference, they placed in the hands of the groups the future and destiny of the fellowship. It is suggested that the pamphlets **“The A.A. Group”** and **“Questions and Answers on Sponsorship”** be your first “trusted servant” guides. As you read the sponsorship pamphlet, substitute “the group” for “newcomer” or “beginner.”

A group is an assembly or coming-together of people who associate with each other, who identify, who share and who participate in activities together. To continue our personal recovery and to insure the future of A.A., it is suggested that we belong to a home group, abiding by a common set of Traditions and having one voice in our group conscience, which is expressed in one vote through the General Service Representative.

Without a group, there is no group conscience, and without the GSR, there is no link to the rest of Alcoholics Anonymous to voice the conscience of an informed group to the fellowship as a whole.



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# Maryland General Service Area 29 Assembly Handbook

## The Group Conscience

A group conscience is a majority of well-informed members, a conscious awareness that “a loving God” may express “Himself” in a minority voice; each question must be well debated, and every member of the group has an equal opportunity to express his or her experience and opinion on the subject, so that a real sense of the group may be known.

The group conscience, as we know and understand it, is a result of decisions taken by members of the group, after consideration and deliberation on all the facts. The experience of others and their own experience are brought to light. Therefore, any statement that affects A.A. as a result of a group conscience ought not be rejected or taken lightly. A.A. experience has taught us that those of the minority opinion are often our greatest teachers and should have the right to be heard and the right of appeal and reconsideration. That right provides the voice that may contribute the important information that sways the group to make “the best” informed decision. Experience reminds us that we must not fail to hear the message because we did not like or agree with the messenger.

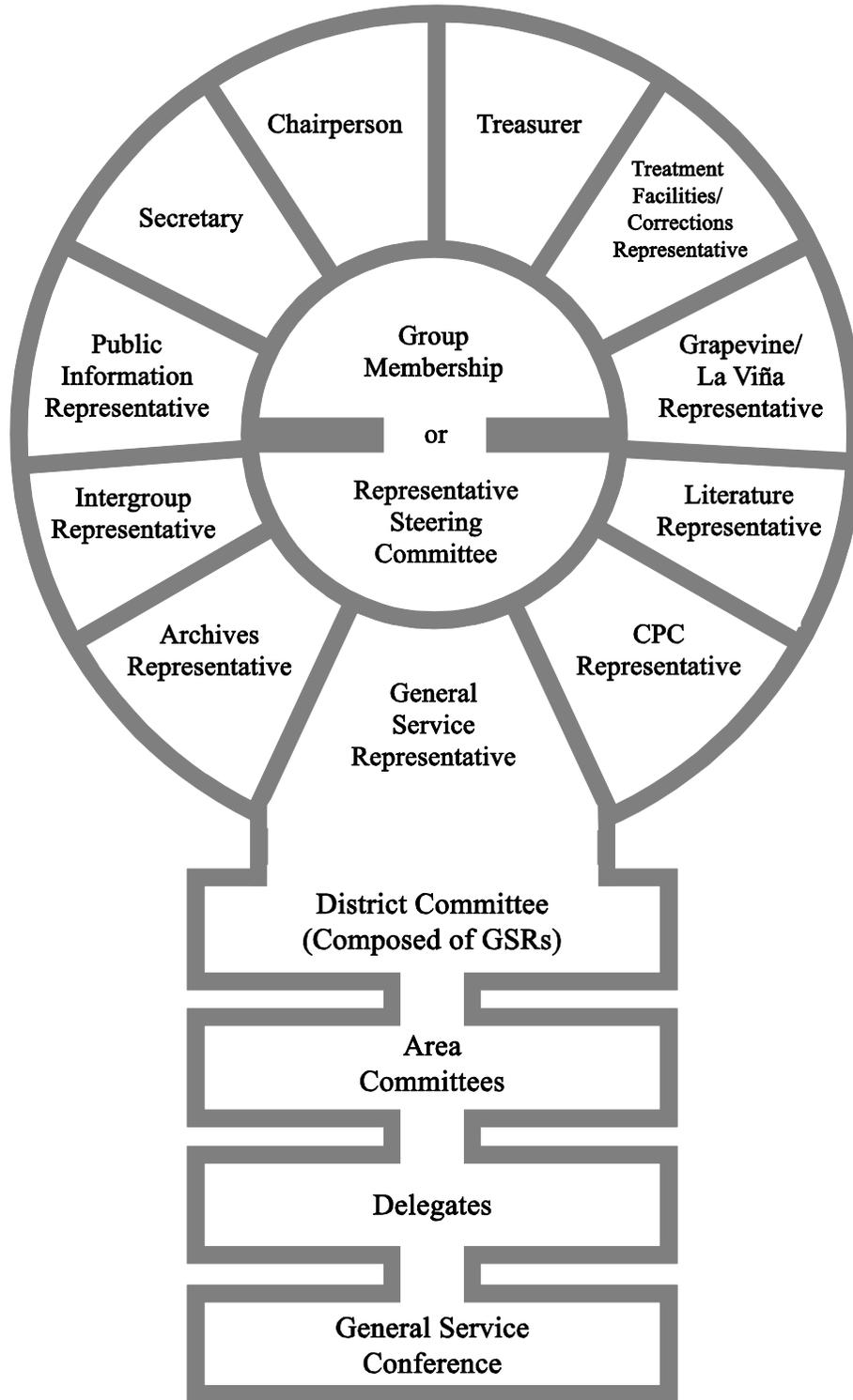
It was our co-founders' belief that A.A. members would be enlightened enough, moral enough and responsible enough to manage their own affairs through chosen representatives. The danger, of course, is that ignorance, apathy, and power seeking would invade this democratic system, which is based on spiritual principles, and cause it to decline in spiritual resources and collective wisdom.

Happily for us, there seems little prospect of such a calamity. The life of each individual and of each group is built around the Twelve Steps and Twelve Traditions. We very well know that the penalty for extensive disobedience to these principles is death to the individual and dissolution for the group. An even greater force for A.A. unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

Therefore, we believe that we see in our fellowship a spiritual society characterized by enough enlightenment, responsibility and love of God and humanity to insure that our democracy of world service will work under all conditions.

# Maryland General Service Area 29 Assembly Handbook

## Service Structure Inside the A.A. Group



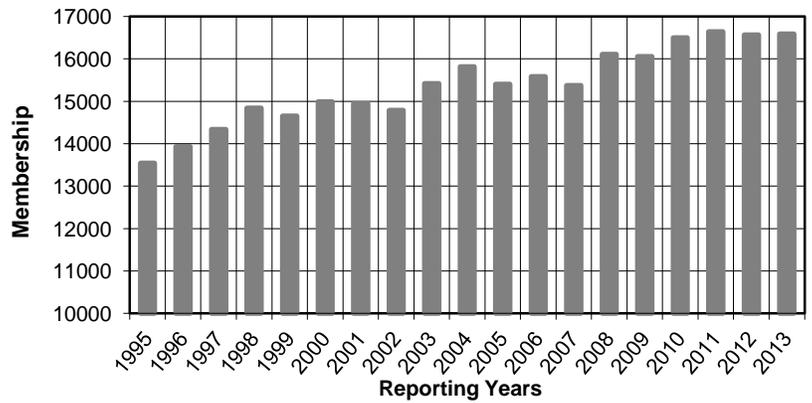
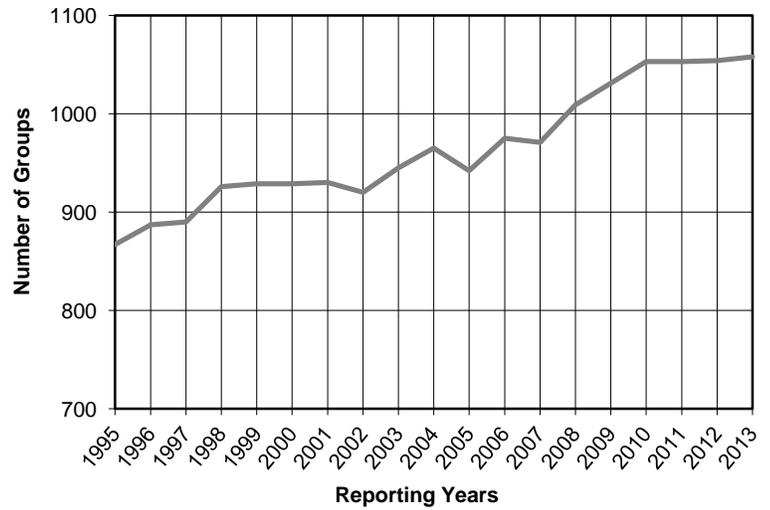
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# Maryland General Service Area 29 Assembly Handbook

## Growth of A.A. in Area 29—Maryland General Service

### Groups and Membership\*

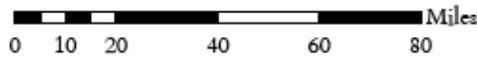
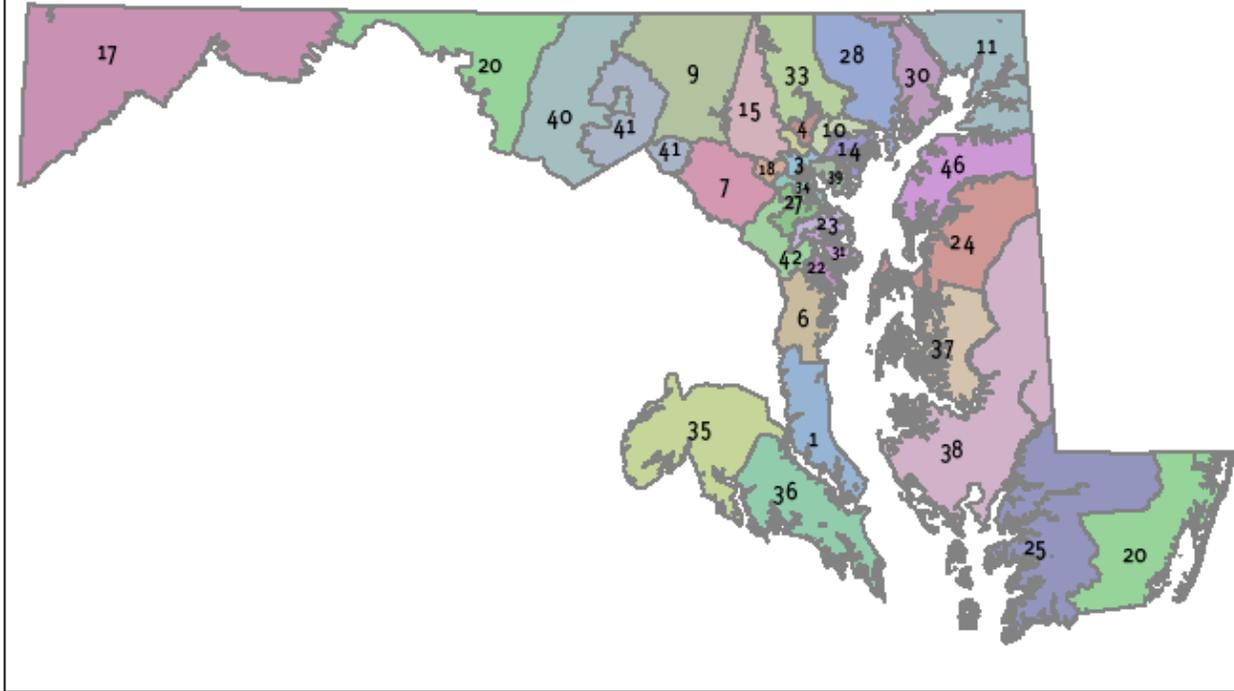
YEAR	GROUPS	MEMBERSHIP
1995	867	13542
1996	887	13934
1997	890	14337
1998	926	14843
1999	929	14650
2000	929	14989
2001	930	14945
2002	920	14784
2003	945	15421
2004	965	15815
2005	942	15405
2006	975	15582
2007	971	15373
2008	1009	16108
2009	1031	16057
2010	1053	16497
2011	1053	16637
2012	1054	16566
2013	1058	16584



\* Data on groups and membership compiled from Annual General Service Conference Reports, 1996-2014.

# Maryland General Service Area 29 Assembly Handbook

## Area 29 – Maryland General Service Map



Date: 13-Dec-13

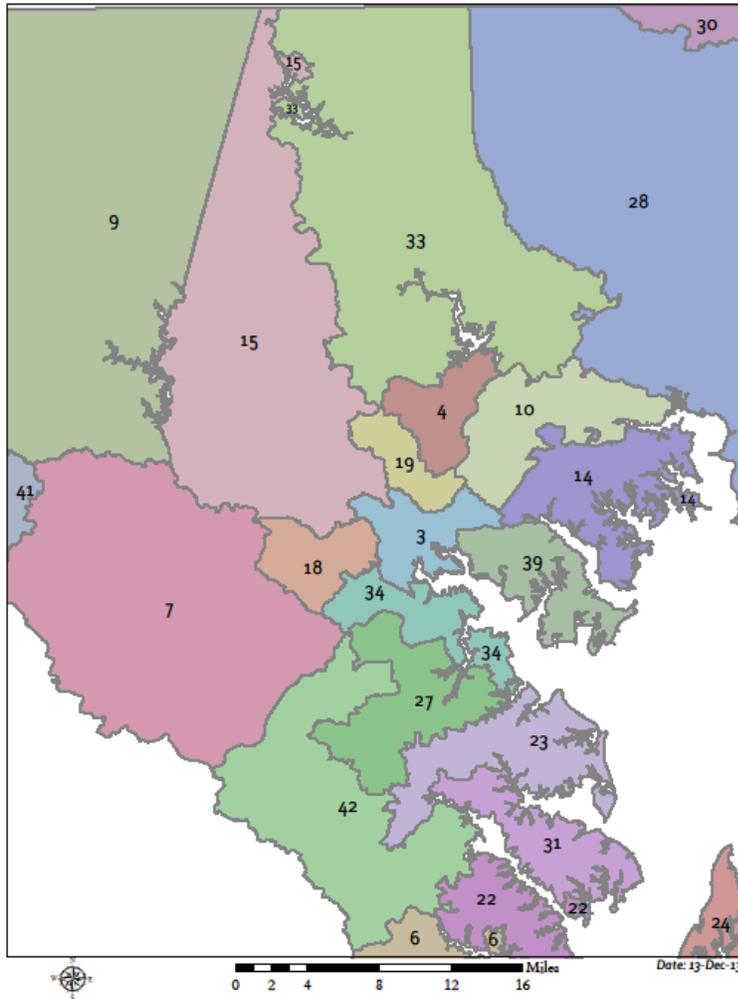
### Area 29 Districts

Dist.	Description	Dist.	Description
1	Calvert County	27	Anne Arundel Zips 21060, 21061, 21090, 21144
3	Balt Zips 21201, 21202, 21205, 21213 21216, 21217, 21223, 21230, 21231, 21287	28	Balt & Harford Zips 21009, 21010, 21013, 21014, 21040, 21047, 21050, 21051, 21082, 21084, 21085, 21087, 21132, 21154, 21156, 21161
4	Balt Zips 21204, 21212, 21239, 21252, 21286	30	Harford Zips 21001, 21005, 21015, 21017, 21028, 21034, 21078, 21160
6	Zips 20711, 20714, 20733, 20736, 20751, 20754, 20758, 20764, 20765, 20776, 20778, 20779, 21035, 21037, 21140	31	Anne Arundel Zips 21012, 21146, 21409
7	Howard County EXCEPT Zips 21771 & 21797	32	Worcester County
9	Carroll County	33	Balt Zips 21030, 21031, 21053, 21057, 21093, 21111, 21120, 21131, 21152
10	Balt Zips 21128, 21162, 21206, 21214, 21234, 21236, 21251	34	Zips 21225, 21225, 21227
11	Cecil County	35	Charles County
14	Balt Zips 21220, 21221, 21237	36	St. Mary's County
15	Balt Zips 21071, 21074, 21102, 21104, 21117, 21133, 21136 21153, 21155, 21163, 21207, 21208, 21215, 21235, 21241, 21244	37	Talbot County
17	Garrett & Allegany Counties	38	Dorchester & Caroline Counties
18	Balt Zips 21043, 21228, 21229, 21250	39	Balt Zips 21219, 21222, 21224
19	Balt Zips 21209, 21210, 21211, 21218	40	Frederick County EXCEPT District 41
20	Washington County	41	Frederick & Howard Zips 20871, 21704, 21754, 21757, 21770, 21771, 21774, 21776, 21791, 21793, 21797, 21798
22	Zips 21140, 21401, 21402, 21403, 21405	42	Anne Arundel Zips 20701, 20724, 20755, 20794, 21032, 21054, 21076, 21077, 21113, 21114, 21240
23	Zips 21056, 21108, 21122	43	Kent County
24	Queen Anne's County		
25	Wicomico & Somerset Counties		

# Maryland General Service Area 29 Assembly Handbook

Baltimore Zip Codes "212- -"  
 Districts 3, 4, 10, 14, 15, 18, 19, 34, 39

## Area 29 Redistricting



Zip to District			
21201	3	21223	3
21202	3	21224	39
21204	4	21225	34
21205	3	21226	34
21206	10	21227	34
21207	15	21228	18
21208	15	21229	18
21209	19	21230	3
21210	19	21231	3
21211	19	21235	15
21212	4	21236	10
21213	3	21237	14
21214	10	21239	4
21215	15	21241	15
21216	3	21244	15
21217	3	21250	18
21218	19	21251	10
21219	39	21252	4
21220	14	21286	4
21221	14	21287	3
21222	39		

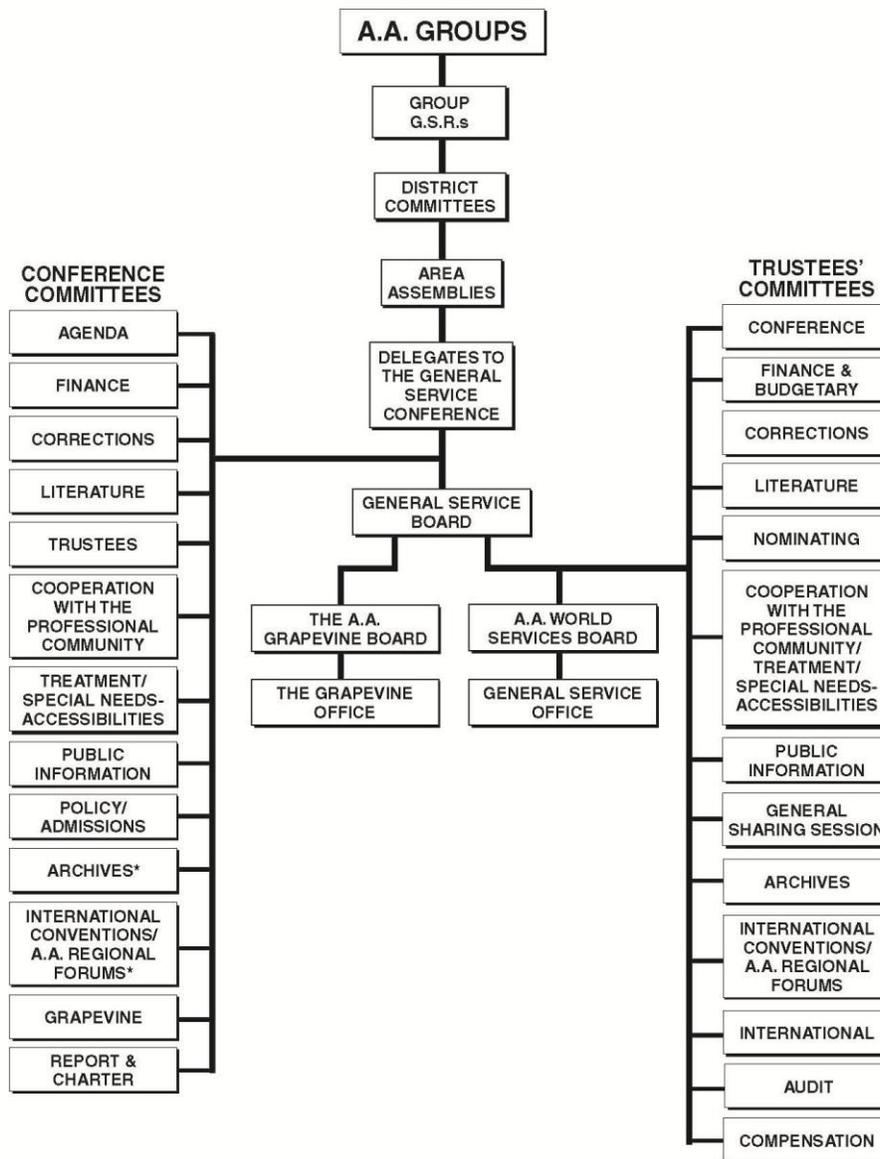
# Maryland General Service Area 29 Assembly Handbook

## The Fellowship as a Whole

While the General Service Conference operates all year round, the annual meeting, held in New York, usually in April, is the culmination of the year's activities, the time when the collective group conscience of U.S./Canada A.A. comes together to take actions that will guide the groups in the years to come.

Keeping a balance between ultimate authority and responsibility and the active, day-to-day functioning of the world services means there must be constant communication among all elements of the structure.

### The General Service Conference Structure (U.S. and Canada)



\*Secondary Committee

Reprinted from The A.A. Service Manual, 2013-2014 Edition, p. S18, with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## Structure Inside the Maryland General Service Area Assembly



# Maryland General Service Area 29 Assembly Handbook

## The Role of the General Service Representative (GSR)

The GSR is the two-way link between the group conscience and A.A. as a whole. The non-existent or inactive GSR deactivates the check-and-balance system for group self-honesty. Experience seems to indicate that the good intentions of the group were often the enemy of what was the best for the fellowship as expressed in the Traditions and the Concepts. The active GSR ensures the liaison between the group and the worldwide fellowship, starting with group discussions that share the group's experience of "carrying the message" at the District and Area levels.

GSRs are, in a sense, the service sponsors of their groups. They are as kind, nonjudgmental and willing to share as they would be with a newcomer. Group sponsorship is the best example of the relationship of the GSR to the group in matters of service and unity. Because the GSR enjoys the trust of the group, they learn to listen and listen to learn. Their role is often reversed. They return to the group with the results of problems and solutions that could affect the unity, health and growth of A.A. How well GSRs do their job can be measured by the way they listen to the group conscience and keep their group informed.

Active sponsorship experience is one of the most powerful experiences a GSR can bring to service responsibility. It indicates the ability to reach out and carry the message by working with others as suggested in chapter seven of the Big Book. The GSR needs to develop courage, emotional maturity, and a thick skin to carry the message of service. Experience and AA history provide this confidence.

A sense of humor about ourselves is most important to our service commitment and sobriety. We take the program and our sobriety seriously; we do not take our personal hurts or the rejection of our opinions too seriously. As Dr. Bob said, "Let us also remember to guard that erring member the tongue, and if we must use it, let's use it with kindness and consideration and tolerance."

A General Service Representative job description appears in bulleted form in the A.A. Service Manual, 2013-2014 Edition, page S26. Reprinted with permission of A.A. World Services, Inc.

# **Maryland General Service Area 29 Assembly Handbook**

## **The Role of the District Committee Member (DCM)**

Just as the GSR is the two-way link between the group conscience and A.A. as a whole, the DCM is the two-way link between the GSRs in a district and the Area Committee and Area Officers. The non-existent or inactive DCM severs that link: a district without an active DCM loses its voice at the Area Committee meetings and is deprived of the information which an active DCM could have reported back to the district's GSRs for their reports to the groups. The active DCM acts as the liaison among the groups in a district, and between the district and the worldwide fellowship, sharing the district's experience of "carrying the message" at the District and Area levels.

The spiritual principles which apply to GSRs apply equally to DCMs: just as GSRs are in a sense the service sponsors of their groups, an experienced DCM is able to serve as the service sponsor of his or her district. The DCM is in a unique position, able to bring important issues regarding A.A. as a whole to the groups in the district. The DCM can visit groups in his or her district which do not have active GSRs, informing those groups of current issues in Maryland General Service and A.A. service worldwide, and perhaps encourage those groups to register with the General Service Office, to elect an active GSR, and to exercise their right to participate in the affairs of A.A. worldwide. The DCM is also able to encourage the groups within a district to examine ways to carry the message of A.A. through activities, such as workshops, which would be difficult or impossible for a single group or individual to do alone.

The DCM is an essential link between the groups' GSRs and the Area's Delegate. As leader of the district committee, made up of all the GSRs in the district, the DCM is exposed to the group conscience of that district. As a member of the Area Committee, he or she is able to pass on this thinking to the Area Delegate and Area Committee and is able to keep the groups, through their GSRs, informed about the issues that could affect the unity, health, and growth of A.A. How capably this is done is a measure of the DCM's effectiveness.

A District Committee Member job description appears in bulleted form in the A.A. Service Manual, 2013-2014 Edition, page S31. Reprinted with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## Purpose and Composition of the Maryland General Service Area Assembly

Any meeting of the Area G.S.R.s and the Area Committee (see next page) is an Assembly. The Area Assembly is the mainspring of the Conference structure – the democratic voice of A.A. expressing itself.

The purpose of the Maryland General Service Area Assembly is the same as the purpose of an A.A. group: to carry the message to the still suffering alcoholic. Primarily, the way this is done is by electing a Delegate to serve as the representative of the Area to the General Service Conference. The Area Assembly also provides an opportunity for the District Committee Members and the individual A.A. groups to share their experience. The Assembly strives to:

- Sponsor Area events such as the annual conventions, various workshops and other service-related events that have Area-wide significance
- Stimulate A.A. group involvement and participation in the Assembly
- Allow for free, open, and unrestricted dialogue between A.A. groups in Area 29 to ensure against “railroading” and “log rolling” of one individual's or group's specific agenda or course of action
- Ensure the right of the minority to be heard
- Encourage the groups to contribute to Maryland General Service and to the General Service Office in New York
- Provide a forum for allowing the A.A. groups to inform the Delegate of what items are of concern to the A.A. groups
- Ensure that the voice of the A.A. groups is heard within the A.A. service structure
- Ensure that the Area Assembly does not act as a governing body over anyone
- Provide for regular meetings of the GSRs to ensure informed dialogue between the groups and the Delegate
- Pool the financial and human resources to stimulate “carrying the A.A. message” where it is beyond one group's resources to do so
- Act as a guardian of the Twelve Traditions of A.A.
- Introduce the Twelve Concepts for World Service

# Maryland General Service Area 29 Assembly Handbook

## Purpose and Composition of the Maryland General Service Area Committee

Basically, the Area Committee is composed of all District Committee Members, Area Officers, and all Standing and Ad Hoc Committee Chairpersons.

The primary purpose of the Area Committee is to provide the leadership necessary to assist the Area Assembly in carrying out the business of the Area Assembly. The Committee has firsthand knowledge of what is happening in A.A. World Services through our Delegate, and is also close to district and local needs and concerns.

\*An active Area Committee deals with all kinds of service problems:

- Is Area experience being shared among groups?
- Is the A.A. message getting into hospitals, prisons, and rehabilitation centers?
- Are news media and professionals who deal with suffering alcoholics well informed about A.A. in the districts and the Area?
- Are new groups and loners being visited and helped?

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\*Reprinted from The A. A. Service Manual, 2008-2009 Edition p. S44, with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## Suggested Area Assembly and Area Committee Meeting Formats

Although the Maryland General Service Area Assembly and Maryland General Service Area Committee differ in purpose and composition as discussed on pages 16 and 17, the format (see below) and Procedures (see next page) are basically the same.

The Maryland General Service Area Assembly meets five (5) times during each calendar year, held approximately bimonthly. The Area Committee meets three (3) to four (4) times during each calendar year, held approximately bimonthly. The Chairperson currently in office shall designate the date, time and place of each meeting. The first regular Area Assembly in each calendar year (approximately in March) shall be designated as the Annual Meeting of Maryland General Service, Inc. The regular Area Assembly meeting in October of each odd-numbered year will be the Elections Assembly for officers elected for two (2) years beginning January 1st after the election.

Registration, fellowship and coffee precede the meetings. The new GSR or DCM is encouraged to arrive early for the initial registration meeting process. A Question and Answer meeting for new GSRs and DCMs (including new Alternate GSRs and Alternate DCMs) will be scheduled during the Lunch Break or before the meeting.

### A Typical Area Assembly or Area Committee Agenda

Chairperson Opens -	MGS - Area 29 Business Meeting with The Serenity Prayer
Secretary's Report -	Reading of the Minutes
Treasurer's Report -	Contributions and Expenditures Update
Alt. Delegate's Report -	General Service Updates
Delegate's Report -	General Service Updates (Worldwide & Regional)
Committee Reports -	Standing Committees Ad Hoc Committees
District Reports	
Sharing Sessions -- What's On Your Mind? -- Ask-It-Basket	
Old Business -	Unfinished Area Assembly or Area Committee Business
New Business -	New Area Assembly or Area Committee Business
Adjournment -	Closing

(LUNCH - The Chairperson will suspend business for a lunch break.

# Maryland General Service Area 29 Assembly Handbook

## Summary of Area Assembly and Area Committee Procedures

In business sessions, the Area Assembly and Area Committee *generally* follow Robert's Rules of Order.

### **General Rules of Debate**

An item of business to be voted on by the Area Assembly or Area Committee is brought to the floor as a motion. If a second to the motion is made, discussion will follow. (An Area Committee recommendation is automatically a motion that has been made and seconded.) People who wish to speak line up at the microphones 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 Chairperson 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 at the microphone; requires a second; is not debatable and requires a two-thirds vote. The Chairperson may decline to entertain the motion to call the question if he/she feels the matter has not been thoroughly aired. If no one is standing at the microphone, the Chairperson 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 member of the Area Assembly 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.

Important matters to come before the Area Assembly may be referred to the Area Committee either by the Area Chairperson or by Area Assembly action. The Area Committee considers carefully the items before it and presents its recommendations to the Area Assembly as a whole for acceptance or rejection. This assures that a large number of questions can be dealt with during the Area Assembly.

### **Minority Opinion and Reconsideration**

Once the outcome of the vote is determined, the chairperson may ask for the minority opinion to be heard. Only those voting with the minority may come to the microphone to express their views. The Chairperson 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 Chairperson 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.

### **Eligibility to Vote**

At Area Committee meetings, all DCMs (or their alternates), Area Officers, and Chairpersons of Area Standing and Ad Hoc committees (or their co-chairs), are eligible to vote. At Area Assembly meetings, all GSRs (or their alternates) and all voting members of the Area Committee listed above are eligible to vote.

# Maryland General Service Area 29 Assembly Handbook

## Purpose of the Area 29 Conference Agenda Review Committees

The purpose of the Conference Agenda Review Committees (“CARC(s)”) is to help prepare the Area Delegate for the General Service Conference and to recommend Agenda Items to the Area for consideration and possible approval no later than the December Area Assembly. The CARC will consist of GSRs and DCMs in the designated region, as well as Committee Leaders, Past Delegates, Area Officers and all interested members of the fellowship. Each CARC will elect a chairperson and a recording secretary to facilitate the meetings and help prepare reports and presentations.

Each CARC will be assigned, on a rotating basis by December of even years, Conference Agenda Items for two General Service Conference Committees, one of which will correspond to an Area Standing Committee. Therefore, CARCs will also include a Standing Committee Chairperson as one of the CARC participants. This union between the CARCs and Standing Committees will encourage participation in the Area and help the Standing Committee fulfill their primary purpose. Remaining General Service Conference Agenda Items may be presented by a past Delegate as a workshop activity at the Area Mini-Conference.

**Districts are assigned to Conference Agenda Review Committees as follows:**

Conference Agenda Review Committees	1	2	3	4	5	6
<b>Districts:</b>	24	1	4	9	14	3
	25	6	10	17	34	7
	32	22	11	20	39	18
	37	23	15	40		19
	38	27	28	41		
	46	31	30			
		35	33			
		36				
	42					

**The basic functions and suggested timetables of the Conference Agenda Review Committees are:**

- Between February and April, meet regularly to discuss assigned General Service Conference Agenda Items
- Review assigned Standing Committee Kit and Workbook. Make appropriate recommendations and changes
- Prepare a presentation, summarizing CARC discussions on assigned General Service Conference Agenda Items for the Area 29 Mini-Conference in April
- Re-convene beginning in May to review resulting General Service Conference Advisory Actions and Additional Considerations
- Recommend, beginning in August but no later than the December Area Assembly, Agenda Items to be submitted by the Area 29 Delegate for possible inclusion on the General Service Conference Agenda. These items must be approved by a vote of the Area Assembly
- Receive new Agenda Items no later than December of even years
- Elect a CARC Leader and Recorder between December and February to plan, conduct and record CARC meetings for the coming year

It is incumbent upon the CARC Leaders to be aware of the budget amount allotted to their CARC for each one year period. The Area will pay the cost of facility rental if necessary, and copies made, up to a designated amount each year.

# Maryland General Service Area 29 Assembly Handbook

## Suggested General Service Time Tables

Month	General Service Board/ North East Region	Conference Agenda Review Committees*	Area 29*
<b>January</b>	General Service Board Meeting Proposed Agenda Items due by Jan. 15	Elect CARC Leader and Recorder if not already done. Begin scheduling CARC meetings for February and March	<b>Area Panel Planning Meeting</b> (Area Officers and Committee Chairs) Newly elected panel takes office in even years.
<b>February</b>	Final Agenda provided to Delegate @15 <sup>th</sup> NERAASA	Receive Final Agenda from GSO and begin holding CARC meetings	<b>Area Committee</b> Delegate provides Final GSC Agenda to CARCs
<b>March</b>	NERD	Continue holding CARC meetings. Choose presenters and prepare for Mini Conference	<b>Area Assembly</b> This Assembly is designated as the "Annual Meeting of the Corporation"
<b>April</b>	General Service Conference (GSC) New York	Prepare Delegate and educate attendees by presentations at Mini Conference	<b>Mini Conference</b> CARC presentations to prepare Delegate
<b>May</b>		Re-convene to review GSC Advisory Actions and Additional Considerations.	<b>Area Assembly</b> Delegate reports to Area on GSC
<b>June</b>	NERF in odd years	Continue meeting to discuss possible Agenda Items	<b>Maryland State Convention</b>
<b>July</b>	General Service Board meeting	Continue meeting to discuss possible Agenda Items	<b>Area Committee</b>
<b>August</b>	Final General Service Conference Report distributed	Proposed Agenda Items may be presented to Assembly for consideration and vote.	<b>Area Assembly</b>
<b>September</b>		Proposed Agenda Items may be presented to Committee for consideration to be voted on in December.	<b>Area Committee</b> Proposed Budget may be presented by Finance Committee
<b>October</b>	General Service Board meeting	Area Business suspended.	<b>Area Assembly</b> Business suspended for election in Odd years; Area Inventory in even years <b>Fall Conference</b>
<b>November</b>		Proposed Agenda Items may be presented to Committee for consideration to be voted on in December	<b>Area Committee</b> Proposed Budget may be presented or more work may be done if Budget was presented in September but not approved.
<b>December</b>		Final opportunity to get Area vote on proposed Agenda Items to send to the GSB for possible inclusion on April GSC Agenda. In even years, CARCs are assigned new Agenda Items.	<b>Area Assembly</b> Final vote on Budget by Assembly

\*timetable subject to change at the discretion of the Area Chair

# Maryland General Service Area 29 Assembly Handbook

## Election of Area 29 Officers

### Timing of the Elections

The election of all Area Officers is held in October of the odd-numbered years.

### Eligibility for Nomination

**Delegate**—All current and past Area 29 Maryland General Service Area Committee Members, excluding current and past Delegates.

**Alternate Delegate**—All current and past Area 29 Maryland General Service Area Committee Members.

**Chairperson, Secretary, Treasurer**—All current and past Area 29 Maryland General Service Area Committee Members, and all DCMs-elect.

Prior to the closing of nominations for each of the above positions, the Assembly is asked if it wishes to open the nominations to any other individual member of A.A. If approved by a simple majority, additional nominations are then accepted, when seconded. All nominees must be present at the time of voting to be eligible for election to any position.

### Voting Procedure

Third Legacy procedure, as described on pages S21 and S22 of the 2008-2009 A.A. Service Manual, and illustrated on the following page, is used to elect each of the above trusted servants.

### Election Procedure

*Delegate / Alternate Delegate, Chairperson, Secretary, Treasurer*— The most recent past Delegate will conduct the election. Other past delegates attending the October election assembly will be responsible for the tallying of ballots.

### Eligibility to Vote

The following trusted servants are eligible to vote:

Area Officers – Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer  
GSRs (or their alternates),  
DCMs (or their alternates),  
Chairpersons of Area Standing Committees (or their Co-Chairs)  
Chairpersons of Ad Hoc Committees (or their Co-Chairs)

# Maryland General Service Area 29 Assembly Handbook

## Third Legacy Procedure

A.A.'s Third Legacy Procedure is an electoral procedure used in Area 29 primarily for the election of Area Officers and Regional and At-Large Trustees.

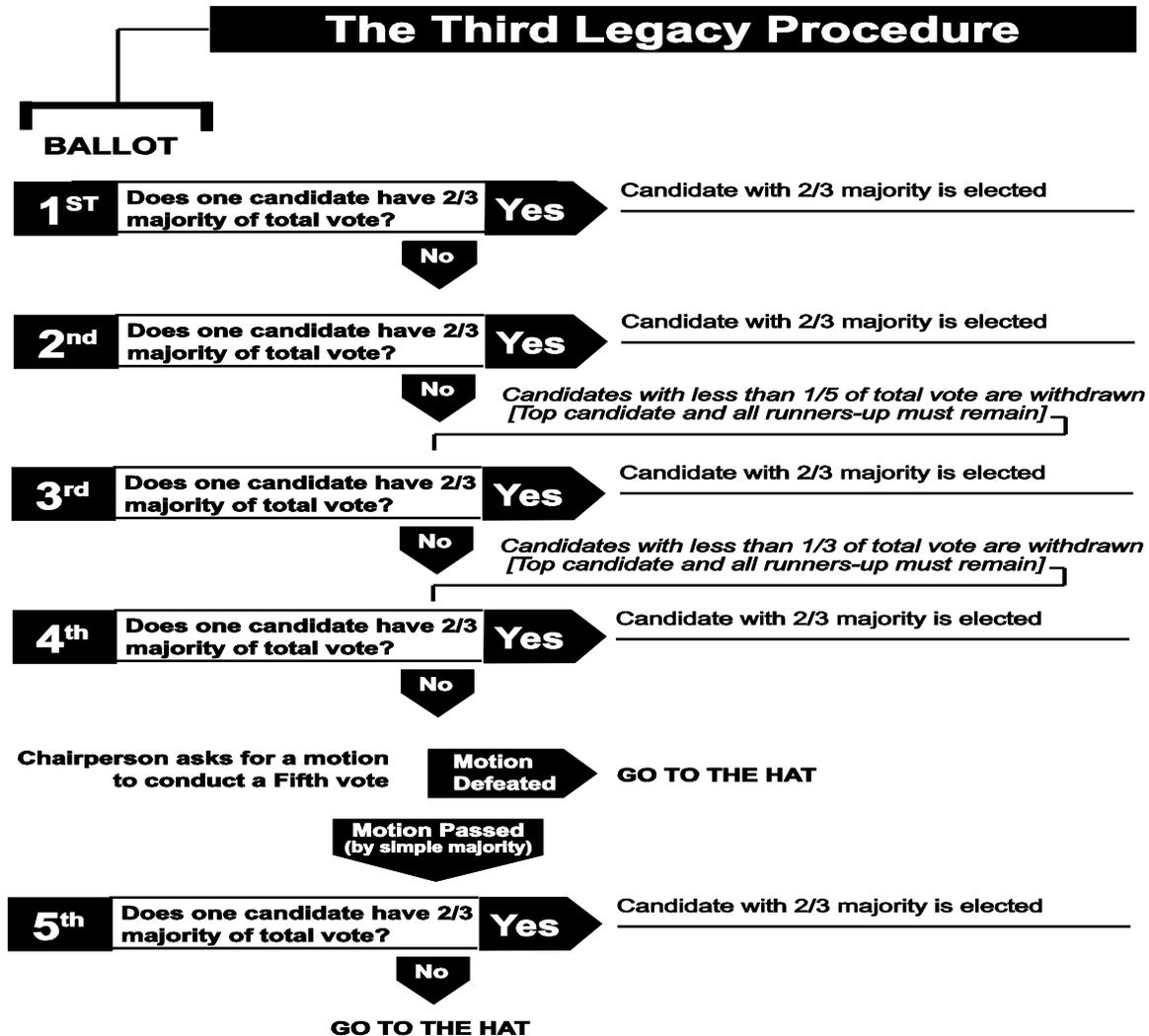


Diagram from the 2013-2014 A.A. Service Manual, p. S22. Reprinted with permission of A.A. World Services, Inc.

## Regional Trustee & Trustee-at-Large

When these positions rotate (every four years), an election of a candidate from Area 29 Maryland General Service will take place at the Fall Area Assembly of the year prior to rotation. The Delegate will conduct the election according to Third Legacy procedure and inform the General Service Office of our nominee.

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Delegate

- Attends the annual General Service Conference in April of each year and reports back to the Fellowship at the next Area Assembly and Area Convention, the highlights and significant results of the Conference. As requested, presents this report to A.A. groups throughout the Maryland General Service area
- Attends the Area Assembly and Area Committee meetings, updating those bodies with information and news received from throughout the Fellowship
- Continually informs and works closely with the Alternate Delegate to insure a smooth transition in the event that it may become necessary for the Alternate Delegate to assume the Delegate's responsibilities
- Makes the semi-annual group contribution reports, provided by the General Service Office, available to the Area Assembly
- Responds to anonymity breaks in Area 29
- Responds to requests from the General Service Office regarding the Confidential Directory
- Prepares the annual Delegate's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this service position and approved by the Area Assembly each year
- Attends Area 29 Conference Agenda Review Committee ("CARC") meetings and the Area 29 Mini Conference
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Informs GSO of the names and addresses of newly elected Area officers
- Provides copies of Group Change forms received from GSO to the Area Registrar to update Area records

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Alternate Delegate

- Prepares to attend the General Service Conference, in the event that the Area Delegate is unable to do so, by keeping well informed on matters affecting Maryland General Service Area 29 and A.A. as a whole
- Assists the Delegate whenever and wherever possible
- Attends the Area Assembly and Area Committee meetings
- Coordinates the Area 29 Conference Agenda Review Committees (“CARCs”), assigning General Service Conference Agenda Items in even years; working with Area Panel Leaders and Area Committee Chairs to help prepare for presentations at the Area 29 Maryland General Service Mini Conference
- Prepares the annual Alternate Delegate’s budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this service position and approved by the Area Assembly each year
- Attends Area 29 Conference Agenda Review Committee (“CARC”) meetings and the Area 29 Mini Conference
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Chairperson

- Sets annual working calendar of Area meetings and events
- Prepares agendas and conducts the Area Assembly and Area Committee meetings
- Designates the Area Assembly in March of each year as the annual meeting of the corporation according to the Maryland General Service, Inc. By-Laws
- Appoints Standing and Ad Hoc Committee chairpersons to coordinate ongoing service activities or to address special issues or concerns and offers them guidance and encouragement in the execution of their duties and responsibilities
- Develops ways to make Area Assemblies more informative and useful
- Designates an individual to organize and conduct the GSR/DCM Question and Answer Session at Area Assemblies and Area Committees
- Coordinates the distribution of the ask-it-basket questions
- Communicates with Treasurer to ensure that annual State and Federal tax returns have been prepared by Maryland General Service CPA; affixes signature to returns prior to submission
- Prepares the annual Chairperson's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this service position and approved by the Area Assembly each year
- Attends Area 29 Conference Agenda Review Committee ("CARC") meetings and the Area 29 Mini Conference
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Secretary

- Attends the Area Assembly and Area Committee meetings
- Prepares, reports, and distributes by electronic or postal mail delivery systems, as appropriate, the minutes of the Area Assembly and Area Committee meetings not less than 10 days before those meetings
- In performing their duties, frequent communication between the Registrar and the Secretary is necessary to coordinate distribution of minutes and notices
- At end of two year term, provides all corporate records to incoming secretary and all paper copy and CDs of Area meeting minutes to the Area Archives
- Prepares the annual Secretary's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this service position and approved by the Area Assembly each year
- Attends Area 29 Conference Agenda Review Committee ("CARC") meetings and the Area 29 Mini Conference
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Treasurer

- Attends the Finance Committee, Area Assembly and Area Committee meetings
- Opens and maintains a checking account for the purpose of transacting all Maryland General Service Area Assembly business. The account will have signature cards for the Treasurer, Delegate, Alternate Delegate, Chairperson, and Secretary
- Opens and maintains an appropriate account for deposit of the Maryland General Service prudent reserve funds
- Maintains records of supporting documentation for expenditures (*e.g.*, receipts, invoices, purchase orders)
- Maintains records of group contributions to the Maryland General Service Area Assembly
- Sends a contribution to the General Service Office for the Delegate's attendance at the General Service Conference
- Reports the opening balance, income, expense and closing balance for each fund at each Area Assembly and Area Committee; copies of the supporting detail are to be available at this time for review by the membership
- Prepares mid-year and year-end financial reports for presentation to the Area Committee in July and January of each year; these reports will itemize income, expenses and variances within each budgeted area
- Provides to MGS's CPA a year-end financial report in sufficient detail to prepare State and Federal tax returns and ensures that the returns are signed by the MGS Chairperson before they are filed
- Prepares the annual Treasurer's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this service position and approved by the Area Assembly each year
- Attends Area 29 Conference Agenda Review Committee ("CARC") meetings and the Area 29 Mini Conference
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Area Standing Committees

Area Standing Committees are those committees that are created by the Area Assembly which generally mirror the General Service Conference Standing Committees. (See Appendix D for a full explanation.) Their primary purpose is to carry out the wishes and directions given by the informed group conscience of the Area Assembly. Chairpersons of Standing Committees are appointed by the Chairperson of Maryland General Service, Inc. for a two-year term and are entitled to one vote in both Area Assemblies and Area Committees.

A description of the difference between Standing Committees, Ad Hoc Committees and ad hoc committees appears in Appendix D at the back of this handbook.

The Area Standing Committees are listed below. Additional information on each committee can be found in the following pages titled "Purpose, Duties and Responsibilities of the Area Standing Committees".

- Cooperation with the Professional Community (CPC)
- Corrections
- Finance
- Grapevine
- Literature
- Public Information (PI)
- Treatment Facilities
- Website

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Cooperation with the Professional Community Committee (CPC)

The purpose of the CPC Committee is to cooperate with Intergroup CPC Committees and the General Service Office in New York, when requested, to help coordinate the CPC work being done within Area 29 Maryland General Service. This helps to maintain good communications throughout Area 29 and avoid confusion.

#### **Basic functions of the CPC Committee are:**

- Encourage local CPC Committee members to attend the Area Assembly to share their experiences. This is also an opportunity for positive discussion and to answer any questions
- Remind all committee members of the importance of having and using the CPC Workbook
- Meet with administrators of institutions and agencies dealing with alcoholism to share information about Alcoholics Anonymous
- Arrange purchase and distribution of CPC literature as may be required

#### **Duties and Responsibilities of the CPC Committee Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs CPC Committee meetings, coordinating information received from local CPC representatives for reporting back to the Area Assembly
- Coordinates the use of the Area 29 CPC display as well as the CPC display provided by the General Service Office, as requested, at professional exhibits throughout Area 29
- Keeps the CPC Coordinator at the General Service Office informed of Area 29 CPC activities
- Acts as a conduit for communication between GSO and Intergroup/District CPC Committees, assisting these committees wherever and whenever possible
- Prepares the annual CPC Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee (“CARC”) meetings where the topic applies to CPC
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Corrections Committee

The purpose of the Corrections Committee is to cooperate with Intergroup Institution Committees and the General Service Office in New York, when requested, to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls; and to set up means of “Bridging the Gap” from the facility to the larger A.A. community.

Basic functions of the committee are:

- Be available to take regular A.A. meetings into facilities, when asked by the local committees, and allowed to do so by the corrections facilities
- Encourage “outside” A.A. group participation in this kind of Twelfth Step work
- Provide a liaison between correctional facilities’ meetings and A.A. groups on the outside
- Coordinate temporary contacts with individuals and A.A. groups to ensure that inmates will be guided to a meeting at the time of their release
- Arrange purchase and distribution of literature for these A.A. groups and meetings
- Meet with administrators of prisons and other institutions to share information about Alcoholics Anonymous

**Duties and Responsibilities of the Corrections Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs Corrections Committee meetings, coordinating information received from Intergroup and district corrections representatives and local correctional facilities representatives for reporting back to the Area Assembly
- Acts as a conduit for communication between the General Service Office and Intergroup/district Corrections/Institutions committees; assisting these committees wherever and whenever possible
- Acts as a source of information for outside sponsors who hold meetings “inside the walls”
- Prepares the annual Corrections Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee (“CARC”) meetings where the topic applies to Corrections
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Finance Committee

The purpose of the Finance Committee is to assist and help guide the Area Assembly in applying the Seventh Tradition of Alcoholics Anonymous to Maryland General Service business activities.

**Duties and Responsibilities of the Finance Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs Finance Committee meetings and reports back to the Area Assembly
- Provides financial leadership to the Area
- Assists the Treasurer in the performance of the Treasurer's duties
- Prepares financial guidelines to facilitate Area decision-making to eliminate the need for the Area Assembly to approve every detailed expenditure
- Documents the financial policy and procedure decisions, including their rationale, for inclusion in the Area Handbook
- Initiates changes in financial policies and procedures when necessary
- Assists in the preparation, presentation and management of Area budgets
- Selects qualified individuals to perform the annual tax filings of the financial records and communicates with the Treasurer and the CPA to ensure that all state and federal tax returns are filed on time
- As requested, attends group, Intergroup, District or other Area A.A. events to share information, knowledge and archives materials of the A.A. fellowship
- Prepares the annual Finance Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee ("CARC") meetings where the topic applies to Finance
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Grapevine Committee

The purpose of the Grapevine Committee is to maintain appropriate levels of all A.A. Grapevine, Inc. material for resale at each Area Assembly and Area Committee; to promote awareness of the A.A. Grapevine and LaViña; to encourage A.A. members to submit articles to the A.A. Grapevine magazine.

**Duties and Responsibilities of the Grapevine Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs Grapevine Committee meetings, coordinating information received from local Grapevine representatives for reporting back to the Area Assembly
- Maintains appropriate levels of all A.A. Grapevine, Inc. material for resale at each Area Assembly and Area Committee
- Establishes order quantities based on volume discounts and sets resale prices so as to provide the lowest possible price to the groups in Maryland General Service Area 29
- Coordinates A.A. Grapevine display and sales for the Area 29 State Convention and Fall Conference as well as other A.A. functions as requested by the Area Assembly
- Prepares the annual Grapevine Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year.
- Attends Conference Agenda Review Committee (“CARC”) meetings where the topic applies to the A.A. Grapevine
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Literature Committee

The purpose of the Literature Committee is to maintain appropriate levels of all A.A. World Services, Inc. conference-approved literature and other service material, including the Area 29 Assembly Handbook for resale at each Area Assembly and Area Committee.

**Duties and Responsibilities of the Literature Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Establishes order quantities based on volume discounts and sets resale prices so as to provide the lowest possible price to the groups in Maryland General Service Area 29
- Coordinates Literature display and sales for the Area 29 State Convention and Fall Conference as well as other A.A. functions as requested by the Area Assembly
- Prepares the annual Literature Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee (“CARC”) meetings where the topic applies to Literature
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### **Public Information Committee (PI)**

The purpose of the Public Information Committee is to carry the message to the alcoholic who still suffers. This is achieved in the following ways:

- Through informing the general public about the A.A. program
- Through reaching “third parties” whose work is or may be involved with the active alcoholic (Sometimes this function is handled in conjunction with the CPC Committee.)
- By keeping the Fellowship well informed, so that members and A.A. groups may carry the message more effectively
- Arrange the purchase and distribution of PI literature as may be required

**Duties and Responsibilities of the Public Information Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs PI Committee meetings, coordinating information received from Intergroup/District PI representatives for reporting back to the Area Assembly
- Acts as a conduit for communication between the General Service Office and the Intergroup/District PI committees
- Assists the Intergroup/District PI committees wherever and whenever possible
- Prepares the annual PI Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee (“CARC”) meetings where the topic applies to Public Information
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends groups, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Treatment Facilities Committee

The purpose of the Treatment Facilities Committee is to cooperate with Intergroup/District Treatment Facilities, Institution Committees, and the General Service Office in New York, when requested, to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of “Bridging the Gap” from the facility to the larger A.A. community. Basic functions of the committee:

- Be available to take regular A.A. meeting into facilities, when asked by the Intergroup/district committees and allowed to do so by the facilities.
- Encourage A.A. group and Intergroup/district committee participation
- Provide a liaison between treatment facilities’ meetings and A.A. groups on the outside
- Coordinate temporary contacts with individuals and A.A. groups to ensure that individuals will be guided to a meeting at the time of their release.
- Arrange purchase and distribution of literature for these A.A. groups and meetings
- Meet with administrators of institutions and agencies dealing with alcoholism to share information about Alcoholics Anonymous

**Duties and Responsibilities of Treatment Facilities Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs Treatment Facilities Committee meetings, coordinating information received from Intergroup/district Treatment Facilities representatives for reporting back to the Area Assembly
- Acts as a conduit for communication between the General Service Office and the Intergroup/district Treatment Facilities committees
- Assists the Intergroup/district Treatment Facilities committees wherever and whenever possible
- Coordinates A.A.’s Treatment Facilities display at professional exhibits throughout the Maryland General Service Area 29 as required
- Prepares the annual Treatment Facilities Committee’s budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee (“CARC”) meetings where topic applies to Treatment Facilities
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Website Committee

The purpose of the Website Committee is to serve as an information vehicle of Area 29 Maryland General Service. As such, the Committee will provide and maintain an Area 29 website, which will contain information that is publicly available. The website is intended to provide general information about Alcoholics Anonymous and to facilitate face-to-face contact between A.A. members and those wishing to learn more about the A.A. program of recovery from alcoholism.

**Duties and Responsibilities of the Website Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Provides and maintains an Area 29 website for the posting of general information regarding Alcoholics Anonymous and information specific to Area 29, which includes, but is not limited to:
  - Calendar of Area 29 events
  - Agenda and directions to upcoming Area Assembly and Committee meetings
  - Area 29 contact information
  - The Area 29 Margenser newsletter
  - Contact information for Intergroups within Area 29
  - Information about the Area 29 service structure, including Committees and Districts
  - Links to A.A. World Services and the A.A. Grapevine, Inc.
  - Information on the Area 29 Fall Conference, MD State Convention, Conference Agenda Review Committees (“CARCs”) and the Area Mini Conference
- Provides e-mail forwarding for Area officers and Committee Chairs
- Ensures payments of fees associated with the website are made on time regarding domain registration, web hosting, etc.
- Maintains and monitors contracts and registrations for hardware, software, ISP agreements and all applicable licenses
- Monitors all license agreements to ensure they are current and there are no lapses in coverage
- Performs all duties in accordance with the Twelve Steps, Twelve Traditions, Twelve Concepts for World Service and the A.A. Guidelines on the Internet (Form MG-18).
- Prepares the annual Website Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee to carry out the duties as outlined above

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Standing Committees

### Website Committee (continued)

**Duties and Responsibilities of the Webmaster**—A member of the Website Committee, the Webmaster is appointed by the Area Chairperson for a term of two years, beginning in January of even numbered years.

- May attend service functions or events as provided in the Website Committee budget approved by the Area Assembly each year
- Performs all duties in accordance with the Twelve Steps, Twelve Traditions, Twelve Concepts for World Service and the A.A. Guidelines on the Internet (MG-18)
- Maintains and monitors the website as directed by the Website Committee, including but not limited to:
  - Designs, writes, tests and implements code (HTML, JAVA, etc) for the website
  - Includes informative comments in code to ensure proper transfer of knowledge to the next Webmaster
  - Posts fresh content as reviewed and approved by Website Committee Chair
  - Tests all links to ensure they are live and repair or disable broken links
  - Communicates to the Website Committee all issues with dead or broken links
  - Maintains backup files of the web site in a secondary location (external hard drive, etc) at least once a month
  - Has a working knowledge of current Web Creation software
  - Keeps software and language current, as needed, and within budgetary guidelines
- Monitors contracts and registrations for hardware, software, ISP agreements and all applicable licenses
  - Provides Web Site Committee Chairperson with cost figures for the annual budget
  - Researches new service providers as needed
- Reports to Website Committee all issues involving the operation, maintenance, function, content and communication with the website
- Turns over any purchased hardware or software to incoming Webmaster when position is vacated
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Area Ad Hoc Committees

Ad Hoc Committees are those that were created first as temporary “ad hoc” committees by the Area Chairperson and later became accepted as Ad Hoc Committees either by tradition or by Assembly action (see Appendix D for a full explanation\*). Their primary purpose is to carry out the wishes and directions given by the informed group conscience of the Area Assembly. Chairpersons of Ad Hoc Committees are appointed by the Chairperson of Maryland General Service, Inc. for a two-year term and are entitled to one vote in both the Area Assembly and Area Committee.

The Ad Hoc Committees are listed below. More information on each of these committees is contained in the following pages as “Purpose, Duties and Responsibilities of Ad Hoc Committees”.

- Archives
- Area Meeting Host
- Area Registrar
- Audio
- Fall Convention
- Intergroup Liaison
- Margenser Newsletter
- Maryland State Convention
- Mini-Conference
- Special Needs/Accessibilities
- Workshops

\*A description of the difference between Standing Committees, Ad Hoc Committees and ad hoc committees appears in Appendix D at the back of this handbook.

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Archives Committee

The purpose of the Archives Committee is to gather and preserve information and artifacts pertaining to the history and development of A.A. groups in Area 29 and to generate interest in the preservation of our principles for the future of A.A. through ongoing projects.

**Duties and Responsibilities of Archives Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Chairs Archives Committee meetings, coordinating information received from group/Intergroup/District Archives representatives for reporting back to the Area Assembly
- Coordinates Archives display for the Area 29 State Convention and Fall Conference as well as other AA functions as requested by the Area Assembly
- Helps to develop projects that promote awareness of the history of Alcoholics Anonymous in Maryland General Service, Area 29
- Assists group/Intergroup/District Archives committees whenever and wherever possible
- Maintains all Maryland General Service Archival materials in a safe and secure manner
- May make archival materials available to individuals, groups, and committees per accepted practices and guidelines in the Archives Handbook
- Responsible for the safekeeping of the original and all revisions to the Area Handbook
- Responsible for the collection and safekeeping of paper copies of minutes, Treasurer's Reports, budgets and other reports presented at Area meetings
- Prepares the annual Archives Committee's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attends Conference Agenda Review Committee ("CARC") meetings where topic applies to Archives
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends group, Intergroup, District or other Area A.A. events to share information, knowledge and archives materials of the A.A. fellowship
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Area Meeting Host Committee

The purpose of the Area Meeting Host Committee is to help Districts plan Area Assembly and Area Committee meetings.

**Duties and Responsibilities of Area Meeting Host Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Coordinates requests from Districts to host Area 29 Committee or Assembly meetings and reports this information, along with location and directions, to the Maryland General Service Chairperson to help prepare the annual meeting calendar
- Discusses with the hosting District, room set up needs for an Area Assembly or Area Committee meeting
- Ensures that facilities being utilized for Area meetings are priced within budget
- When coordinating with Districts, assures that locations selected are fully handicap accessible venues, including but not limited to: structural, parking, and rest room handicap facilities
- Coordinates, with the District, the cleaning and closing down of the service area and kitchen after each meal at each Area Assembly and Area Committee meeting
- Provides ongoing guidance and suggestions to Districts, up to and including the day of the meeting
- Prepares the annual Area Meeting Host's budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions that may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities.

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Area Registrar Committee

The purpose of the Registrar Committee is to assist new and existing groups to update their group information and to maintain a current mailing list of all group GSRs, DCMs, Area Officers, Area Committee Chairpersons, and Past Delegates

**Duties and Responsibilities of the Area Registrar** —Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Assists new or existing groups to prepare Group Change or New Group Information forms
- Enters all Group Information into GSO's Fellowship New Vision database
- Receives copies of Group Change forms from GSO through the Area Delegate to update Area records
- Maintains a current mailing list of all group GSRs, DCMs, Area Officers, Area Committee Chairpersons, and Past Delegates
- Distributes meeting notifications provided by the Area Chairperson to all Area Committee and Area Assembly members by e-mail or U. S. Postal mail delivery systems as necessary
- Maintains a supply of the Area 29 Assembly Handbook, ensuring that a copy is distributed to each new GSR, DCM, their alternates, and Area Committee members
- Prepares the annual Registrar budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Audio Committee

The purpose of the Audio Committee is to set up and operate microphones and speakers and to record the proceedings of each Area Assembly and Area Committee meeting as well as other events or functions as requested by the Area Chairperson.

**Duties and Responsibilities of the Audio Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the monthly Area Assembly meetings and Area Committee meetings for the purpose of setting up the sound system to record the proceedings
- Provides a copy of each meeting recording to the Area Chairperson, Secretary, Delegate and Archives
- Maintains the audio equipment in proper working condition. When necessary, ensures that proper maintenance and repairs are performed
- Prepares the annual Audio budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### **Fall Convention Committee**

The purpose of the Fall Convention Committee is to plan and present the Area 29 Fall Convention held in October of each year.

**Duties and Responsibilities of the Fall Convention Chairperson**—Appointed by the Area Chairperson for a term of one year, beginning in November every year

- Attends the Area Assembly and Area Committee meetings
- Chairs monthly Fall Convention Committee meetings, with Sub-Committee Chairpersons, for event planning activities
- Appoints sub-committee chairpersons and outlines the responsibilities of each sub-committee
- Acts as a conduit for communication between the Area 29 Area Assembly and the Fall Convention Committee
- Coordinates the location, accommodations, food service, and all other items of planning and preparation required for the Fall Convention. Negotiates with the site hotel and/or convention center to determine best possible room and meal rates
- Provides hotel/conference center contract to Area Chairperson for final approval and signature
- Prepares the annual Fall Convention budget and submits it to the Finance Committee for review as soon as possible after its preparation
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Intergroup Liaison Committee

The purpose of the Intergroup Liaison Committee is to serve as a resource conduit between the Area 29 general service structure, the General Service Office, and the Intergroups in Area 29.

**Duties and Responsibilities of Intergroup Liaison Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Serves as a resource conduit among Area 29 general service structure, General Service Office, and Intergroups in Area 29
- Attends Intergroup meetings and functions as invited by Intergroups and as coordinated with the Delegate, Alternate Delegate, and Area Chairperson
- Chairs Intergroup Liaison Committee meetings and meets informally with Intergroup representatives at Area Assembly and Area Committee meetings
- Subscribes to newsletters from all Intergroups within Area 29, and mails Margenser to Intergroups
- Invites Intergroups to attend Area Assembly and Area Committee meetings and addresses such issues as the Assembly agrees to allow
- Partners with Area 29 Intergroups to organize and execute Intergroup Days of Sharing to facilitate communication and sharing of experience between Intergroups, Districts and Maryland General Service
- Prepares the annual Intergroup Liaison Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- May attend and participate in Intergroup/Central Office Seminar at least once during the two year term, as provided in the Area budget, and reports back to the Assembly and Intergroups in Area 29
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### MARGENSER Newsletter Committee

The purpose of the MARGENSER Newsletter Committee is to compile and edit articles submitted to the MARGENSER by A.A. members and to organize, have printed, and distribute the newsletter.

**Duties and Responsibilities of the MARGENSER Newsletter Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends Area Assembly and Area Committee meetings
- Solicits, coordinates, edits and organizes quarterly newsletter articles
- Arranges for printing and distribution of newsletter
- Coordinates with printing operations to organize mailing to all on distribution list plus any additional mailings; updates mailing list periodically
- Remains available and open to all ideas and suggestions to make newsletter more informative, useful and interesting
- Handles the editorial aspects of periodic revisions to the Area 29 Assembly Handbook, presenting proposed revisions to the Area Assembly for its approval from time to time as updates to the Handbook are needed.
- Prepares the annual MARGENSER Newsletter budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- As requested, attends group, Intergroup, district or other Area A.A. events to share information and knowledge of A.A. fellowship
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Maryland State Convention Committee

The purpose of the Maryland State Convention Committee is to plan and present the Area 29 Maryland State Convention held in June of each year.

**Duties and Responsibilities of Maryland State Convention Chairperson**—Appointed by the Area Chairperson for a term of one year, beginning in July every year

- Attends the Area Assembly and Area Committee meetings
- Chairs monthly Convention Committee meetings with Sub-Committee Chairpersons for event planning activities
- Appoints sub-committee chairpersons and outlines the responsibilities of each sub-committee
- Acts as a conduit for communication between the Area 29 Area Assembly and the State Convention Committee
- Coordinates the location, accommodations, food service, and all other items of planning and preparation required for the Maryland State Convention. Negotiates with the site hotel and/or convention center to determine best possible room and meal rates
- Provides hotel/conference center contract to Area Chairperson for final approval and signature
- Prepares the annual Maryland State Convention budget and submits it to the Finance Committee for review as soon as possible after its preparation
- As requested, attends group, Intergroup, District or other Area AA events to share information and knowledge of the A.A. fellowship
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Mini-Conference Committee

The purpose of the Mini-Conference Committee is to plan and present the annual Area 29 Mini-Conference held over a weekend each spring to prepare the Area 29 Delegate for the General Service Conference.

**Duties and Responsibilities of the Mini-Conference Chairperson**—Appointed by the Area Chairperson for a term of one year. It is recommended that the Mini-Conference Chairperson has attended at least one Northeast Regional A.A. Service Assembly (NERAASA) in the past and participated in at least one Area 29 Conference Agenda Review Committee (“CARC”) to prepare the Delegate in the past.

- Attends the Area Assembly and Area Committee meetings
- Prepares the annual Mini-Conference budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- Coordinates the planning for location, accommodations, food service, speakers, presenters, workshops, and all other items of planning and preparation required for the Area 29 Mini Conference, held each spring to prepare the Area 29 Delegate for the General Service Conference
- Negotiates with the site hotel and/or convention center to determine best possible room and meal rates
- Provides hotel/conference center contract to Area Chairperson for final approval and signature
- Ensures that flyers announcing the Mini-Conference are prepared sufficiently in advance of the Mini-Conference to allow GSRs, DCMs, and Area officers to register for the event
- Coordinates the registration process with the hotel that is providing accommodations, meeting sites, and food service for the Mini-Conference
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Special Needs/Accessibilities Committee

The purpose of the Special Needs/Accessibilities Committee is to determine resources and recommend activities that will help carry the message of Alcoholics Anonymous to those with special accessibility needs, both inside and outside the rooms of Alcoholics Anonymous.

**Duties and Responsibilities of the Special Needs/Accessibilities Chairperson** – Appointed by the Area Chairperson for a term of two years beginning on January of the even-numbered years.

- Attends Area Assembly and Committee meetings
- Shares information and resources on the A.A. program with all persons with special needs, including but not limited to:

Hearing Impaired	Bed-ridden or homebound
Sight Impaired	Speech Impaired or those with language barriers
Physically Impaired	Reading Impaired or Mentally Impaired
- Works to coordinate and provide guidance in setting up A.A. meetings in Area 29 as needed and requested for special needs groups as listed above
- Coordinates work to identify and improve physical accessibility at meeting locations in Area 29
- Cooperates with Intergroup, District and individual A.A. Group Special Needs Committees when they require help or guidance
- Makes available, when possible, equipment to help hearing, sight, or otherwise impaired A.A. members communicate at A.A. Group meetings, workshops or convention-type gatherings
- When required, provides listings of ASL Interpreters within defined boundaries in Area 29
- Makes available, when possible, and as needed; Braille, audio, video, non-English speaking A.A. Literature, meeting listings, posters, flyers, etc.
- Works to coordinate and help start non-English speaking A.A. meetings as needed and requested within Area 29
- Promotes and supports existing Special Needs services within Area 29
- Prepares the annual Special Needs/Accessibilities Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER
- As requested, attends groups, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Ad Hoc Committees

### Workshop Committee

The purpose of the Workshop Committee is to assist groups, districts, and Intergroups in Area 29 who wish to present workshops on various topics related to A.A.

**Duties and Responsibilities of the Workshop Committee Chairperson**—Appointed by the Area Chairperson for a term of two years, beginning in January of the even-numbered years

- Attends the Area Assembly and Area Committee meetings
- Fields all inquiries by Area groups and districts interested in putting on workshops
- Assists groups and districts in preparations for workshops, providing available materials, suggesting themes, and coordinating the attendance of officers of Maryland General Service when requested
- Collects and shares material useful in future workshops
- As requested, attends Intergroup, District, or other Area events to share information and knowledge of the A.A. fellowship
- Prepares the annual Workshop Committee budget request to be submitted to the Finance Committee in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process
- May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER

# Maryland General Service Area 29 Assembly Handbook

## Matters of Finance

Typical of most undertakings in A.A., the Maryland General Service Area 29 Assembly strives to be self-supporting through the contributions of the A.A. groups within the Area. In our early years, the primary purpose of this support was to see that our Delegate's expenses for the annual meeting of the General Service Conference were paid. Today, however, this is only the beginning. In addition to the more routine expenses of postage, phone calls, printing meeting minutes and the like, new costs have been generated over the years as the GSRs, Area officers and Area Committee chairpersons have expanded the service role of the Assembly to include active institutional work, useful public information, and cooperation with the professional community.

## Guiding Principles

- The Seventh Tradition supports our primary purpose, as set forth in the Fifth Tradition
- All officers and committees are endowed with the Third Concept "Right of Decision"
- Every service responsibility should be matched by an equal service authority with the scope of such authority well defined<sup>1</sup>
- Final authority rests with an informed group conscience<sup>2</sup>
- We are an organization of volunteers who understand that service is its own reward
- Expenses incurred while conducting business at the request of the Area 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 the Area is to encourage anyone who is willing and able to perform service to do so by removing personal finances as a limiting factor
- The Area 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>3</sup>
- In the spirit of the Seventh Tradition, the Maryland General Service Area 29 Assembly should be self-supporting in all its affairs

## Other Financial Guidelines

- The Treasurer will not be bonded
- All checks will be signed by two Area Officers
- All reimbursements will be made by check

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<sup>1</sup> From Concept X in The Twelve Concepts for World Service, page 43, Reprinted with permission of A.A. World Services, Inc.

<sup>2</sup> From Concept I in The Twelve Concepts for World Service, page 6, Reprinted with permission of A.A. World Services, Inc.

<sup>3</sup> From Concept XII in The Twelve Concepts for World Service, page 64, Reprinted with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## The Budget

A financial budget is a planning tool used in the business world for hundreds of years. Its primary purpose is to plan or predict future amounts of income and expense over a given period, usually a year. Based on this type of plan, the Area Assembly delegates spending authority to our trusted servants in Maryland General Service. This eliminates the need for the Area Assembly to approve each detailed expenditure. This **does not** mean that once the budget is approved it can never be changed.

The Finance Committee is responsible for preparing the next year's annual budget proposal by soliciting input from all of the Area officers, committee chairpersons, and other trusted servants. This is done in the fall of each year and presented for approval or disapproval at the Area Committee usually in September or November. Providing the budget to the DCMs in September allows them to distribute it to the GSRs for discussion with their groups prior to the fifth Area Assembly of the year, when the final voting on the budget will occur (usually held in December).

If the budget proposal is not approved by the Area Assembly, it is the Area Chairperson's prerogative to delegate the budget to the Finance Committee for further review and modification or to take other action as appropriate. In this case, Maryland General Service, Inc. will continue to function under the terms of the previous year's budget until a new budget is approved.

## The Prudent Reserve

A.A. experience clearly shows that it is not a good idea for a group to accumulate large sums of money in excess of what is needed. The original recommendation in this Handbook was that the Area Assembly should set the Prudent Reserve at an amount equal to approximately six (6) months of operating expenses. In recent years the Area Assembly decreased the Prudent Reserve to a fixed amount (currently equal to 2-3 months of operating expenses).<sup>4</sup> The Prudent Reserve is not money that should never be spent; it exists as a back-up fund.

In 2007, the Area Assembly specified that the Prudent Reserve should be kept in deposit accounts separate from the general operating funds. The prudent reserve is held in cash accounts at local banks. The Prudent Reserve account is net of, and does not include, the Assembly's inventories of AAWS, Inc. or A.A. Grapevine literature. The Prudent Reserve account also does not include seed money for the annual Maryland State Convention or Fall Conference, or any special reserves which the Assembly may from time to time see fit to establish for ad hoc purposes.

## Financial Review

At the end of each year, the financial records of Maryland General Service, Inc. are reviewed by the Treasurer, the Finance Committee, and/or an accounting firm employed by the Area Assembly.

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<sup>4</sup> As of December 2009

# Maryland General Service Area 29 Assembly Handbook

## Expense Reimbursement for Area Officers and Committee Chairs

The annual corporate budget shall be the general guide for reimbursement of expenses. Budgeted expenses will be reimbursed upon receipt of appropriate Expense Vouchers with receipts and supporting documentation, but no member shall be empowered to spend funds in excess of three hundred dollars (\$300.00) of unbudgeted corporate funds in a single or continuing fashion, unless directly authorized to do so by the Area Assembly.

### Forums, Conventions, Conferences and Other Events

This category of expenses includes the cost of lodging when necessary and is reimbursable as indicated above.

While not required or expected, except in certain designated trusted servant positions, Area Committee leaders are encouraged to attend as many service-related functions and events within their budget to enhance and enlarge their service experience. Recommended events and functions may include:

- **NERAASA** (North East Regional Alcoholics Anonymous Service Assembly)  
The purpose of NERAASA is for GSRs, DCMs, Area Committee members and Intergroup/Central Office Representatives of the Northeast Region to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the Areas of the Northeast Region.<sup>5</sup> NERAASA is held annually in February.
- **Fall Convention and MGS State Convention** – See pages 44 and 47
- **NERF** (North East Regional Forum)  
Regional Forums are weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the A.A. Grapevine Corporate Board, the A.A. Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure. Regional Forums are held every other year in each region on a rotating basis.<sup>6</sup> NERF is typically held in June.
- **NERD** (North East Regional Delegates Convention)  
The NERD Convention began in 1971 and continues as an annual reunion for Past Delegates, seated Delegates and seated Alternate Delegates. NERD is typically held in March.
- **MGS Mini Conference** – See page 48
- **MGS Conference Agenda Review Committees (“CARCs”)** – See pages 20 and 21
- **Other Events of Special Interest may include:** Intergroup/Central Office/AAWS Seminar, Bridging the Gap Seminar, Annual Archives Conference, or consult the Area Chairperson or a Service Sponsor for other suggestions regarding service enhancing opportunities.

### Travel, Auto Mileage, and Meals

Automobile mileage is reimbursable at a rate determined by the Area Assembly. Other travel expenses and meals are reimbursable when accompanied by receipts.

### General Operating Expenses

Expenses in this cost category include items such as postage, telephone, copying, and office supplies. These are all reimbursable when accompanied by receipts.

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<sup>5</sup> Excerpt from the “NERAASA Guidelines

<sup>6</sup> Excerpt from “Regional and Local Forums” page on the [www.aa.org](http://www.aa.org) website

## Maryland General Service Area 29 Assembly Handbook

### Why Do We Have a \$300 Limit on Budget Overages?

The limit on expenses “in excess of three hundred dollars (\$300.00) of unbudgeted corporate funds in a single or continuing fashion, unless directly authorized to do so by the Area Assembly” set by the MGS, Inc. By-Laws (Section 2.16) and highlighted by the MGS Handbook rests on sound practical and spiritual principles.

According to trusted servants who helped write our By-Laws, this policy reflects how the General Service Board (GSB) ensures its responsiveness to the General Service Conference (GSC), by making mid-year budget adjustments to cover Conference Actions that are passed after the annual budget has been approved. When the Board increases a trustees’ committee’s budget, the increase isn’t held to a specific percentage, because that could seriously constrain a committee with a small budget.

The relationship between the area assembly and the area’s committees is similar: The committees provide services in response to the assembly’s needs, as provided for in the budget. If our committees or officers run short of funds, they must keep functioning until the next area assembly. Our By-Laws provide the needed flexibility by allowing overspending the budget by a limited amount (\$300) before requiring assembly approval – similar to the GSB’s mid-year adjustments in response to GSC-expressed needs.

So why does MGS limit the amount to \$300 for each committee or officer, rather than using a set percentage of each one’s budget? As in the GSB example, a fixed dollar limit gives smaller committees the same degree of flexibility in dollar amounts as it gives large ones, so the smaller cost centers aren’t unduly constrained by unforeseen needs.

Of course, careful program planning and money management comprise important parts of any committee chair or officer’s job, so the \$300 allowance is far from a blank check. We trust our trusted servants; in turn, they are charged with *responsibility* and *vision*, two A.A. leadership characteristics cited by Bill W. (*Twelve Concepts for World Service*, pp 36-40). In practice, the \$300 limit actually stakes out a spiritual middle ground of *flexibility* – on one hand, it prevents handcuffing our trusted servants in providing services; on the other, it sets a reasonable limit beyond which assembly approval is required.

The term *flexibility* here has a real spiritual significance: In the essay referenced above, Bill W. named it as a third quality of A.A. leaders. Hence, MGS’s policy assures financial flexibility to our trusted servants, placing a practical seal on several of the “Guiding Principles” listed on p 51 of this Handbook.

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# Maryland General Service Area 29 Assembly Handbook

## Appendix A—Original Handbook Text

The initial draft of this handbook was presented to and adopted by the Maryland General Service Area Assembly on March 6, 1999. This Handbook was updated by the Area Assembly on May 20, 2000. The changes made are noted in the chart below. Some changes made after the major update in May 2000 are not listed here.

Existing Text	New text
1. Appendix B	Add: Morgan J. Panel 50 2000-2001
2. p. 11 chart of fellowship	Replace with chart from p. S16 of 1999-2000 Service Manual
3. Update Margenser duties p. 18 and 47 to include responsibilities relating to Handbook.	p. 18: "The Margenser Committee is also responsible for handling the editorial aspects of periodic revisions to the Area 29 Assembly Handbook, presenting proposed revisions to the Area Assembly for its approval from time to time as updates to the Handbook are needed."  p. 47: "Handles the editorial aspects of periodic revisions to the Area 29 Assembly Handbook by presenting proposed revisions to the Area Assembly for its approval from time to time as updates to the Handbook are needed."
4. Update Registrar duties p. 44 to revise responsibilities relating to the Handbook.	p. 44: replace existing language with: "Distributes copies of the Area 29 Assembly Handbook to each new GSR, DCM, their alternates, and Area Committee members."
5. Update Literature Committee duties p. 16 and 39.	Add: p. 16: "including the Area 29 Assembly Handbook" following the words "other service material." Add: p. 39: "including the Area 29 Assembly Handbook" following the words "other service material" in item #2.
6. Update, if possible, chart on page 20 showing growth of the fellowship.	Note that this change depends on availability of more recent membership information from GSO and may not be feasible at this time.
7. Update Appendix A to show these changes, if approved.	Add: "This Handbook was updated by the Area Assembly on _____, 2000. The changes made are noted in the chart below." [This chart, showing any changes approved by the Assembly, would be reproduced on that page.]
8. Revise Mini-Conference Chairperson duties p. 50.	Add: "7. It is recommended that the Mini-Conference Chairperson have attended at least one Northeast Regional AA Service Assembly in the past, and participated in at least on Area 29 regional cluster to prepare the Delegate in the past."
9. Update header throughout Handbook to reflect change from March 1999 to May 2000.	
10. Include text of Twelve Steps, Twelve Traditions (short form) and Twelve Concepts (short form) in a new Appendix D.	
11. Appendix B	Add: Victor L. Panel 50 2002-2003
12. Appendix B	Add: Nancy K. Panel 54 2004-2005
13. Update Handbook	Make grammatical, punctuation, and format corrections. Incorporate content changes to reflect Area Assembly actions, including: changing Area 29 Website Committee from ad hoc to PI Sub-Committee, adding Area 29 Regional Committee section on pp. 15-16, and updating group and membership data on p. 20.
14. Update Handbook	Add Maryland General Service, Inc. of Alcoholics Anonymous By-Laws to working Handbook document; update header through Handbook to reflect August 2007 changes; update group and membership data on p. 20;.
15. Appendix B	Add: Barbara B. Panel 56 2006-2007

# Maryland General Service Area 29 Assembly Handbook

## Appendix B—2009 Handbook Updates

2007 Page #	2009 Page #	2009 Page Title	2009 Changes (All references to the "A.A. Service Manual" mean the 2008/2009 A.A. Service Manual)
	All		Header – date changed to December 2009
	1	Forward	<ol style="list-style-type: none"> <li>1. Moved the Forward from page 2 to page 1.</li> <li>2. Removed first sentence in second paragraph: "The number of listed groups in Area 29 has grown rapidly in the past ten years.*" and footnote corresponding to *.</li> <li>3. Removed last sentence and replaced with "A document referencing updates to the text of this handbook will be maintained in the Appendix."</li> </ol>
1&2	2&3	Table of Contents	Updated content to reflect all changes.
4	4	Spirituality in Action	Revised footnote adding name of source of essay.
5	5	Service Structure of the Fellowship	<ol style="list-style-type: none"> <li>1. Moved "The A.A. Group" paragraph to page 6.</li> <li>2. Added new "Overview" of The Service Structure of the Fellowship plus inverted triangle illustration from page S16 of the A.A. Service Manual.</li> </ol>
5	6	The A.A. Group	<ol style="list-style-type: none"> <li>1. Removed title "Service Structure of the Fellowship".</li> <li>2. Added title "The A.A. Group. Moved "The A.A. Group" commentary from page 5 to page 6.</li> <li>3. Added illustration of pamphlets "Questions &amp; Answers on Sponsorship" and "The A.A. Group".</li> </ol>
7	7	The Group Conscience	<ol style="list-style-type: none"> <li>1. Started a new paragraph with "Therefore, we believe..."</li> <li>2. Added a period after "...under all conditions", and removed "...if we have the courage 'to carry the message' and the wisdom to hear the group conscience."</li> </ol>
6	8	Service Structure Inside the A.A. Group	<ol style="list-style-type: none"> <li>1. Replaced diagram with new one from page 17 of "The A.A. Group" pamphlet #P-16.</li> <li>2. Corrected the footnote reference.</li> </ol>
20	9	Growth of A.A. in Area 29 – MGS	Updated membership numbers to reflect 2007 and 2008.
22	10	Map of Area 29	Corrected spelling of "Wicomico"
23	11	Map of Baltimore Districts in Area 29	Updated with current zip codes
11	12	The Fellowship as a Whole	<ol style="list-style-type: none"> <li>1. Replaced first paragraph with the first paragraph on page S54 of the A.A. Service Manual.</li> <li>2. Replaced illustration with the one on page S18 of the A.A. Service Manual.</li> <li>3. Revised A.A. Service Manual edition in footnote.</li> </ol>
10	13	Structure inside MGS Assembly	Changed "Correctional Facilities Committee" to "Corrections Committee"
8	14	The Role of the GSR	<ol style="list-style-type: none"> <li>1. Added "(GSR)" to title.</li> <li>2. Added a final sentence: "A General Service Representative job description appears in bulleted form in the A.A. Service Manual, 2008-2009 Edition, page S26."</li> </ol>
9	15	The Role of the DCM	<ol style="list-style-type: none"> <li>1. Added "(DCM)" to title.</li> <li>2. Removed the second and third paragraph in their entirety and referred the reader to the A.A. Service Manual for this description.</li> <li>3. Added a final sentence: "A District Committee Member job description appears in bulleted form in the A.A. Service Manual, 2008-2009 Edition, page S32."</li> </ol>
12	16	Purpose and Composition of the MGS Area Assembly	<ol style="list-style-type: none"> <li>1. Changed page title from "Purpose of the Area Assembly" to "Purpose and Composition of the MGS Area Assembly".</li> <li>2. Added first sentence from page S36 of the A.A. Service Manual as the Composition.</li> <li>3. Re-worded 5<sup>th</sup> bullet to read: "Encourage the groups to contribute to Maryland General Service and to the General Service Office in New York."</li> </ol>
12	17	Purpose and Composition of the MGS Area Committee	<ol style="list-style-type: none"> <li>1. Moved Area Committee information to a new page with title "Purpose and Composition of the MGS Area Committee".</li> <li>2. Added wording from page S44 of the A.A. Service Manual.</li> <li>3. Updated page and edition of A.A. Service Manual in footnote.</li> </ol>
13&14			The "Purpose of the Area Standing Committees" previously found on 2007 pages 13&14 have been combined into the "Purpose, Duties and Responsibilities of Area Standing Committees" which begin on page 30.
17&18			The "Purpose of the Ad Hoc Committees" previously found on 2007 pages 17&18 have been combined into the "Purpose, Duties and Responsibilities of Area Ad Hoc Committees" which begin on page 40.
19	18	Suggested Area Assembly and Area Committee Meeting Formats	<ol style="list-style-type: none"> <li>1. Corrected title and body of page to include Area Committee and inserted "Suggested" in title.</li> <li>2. Inserted explanation of difference between Area Assembly and Area Committee.</li> <li>3. Revised the first sentence of the third paragraph to read "Registration, fellowship and coffee precede the meetings."</li> <li>4. Corrected "Orientation" meeting to "Questions and Answers" meeting.</li> <li>5. Added "Sharing Session" as an option.</li> </ol>

# Maryland General Service Area 29 Assembly Handbook

## Appendix B—2009 Handbook Updates

2007 Page #	2009 Page #	2009 Page Title	2009 Changes  (All references to the "A.A. Service Manual" mean the 2008/2009 A.A. Service Manual)
26	19	Summary of Area Assembly and Area Committee Procedures	Formerly 2007 page 26, "Other Items of Area Conscience". This page has been updated to include wording from "Summary of Conference Procedures" which is provided to the Delegate and Alternate Delegate each year. The revisions to this page are a more accurate reflection of the procedures which are currently used.
15	20	Purpose of the Area 29 Regional Panels	Updated title from "Purpose of the Area Regional Committees" and inserted the Regional Panel document which has been used by the Area for the past four years.
16	21	Suggested General Service Time Tables	This page has been updated to include the suggested time tables for the General Service Board, the North East Region, Area 29 Regional Panels and Area 29.
21	--	Districting	This page has been removed since it does not currently apply.
24	22	Election of Area 29 Officers	1. Formerly "Voting Procedures", this page was renamed to better signify the purpose of the page. 2. In the Voting Procedures paragraph, a reference to the page in the A.A. Service Manual was added and the reader is directed to the next page for an illustration of Third Legacy Procedure.
25	23	Third Legacy Procedure	1. Moved "Regional Trustee & Trustee-at-Large" information to the bottom of the page since the Third Legacy is used in the election of Area 29 officers every two years and in the election of Trustees only every four years. 2. Re-named page from "Regional Trustee & Trustee-at-Large" to "Third Legacy Procedure" and added a sentence at the top of the page: "A.A.'s Third Legacy Procedure is an electoral procedure used in Area 29 primarily for the election of Area Officers and Regional and At-Large Trustees."
<p>Beginning with 2009 page 24 – Inserted the Duties and Responsibilities of the Area Officers.</p> <p><b>On all "Duties and Responsibilities of Area Officers" pages and "Duties and Responsibilities of Area Ad Hoc Committees and Standing Committees" pages:</b></p> <p>1. Removed the bullet beginning "Represents MGS Area 29 at the following functions:..."</p> <p>2. Added the bullet: "May attend service functions or events as listed on page 53 of this Handbook and request reimbursement as provided in the MGS/Area 29 Budget for this service position and approved by the Area Assembly each year."</p> <p>3. Changed "October" to "in the fall" for the date that budget requests are to be submitted to the Finance Committee.</p> <p>4. Added "Is encouraged to write and submit service-related articles for the quarterly Maryland General Service Newsletter, the MARGENSER."</p>			
30	24	Area Delegate	1. Removed "At the request of the GSO..." from bullet 7 2. Removed bullet 8: "Conducts the GSR workshop at the Area Assembly..." 3. Added bullet: "Attends Area 29 Regional Panel meetings and the Area 29 Mini Conference."
31	25	Alternate Delegate	1. Inserted bullet: "Coordinates the Area 29 Regional Panels, assigning General Service Conference Agenda Items in even years working with Area Panel Leaders and Area Committee Chairs to help prepare for presentations at the Area 29 MGS Mini Conference." 2. Added bullet: "Attends Area 29 Regional Panel meetings and the Area 29 Mini Conference."
31	26	Area Chairperson	1. Moved Area Chairperson to separate page 2. Added bullet 1: "Sets annual working calendar of Area meetings and events." 3. Added bullet 3: "Designates the Area Assembly in March of each year as the annual meeting of the corporation according to the MGS, Inc. By-Laws." 4. In bullet 4 changed "ad hoc" to "Ad Hoc" and at the end of this sentence removed the word "issues" and added "...concerns and offers them guidance and encouragement in the execution of their duties and responsibilities." 5. Inserted bullet: "Designates an individual to organize and conduct the GSR/DCM Question and Answer Session at Area Assemblies and Area Committees." 6. Inserted bullet: "Communicates with Treasurer to ensure that annual State and Federal tax returns have been prepared by MGS CPA; affixes signature to returns prior to submission." 7. Removed the bullet beginning: "Assists the Meeting Host committee..." 8. Removed the bullet "Prepares and helps organize the GSR workshops." 9. Added bullet: "Attends Area 29 Regional Panel meetings and the Area 29 Mini Conference."
32	27	Area Secretary	1. Revised bullets 2 and 3 to read: "Prepares, reports, and distributes by electronic or postal mail delivery systems, as appropriate, the minutes of the Area Assembly and Area Committee meetings not less than 10 days before those meetings." 2. Inserted bullet: "In performing their duties, appropriate communication between the Registrar and the Secretary is necessary." 3. Inserted bullet: "At end of two year term provides all corporate records to incoming secretary and all paper copy and CDs of minutes to the Area Archives." 4. Added bullet: "Attends Area 29 Regional Panel meetings and the Area 29 Mini Conference."

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33	28	Area Treasurer	<ol style="list-style-type: none"> <li>1. Removed Bullet 2: "Accurately records and maintains all financial transaction of the MGS Area Assembly in the General Operating, Literature and Grapevine Funds." as this wording no longer applies.</li> <li>2. Inserted bullet: "Opens and maintains an appropriate account for deposit of the MGS prudent reserve funds."</li> <li>3. Inserted bullet: "Provides to MGS's CPA a year-end financial report in sufficient detail to prepare State and Federal tax returns and ensures that the returns are signed by the MGS Chairperson before they are filed."</li> <li>4. Added bullet: "Attends Area 29 Regional Panel meetings and the Area 29 Mini Conference."</li> </ol>
13&14	29	Area Standing Committees	This <b>new page</b> was created to define and list the Area Standing Committees. The "purpose" of the Area Standing Committees previously found on pages 13 and 14 have been combined into the "Purpose, Duties and Responsibilities of the Area Standing Committees" beginning on page 30.
	30 thru 49		The word "Committee" was added to all Standing and Ad Hoc committees to stress that these are not committees of one and to differentiate the purpose of the committee from the duties and responsibilities of the Chairperson of the committee.
13&34	30	CPC Committee	<ol style="list-style-type: none"> <li>1. In paragraph one added "the General Service Office in New York," after "...CPC Committees and"; removed "by Intergroup Offices" and "Maryland General Service" in that sentence.</li> <li>2. Reworded bullet three to read "Coordinate the use of the Area 29 CPC display as well as the CPC display provided by the GSO, as requested, at professional exhibits throughout Area 29."</li> <li>3. Added bullet: "Keeps the CPC Coordinator at the GSO informed of Area 29 CPC activities."</li> <li>4. Removed the 5<sup>th</sup> bullet from 2007 since that wording is already in the first paragraph.</li> <li>5. Added a last bullet: "Attend Regional Panel meetings where the topic applies to CPC."</li> </ol>
13&35	31	Corrections Committee	<ol style="list-style-type: none"> <li>1. Changed title from "Correctional Facilities" to "Corrections Committee".</li> <li>2. Revised first bullet from 2007 page 13 to read "Be available to take regular A.A. meetings into facilities, when asked by the local committees, and allowed to do so by the corrections facilities."</li> <li>3. Revised 4<sup>th</sup> bullet from 2007 page 13 to read: "Coordinate temporary contacts with individuals and A.A. groups to ensure that inmates will be guided to a meeting at the time of their release."</li> <li>3. Removed the 6<sup>th</sup> bullet from 2007 page 13 since that wording is already in the 1<sup>st</sup> paragraph.</li> <li>4. Revised 2<sup>nd</sup> bullet from 2007 page 35 to read "Chairs Corrections Committee meetings, coordinating information received from <i>Intergroup and district corrections representatives and local correctional facilities representatives</i> for reporting back to the Assembly."</li> <li>5. Added a final bullet: "Attends Regional Panel meetings where the topic applies to Corrections."</li> </ol>
13&36	32	Finance Committee	<ol style="list-style-type: none"> <li>1. Added to the 9<sup>th</sup> bullet from 2007 page 36 "...and communicates with the Treasurer and the CPA to ensure that all state and federal tax returns are filed on time."</li> <li>2. Added a bullet: "Attends Regional Panel meetings where the topic applies to Finance."</li> </ol>
14&37	33	Grapevine Committee	<ol style="list-style-type: none"> <li>1. Removed from the 1<sup>st</sup> sentence from 2007 page 14 "...to coordinate the annual Grapevine panels for the State Convention and Fall Conference..."</li> <li>2. Added "A.A." wherever the A.A. Grapevine is referred to.</li> <li>3. In first paragraph, added "and La Viña Magazine" after "...awareness of the A.A. Grapevine..."</li> <li>4. Added bullet: "Coordinates A.A. Grapevine display and sales for the Area 29 State Convention and Fall Conference as well as other AA functions as requested by the Area Assembly."</li> <li>5. Added bullet: "Attends Regional Panel meetings where the topic applies to the A.A. Grapevine".</li> </ol>
14&38	34	Literature Committee	<ol style="list-style-type: none"> <li>1. Removed all of the text in the paragraph from 2007 page 14 after "...and Fall Conference..."</li> <li>2. Removed 2<sup>nd</sup> bullet from 2007 page 38 since it is included in the Purpose paragraph from 2007 page 14.</li> <li>3. Revised wording of 4<sup>th</sup> bullet from 2007 page 38 to "Coordinates Literature display and sales for the Area 29 State Convention and Fall Conference as well as other A.A. functions as requested by the Area Assembly."</li> <li>4. Added bullet: "Attends Regional Panel meetings where the topic applies to Literature."</li> </ol>
14&39	35	Public Information Committee	<ol style="list-style-type: none"> <li>1. Added "(PI)" to the title</li> <li>2. In bullets 2, 3, and 4, replaced "local" with "Intergroup/District".</li> <li>3. Removed the 3<sup>rd</sup> bullet from 2007 page 39: "Coordinates annual PI panels for the State Convention and Fall Conference."</li> <li>4. Added bullet: "Attends Regional Panel meetings where the topic applies to Public Information."</li> </ol>
14&40	36	Treatment Facilities Committee	<ol style="list-style-type: none"> <li>1. Revised the 1<sup>st</sup> bullet from 2007 page 14 to "Be available to take regular A.A. meetings into facilities, when asked by the Intergroup/district committees and allowed to do so by the facilities."</li> <li>2. Revised the 4<sup>th</sup> bullet from 2007 page 14 to "Coordinate temporary contacts with individuals and A.A. groups to ensure that individuals will be guided to a meeting at the time of their release."</li> <li>3. Added bullet: "Attends Regional Panel meetings where the topic applies to Treatment Facilities."</li> </ol>

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14&39	37	Website Committee	<ol style="list-style-type: none"> <li>1. Moved Website Committee to a separate page after Treatment Facilities Committee</li> <li>2. Removed “(sub-committee)”.</li> <li>3. Added to the last &gt; “...MD State Convention, Area Mini Conference and Regional Panels.”</li> <li>3. Added bullet: “Ensures payments of fees associated with the website are made on time regarding domain registration, web hosting, etc.”</li> <li>4. Added bullet: “Maintains and monitors contracts and registrations for hardware, software, ISP agreements and all applicable licenses.”</li> <li>5. Added bullet: “Monitors all license agreements to ensure they are current and there are no lapses in coverage.”</li> <li>6. In 7<sup>th</sup> bullet inserted the word “twelve” for “12” in 3 places and add “and the A.A. Guidelines on the Internet (Form MG-18)”.</li> <li>7. Added bullet: “Is encouraged to attend Regional Panel meetings and the Area Mini Conference.”</li> </ol>
	38	Webmaster	Added a page with Duties and Responsibilities of the Webmaster defined.
17&18	39	Area Ad Hoc Committees	This new page was created to define and list the Area Ad Hoc Committees. The “purpose” of the Area Ad Hoc Committees previously found on 2007 pages 17 and 18 has been combined into the “Purpose, Duties and Responsibilities of the Area Ad Hoc Committees” beginning on page 40.
17&41	40	Archives Committee	<ol style="list-style-type: none"> <li>1. Revised 3<sup>rd</sup> bullet on page 40 to read: “Coordinates Archives display for the Area 29 State Convention and Fall Conference as well as other A.A. functions as requested by the Area Assembly.”</li> <li>2. Where the word “local” was used, inserted “group/Intergroup/District”</li> <li>3. Revised 11<sup>th</sup> bullet to read “May make archival materials available to individuals, groups, and committees when per accepted practices and guidelines in the Archives Handbook.”</li> <li>4. Added bullet “Responsible for the collection and safekeeping of paper copies of minutes, Treasurer’s Reports, budgets and other reports presented at Area meetings.”</li> <li>5. Added bullet “Attend Regional Panel meetings where topic applies to Archives.”</li> </ol>
17&42	41	Area Meeting Host Committee	<ol style="list-style-type: none"> <li>1. Revised first paragraph to read: “The purpose of the Area Meeting Host Committee is to help Districts plan Area Assembly and Area Committee meetings.”</li> <li>2. Added bullet: “Discusses with the hosting District, room set up needs for an Area Assembly or Area Committee meeting.”</li> <li>3. Added bullet: “Ensures that facilities being utilized for Area meetings are priced within budget.”</li> <li>4. Added bullet: “When coordinating with Districts, assures that locations selected are fully handicap accessible venues, including but not limited to: structural, parking, and restroom handicap facilities.”</li> <li>5. Removed bullets 4 and 5 from 2007 page 42 pertaining to collection of money for lunch and cleaning and closing down of the service area.</li> </ol>
17&43	42	Area Registrar Committee	<ol style="list-style-type: none"> <li>1. In the 1<sup>st</sup> paragraph from 2007 page 17 after “...existing groups.”; added: “to update their group information and to maintain a current mailing list of all group GSRs, DCMs, Area Officers, Area Committee Chairpersons and Past Delegates.”</li> <li>2. In the 2<sup>nd</sup> bullet from 2007 page 43 removed: “...submitting them to the General Service Office.”</li> <li>3. Added bullet: “Enters all Group Information into GSO’s Fellowship New Vision database”</li> <li>4. Removed 4<sup>th</sup> bullet from 2007 page 43 regarding providing mailing labels to the secretary.</li> <li>5. Added bullet: “Distributes meeting notifications provided by the Area Chairperson to all Area Committee and Area Assembly members by e-mail or U.S. postal mail delivery systems as necessary.”</li> </ol>
17&44	43	Audio Committee	<ol style="list-style-type: none"> <li>1. Revised “purpose” paragraph from 2007 page 17 to read “The purpose of the Audio committee is to set up and operate microphones and speakers and to record the proceedings of each Area Assembly and Area Committee meeting as well as other events or functions as requested by the Area Chairperson.”</li> <li>2. Removed the 1<sup>st</sup> bullet from 2007 page 44 as wording is included in 2<sup>nd</sup> bullet on 2009 page 43.</li> <li>3. Removed “for use by the Secretary for preparation of the minutes.” from the end of bullet 2 from 2007 page 44.</li> <li>4. Added bullet: “Provides a copy of each meeting recording to the Area Chairperson, Secretary, Delegate and Archives.”</li> </ol>
17&45	44	Fall Conference Committee	<ol style="list-style-type: none"> <li>1. Added to the beginning of the 5<sup>th</sup> bullet from 2007 page 45: “Coordinates the location, accommodations, food service, and all other items of planning and preparation required for the Fall Conference.” In the second sentence of that bullet added: “...best possible room and meal rates”.</li> <li>2. Added bullet: “Provides hotel/conference center contract to Area Chairperson for final approval and signature.”</li> <li>3. Added bullet: “Prepares the annual Fall Conference budget and submits it to the Finance Committee for review as soon as possible after its preparation.”</li> <li>4. Added bullet: “Attends the Area Assembly and Area Committee meetings.”</li> </ol>

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17&46	45	Intergroup Liaison Committee	Added bullet: “Partners with Area 29 Intergroups to organize and execute Intergroup Days of Sharing to facilitate communication and sharing of experience between Intergroups, Districts and Maryland General Service.”
18&47	46	MARGENSER Newsletter Committee	<ol style="list-style-type: none"> <li>1. In the first sentence of the “purpose” paragraph from 2007 page 18 after “...to organize...” inserted “... have printed, and distribute the newsletter.” Removed the rest of the wording in that paragraph as it appears in bulleted form in the duties and responsibilities.</li> <li>2. Revised bullet 2 to read: “Solicits, coordinates, edits, and organizes quarterly newsletter articles.”</li> <li>3. Added bullet to prepare the annual MARGENSER Newsletter budget as it appears on all other pages.</li> </ol>
18&48	47	Maryland State Convention Committee	<ol style="list-style-type: none"> <li>1. Added to the beginning of the 5<sup>th</sup> bullet from 2007 page 48: “Coordinates the location, accommodations, food service, and all other items of planning and preparation required for the Fall Conference.” In the second sentence of that bullet added: “...best possible room and meal rates”.</li> <li>2. Added bullet: “Provides hotel/conference center contract to Area Chairperson for final approval and signature.”</li> <li>3. Added bullet: “Prepares the annual Maryland State Convention budget and submits it to the Finance Committee for review as soon as possible after its preparation.”</li> </ol>
18&49	48	Mini-Conference Committee	<ol style="list-style-type: none"> <li>1. Removed the word “Weekend” from the title</li> <li>2. Revised the purpose paragraph from 2007 page 18 to read: “The purpose of the Mini-Conference Committee is to plan and present the annual Area 29 Mini-Conference held over a weekend each spring to prepare the Area 29 Delegate for the General Service Conference.”</li> <li>3. Added to bullet 3 after “...food service” the words “speakers, presenters, workshops,...”</li> <li>4. Added bullet: “Provides hotel/conference center contract to Area Chairperson for final approval and signature.”</li> <li>5. Added bullet: “Prepares the annual Mini-Conference budget and submits it to the Finance Committee for review as soon as possible after its preparation.”</li> </ol>
	49	Special Needs/ Accessibilities Committee	Inserted a new page detailing the Purpose, Duties and Responsibilities of this committee per Area Assembly action on August 22, 2009 approving the Special Needs/Accessibilities Committee as an Ad Hoc Committee with a budget line.
18&50	50	Workshop Committee	<ol style="list-style-type: none"> <li>1. Removed the second sentence of the purpose from 2007 page 18.</li> <li>2. Removed from the 1<sup>st</sup> bullet from 2007 page 50 “...and annual State Convention and Fall Conference.”</li> </ol>
51			Removed the Glossary of Terms since it is not the intention of this handbook to replace the A.A. Service Manual and the Glossary of Terms exists there.
27	51	Matters of Finance	<ol style="list-style-type: none"> <li>1. Changed title from “Finance” to “Matters of Finance”</li> <li>2. In the 3<sup>rd</sup> bullet from 2007 page 27, made the 2<sup>nd</sup> sentence a separate bullet.</li> <li>3. Added a footnote to the 3<sup>rd</sup> bullet: “1. From Concept X in the Twelve Concepts for World Service, page 43.”; and a footnote to the new 4<sup>th</sup> bullet: “2. From Concept I in the Twelve Concepts for World Service, page 6”</li> <li>4. Added to the existing 4<sup>th</sup> bullet from 2007 page 27 (new 5<sup>th</sup> bullet): “We are an organization of volunteers who understand that...”</li> <li>5. Added a bullet after existing 9<sup>th</sup> bullet from 2007 page 27: “According to Warranty Two our prudent financial policy is to have sufficient operating funds, plus an ample Reserve.” followed by footnote 3: “From Concept XII in The Twelve Concepts for World Service, page 64”</li> <li>6. Moved “Other Financial Guidelines” to this page from 2007 page 28 and changed 2<sup>nd</sup> bullet to read “All checks will be signed by two Area Officers”.</li> </ol>
28	52	The Budget	<ol style="list-style-type: none"> <li>1. In the 1<sup>st</sup> sentence of the 2<sup>nd</sup> paragraph from 2007 page 28, added the word “proposal” after the word “budget”.</li> <li>2. In the 2<sup>nd</sup> sentence of the 2<sup>nd</sup> paragraph from 2007 page 28, added “...presented for approval or disapproval...” after “...fall of each year and...”</li> <li>3. Revised the 3<sup>rd</sup> sentence of the 2<sup>nd</sup> paragraph to read: “Providing the budget to the DCMs in September allows them to distribute it to the GSRs for discussion with their groups prior to the fifth Area Assembly of the year, when the final voting on the budget will occur (usually held in December).”</li> <li>4. Added a 3<sup>rd</sup> paragraph to “The Budget”: “If the budget proposal is not approved by the Area Assembly, it is the Area Chairperson’s prerogative to delegate the budget to the Finance Committee for further review and modification or to take other action as appropriate. In this case, Maryland General Service, Inc. will continue to function under the terms of the previous year’s budget until a new budget is approved.”</li> </ol>

# Maryland General Service Area 29 Assembly Handbook

## Appendix B—2009 Handbook Updates

2007 Page #	2009 Page #	2009 Page Title	2009 Changes  (All references to the “A.A. Service Manual” mean the 2008/2009 A.A. Service Manual)
28	52	The Prudent Reserve	<ol style="list-style-type: none"> <li>1. Updated the 2<sup>nd</sup> sentence of the 1<sup>st</sup> paragraph from 2007 page 28 to read: “The original recommendation in this Handbook was that the Area Assembly should set the Prudent Reserve at an amount equal to approximately six (6) months of operating expenses.”</li> <li>2. Added new wording to the 1<sup>st</sup> paragraph: “In recent years the Area Assembly decreased the Prudent Reserve to a fixed amount (currently equal to 2-3 months of operating expenses).” Entered footnote 4 which reads: “As of December 2009”</li> <li>3. Continued new wording to the 1<sup>st</sup> paragraph: “The Prudent Reserve is not money that should never be spent; it exists as a back-up fund.”</li> <li>4. Added as the first sentence of paragraph 2: “In 2007, the Area Assembly specified that the Prudent Reserve should be kept in deposit accounts separate from the general operating funds.”</li> <li>5. Added as the last sentence of paragraph 2 after “Fall Conference”, “or any special reserves which the Assembly may from time to time see fit to establish for ad hoc purposes.”</li> </ol>
29	52	Financial Review	<ol style="list-style-type: none"> <li>1. Moved Financial Review wording to page with “The Budget” and “The Prudent Reserve”</li> <li>2. Revised the first sentence to read “At the end of each year, the financial records of Maryland General Service, Inc. are reviewed by the Treasurer, the Finance Committee, and /or an accounting firm employed by the Area Assembly.”</li> <li>3. Removed the sentence: “Most recently, it has become the responsibility of the Finance Committee to select a qualified individual or individuals to file the corporate tax return and perform other financial reviews.”</li> </ol>
29	53	Expense Reimbursement for Area Officers and Committee Chairs	<ol style="list-style-type: none"> <li>1. In paragraph 1, removed “...as presented by the Treasurer and approved by the Area Assembly...”. Removed the word “tendered” and replaced with “reimbursed”. Inserted “...Expense Vouchers with receipts and...” after “appropriate” and before “supporting documentation,...”.</li> <li>2. Changed 2007 section title “Convention and Registration Fees” to “Forums, Conventions, Conferences and Other Events”.</li> <li>3. Inserted a new section beginning with the paragraph: “While not required or expected, except in certain designated trusted servant positions, Area Committee leaders are encouraged to attend as many service-related functions and events within their budget to enhance and enlarge their service experience. Recommended events and functions may include:” After this paragraph, seven bullets have been inserted to list and define NERAASA, MGS State Convention and Fall Conference, NERF, NERD, MGS Mini Conference, MGS Regional Panels and Other Events.</li> </ol>
53	55	Appendix A – Original Handbook Text	No change
	56	Appendix B – Updates to MGS Handbook as of December 2009	This is a list of all updates made to the 2007 Edition of the MGS Handbook.
54	62	Appendix C – MGS Area 29 Delegates	Added Tom R., Panel 58, 2008-09
55			2007 Appendix C – Calendar of Events was removed since all information on this page is included on 2009 page 21.
	63	Appendix D – Current Practice concerning Standing, Ad Hoc and ad hoc committees	This essay was added to the Appendices to explain the difference between Standing, Ad Hoc and ad hoc committees in view of the MGS, Inc. By-Laws.
56	64	Appendix E – The Principles of Alcoholics Anonymous	<p>Page 64 - The Twelve Steps – no changes</p> <p>Page 65 - The Twelve Traditions – no changes</p> <p>Page 66 - title corrected from The Twelve Concepts of A.A. to “The Twelve Concepts for World Service”</p>
60	67	Appendix F – By-Laws MGS, Inc.	Removed By-Law document created in Word and replaced it with the original version until it becomes necessary to make a change to the original document.

# Maryland General Service Area 29 Assembly Handbook

## Appendix B—2014 Handbook Updates

2012 Page #	2014 Page #	2014 Page Title	2014 Changes (All references to the “A.A. Service Manual” mean the 2013-2014 A.A. Service Manual)
Cover	Cover		Changed date at bottom of book cover
2-3	2-3	Table of Contents	1. Updated titles to reflect changes 2. Updated page numbers to reflect 2014 Updates
5	5	Service Structure of the Conference	1. Changed the word “Fellowship” to “Conference” 2. Updated with current graphic from AA Service Manual 3. Updated date and page of AA Service Manual where Service Structure of the Conference appears
9	9	Growth of A.A. in Area 29— Maryland General Service	Updates to Membership
10	10	Area 29 District Map	Updated Area 29 Map
11	11	Baltimore Zip Codes District Map	Updated Baltimore Zip Code Map
12	12	The Fellowship as a Whole	1. Updated with current graphic from AA Service Manual 2. Updated date and page of AA Service Manual where the General Service Conference Structure appears
14	14	The Role of the General Service Representative (GSR)	Last sentence – updated page and date of AA Service Manual.
15	15	The Role of the District Committee Member (DCM)	Last sentence – updated date and page of AA Service Manual
17	17	Purpose and Composition of the Maryland General Service Area Committee	Footnote – updated date and page of AA Service Manual
20	20	Purpose of the Area 29 Regional Panels	Removed retired district numbers from Regional Panel page
23	23	Third Legacy Procedure	Updated date and page of AA Service Manual where Third Legacy Procedure appears
24	24	Duties and Responsibilities of Area Officers <u>Area Delegate</u>	Added bullet to Area Delegate responsibilities – “Provides copies of Group Change forms received from GSO to the Area Registrar to update Area records”
42	42	Purpose, Duties and Responsibilities of Area Ad Hoc Committees <u>Area Registrar Committee</u>	Added bullet to Area Registrar – “Receives copies of Group Change forms from GSO through the Area Delegate to update Area records”
44	44	Purpose, Duties and Responsibilities of Area Ad Hoc Committees <u>Fall Convention Committee</u>	Changed name to Fall Convention everywhere Fall Conference appeared
48	48	Purpose, Duties and Responsibilities of Area Ad Hoc Committees <u>Mini-Conference Committee</u>	Removed bullet in Mini Conference Committee which stated “Prepares the Mini Conference Budget and submits it to the Finance Committee for review as soon as possible after its preparation.” This was already included in bullet #2.
53	53	Expense Reimbursement for Area Officers and Committee Chairs	Changed “Fall Conference to “Fall Convention”
	62	Appendix B – 2014 Handbook Updates	Added table of 2014 Updates to Handbook
62	63	Appendix C—Maryland General Service Area 29 Delegates	1. Update Panel 48 Delegate from “Peggy T.” to “Peggy T-R.” 2. Added Bob C. as Panel 62 Delegate, years 2012-13

## Maryland General Service Area 29 Assembly Handbook

### Appendix B—2015 Handbook Updates

2014 Page #	2015 Page #	2015 Page Title	2014 Changes <small>(All references to the “A.A. Service Manual” mean the 2013-2014 A.A. Service Manual)</small>
Cover	Cover		Changed date at bottom of book cover
2	2	Table of Contents	Changed “Regional Panels” to “Conference Agenda Review Committees”
20	20	Purpose of the Area 29 Conference Agenda Review Committees	Changed “Regional Panels” to “Conference Agenda Review Committees”
21	21	Suggested General Service Time Tables	Changed “Regional Panels” to “Conference Agenda Review Committees”
24	24	Duties and Responsibilities of Area Officers – Area Delegate	Changed “Regional Panels” to “Conference Agenda Review Committees”
25	25	Duties and Responsibilities of Area Officers – Alternate Delegate	Changed “Regional Panels” to “Conference Agenda Review Committees”
26	26	Duties and Responsibilities of Area Officers – Area Chairperson	Changed “Regional Panels” to “Conference Agenda Review Committees”
27	27	Duties and Responsibilities of Area Officers – Area Secretary	Changed “Regional Panels” to “Conference Agenda Review Committees”
28	28	Duties and Responsibilities of Area Officers – Area Treasurer	Changed “Regional Panels” to “Conference Agenda Review Committees”
30	30	Purpose, Duties and Responsibilities of Area Standing Committees - CPC	Changed “Regional Panels” to “Conference Agenda Review Committees”
31	31	Purpose, Duties and Responsibilities of Area Standing Committees - Corrections	Changed “Regional Panels” to “Conference Agenda Review Committees”
32	32	Purpose, Duties and Responsibilities of Area Standing Committees - Finance	Changed “Regional Panels” to “Conference Agenda Review Committees”
33	33	Purpose, Duties and Responsibilities of Area Standing Committees - Grapevine	Changed “Regional Panels” to “Conference Agenda Review Committees”
34	34	Purpose, Duties and Responsibilities of Area Standing Committees - Literature	Changed “Regional Panels” to “Conference Agenda Review Committees”
35	35	Purpose, Duties and Responsibilities of Area Standing Committees - PI	Changed “Regional Panels” to “Conference Agenda Review Committees”
36	36	Purpose, Duties and Responsibilities of Area Standing Committees - Treatment	Changed “Regional Panels” to “Conference Agenda Review Committees”
37	37	Purpose, Duties and Responsibilities of Area Standing Committees - Website	Changed “Regional Panels” to “Conference Agenda Review Committees”
40	40	Purpose, Duties and Responsibilities of Area Ad Hoc Committees - Archives	Changed “Regional Panels” to “Conference Agenda Review Committees”
48	48	Purpose, Duties and Responsibilities of Area Ad Hoc Committees – Mini Conference	Changed “Regional Panels” to “Conference Agenda Review Committees”
53	53	Expense Reimbursement for Area Officers and Committee Chairs	Changed “Regional Panels” to “Conference Agenda Review Committees”
	63	Appendix B – 2015 Handbook Updates	Added table of 2015 Updates to Handbook

# Maryland General Service Area 29 Assembly Handbook

## Appendix C—Maryland General Service Area 29 Delegates

<b>NAMES</b>	<b>PANEL</b>	<b>YEARS SERVED</b>
Charles S.	02	1952-53
Henry M.	04	1954-55
Michael L.	06	1956-57
Clarence M.	08	1958-59
Thomas H.	10	1960-61
John V.	12	1962-63
Milton H.	14	1964-65
Ginny D.	16	1966-67
Ben V.	18	1968-69
John O.	20	1970-71
William C.	22	1972-73
Thomas S.	24	1974-75
Paul W.	26	1976-77
Ed E.	28	1978-79
Sunny N.	30	1980-81
Frank Y.	32	1982-83
Thomas E.	34	1984-85
Gene R.	36	1986-87
Dick R.	38	1988-89
Thomas C.	40	1990-91
John C.	42	1992-93
Valerie W.	44	1994-95
Arnold R.	46	1996-97
Peggy T-R	48	1998-99
Morgan J.	50	2000-01
Victor L.	52	2002-03
Nancy K.	54	2004-05
Barbara B.	56	2006-07
Tom R.	58	2008-09
Nancy B.	60	2010-11
Bob C.	62	2012-13

# Maryland General Service Area 29 Assembly Handbook

## Appendix D –

### Current practice concerning Area Standing, Ad Hoc and ad hoc committees in view of the MGS By-Laws

When the MGS By-Laws were passed in 1988, they provided for “Special Advisory Committee Leaders” and “ad hoc Committee Leaders.” The By-Laws define **Special Advisory Committees** as “committees that have been duly established by the Area Assembly”. (section 7.01) and a Special Advisory Leader as a “[l]eader of a standing committee” (section 2.05a). They define **ad hoc Committees** as committees formed and dissolved by the MGS Chairperson “as may be needed to perform a specific purpose” (section 7.02) and an ad hoc Committee Leader as a “[l]eader of a temporary committee for a specific purpose” (section 2.05b). As defined in the By-Laws, ad hoc committees are temporary, exist for a specific purpose, are formed by the MGS Chairperson as needed and are likewise dissolved when the job is done.

In current MGS practice, the ad hoc Committees described in section 2.05b are not the same “Ad Hoc Committees” that over the years have been formed independently of (but not contrary to) the provisions of the By-Laws. In present-day parlance, **Standing Committees** and **Ad Hoc Committees** appear to be two manifestations of what the By-Laws call “Special Advisory Committees” in section 7.01 and “standing committees” in section 2.05a (the latter term occurring only informally in the By-Laws and uniquely in section 2.05a). Any difference between Standing and Ad Hoc Committees appears to be historical: Standing Committees were created by direct action of the Assembly, in the absence of any historical precursor; and Ad Hoc Committees were originally created as ad hoc committees by the Area Chairperson and later codified as Ad Hoc Committees either by tradition or by action of the Area Assembly. Whether the codification in the individual cases of current Ad Hoc Committees occurred by tradition or by Assembly action is a matter for further research; yet, an Ad Hoc Committee can be nothing *but* a type of Special Advisory Committee, since their chairpersons have always been entitled to vote in Area Assemblies, whereas they would have had no vote had they not been Special Advisory Leaders (section 2.01).

Again, in common parlance, **ad hoc Committees** are those that have been created by the MGS Chairperson and not approved by the Assembly (consistent with sections 2.05b and 7.02 of the By-Laws). Currently, ad hoc Committees exist either for a purpose well known to be temporary or else for a trial purpose, the latter type being a possible subject for later Assembly codification as an Ad Hoc Committee. As provided in the By-Laws, such ad hoc Committee chairs have a vote at Area Committees (section 2.04) but not at Area Assemblies (section 2.01a).

# Maryland General Service Area 29 Assembly Handbook

## Appendix E – The Principles of Alcoholics Anonymous

### The Twelve Steps of Alcoholics Anonymous

1. We admitted that we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory, and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for the knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.

Reprinted from Alcoholics Anonymous, P 59-60, with permission of A.A. World Services, Inc.

## Maryland General Service Area 29 Assembly Handbook

### The Twelve Traditions of Alcoholics Anonymous (Short Form)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority – a loving God as He may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous, except for matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise lest problems of money property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues, hence the A.A. name ought never be drawn into public controversy.
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.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Reprinted from Alcoholics Anonymous, P 562, with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## The Twelve Concepts for World Service (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional ‘Right of Decision’.
4. At all responsible levels, we ought to maintain a traditional ‘Right of Participation’, allowing a voting representation in reasonable proportion to the responsibility each must discharge.
5. Throughout our structure, a traditional ‘Right of Appeal’ ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. 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.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well-defined.
11. 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.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserves be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

# Maryland General Service Area 29 Assembly Handbook

## BY-LAWS MARYLAND GENERAL SERVICE, INC. OF ALCOHOLICS ANONYMOUS

### PREAMBLE

Maryland General Service, Inc., of Alcoholics Anonymous will follow the spirit of Article III of the Articles of Incorporation of this Corporation, and will use for its basic guide of conduct, in all corporation matters unless otherwise stated, the current AA Service Manual - combined with the 12 Concepts For World Service, as published by Alcoholics Anonymous World Services, Inc., New York, NY 10016, and any Addendums that follow each annual General Service Conference.

We will be spiritually guided by the 12 Steps and 12 Traditions and the 12 Concepts of Alcoholics Anonymous, the General Service Conference approved literature, the guides and the guidelines sent out by the General Service Office, New York, NY, 10016.

We will serve the collective conscience of the groups whose GSR's attend the Area Assembly for Area 29 covering the State of Maryland.

We are an organization whose aim is to maintain services for those who seek through Alcoholics Anonymous, the means of arresting the disease of alcoholism through the application to their own lives, in whole or in part, of the 12 Steps which constitute the recovery program upon which the fellowship of Alcoholics Anonymous is founded.

We will from time to time sponsor activities for the members of the corporation, including friends of Alcoholics Anonymous.

### ARTICLE I

#### Name, Seal, and Offices

1.01. Name. The name of this Corporation is Maryland General Service, Inc., of Alcoholics Anonymous.

1.02. Seal. The seal of the Corporation shall be circular in form and shall bear on its outer edge the words "Maryland General Service, Inc., of Alcoholics Anonymous", and in the center a triangle with the words and figures "UNITY, RECOVERY, SERVICE, 1987 Md." The Area Assembly may change the form of the seal and the inscription thereon.

# Maryland General Service Area 29 Assembly Handbook

1.03. Offices. The principal mailing address of the Corporation shall be the home address of the current elected Delegate. The corporation may have offices at such places as the Area Assembly may from time to time appoint.

## ARTICLE II

### Members and Organizational Structure

2.01. Members/Area Assembly. (a) The members of the Corporation shall consist of the General Service Representative (GSR) registered for each Alcoholics Anonymous Group in the State of Maryland (Area 29). In the absence or unavailability of the GSR, the Alternate GSR for the Alcoholics Anonymous Group may exercise all rights and responsibilities of the GSR. These GSRs elect corporate members from amongst themselves known as District Committee Members (DCMs) and an alternate that will serve in the absence of the DCM. In addition to GSR's, the Officers of the Corporation elected by the Area Assembly hereinafter referred to shall be members of the Corporation during their term of office, even if they are not GSR's. Each Leader of a Special Advisory Committee appointed by the Chairman of the Corporation shall be a member of the Corporation while so serving, subject to removal at any time by the Chairman or vote of the Area Assembly, even if such Leader is not a GSR. Each member of the Corporation shall have one (1) vote in person at any corporate meeting that they are designated to attend.

(b) Meetings of the members of the Corporation shall be known as the Area Assembly, and it shall be the highest policy-making body of the Corporation. There shall be five (5) regular Area Assembly meetings during each calendar year, held approximately bi-monthly. The Chairman of the Corporation currently in office shall designate the date and place of each Area Assembly, giving due regard to the requirements of these By-Laws, the views of the Area Assembly as expressed, and the views of the Area Committee, a small segment of the Area Assembly, hereinafter referred to. The first regular Area Assembly in each calendar year shall be designated as the Annual Meeting of the Corporation, but elections of Officers of the Corporation shall be held at a regular Area Assembly in October of each odd-numbered year. The first regular Area Assembly in each year shall be called by the Chairman approximately in March, and the Chairman shall call a regular meeting of the Area Assembly in October of each odd-numbered year. The Officers of the Corporation elected at odd-year October Area Assembly meeting shall serve for a period of two (2) years beginning January 1 after their election. At the same time as the Area Assembly elects Officers, it shall appoint the outgoing Delegate to the Board of Directors, consisting of the Chairman, and the Delegate then elected, and three (3) persons who have previously served as an Area 29 Delegate. When the outgoing Delegate is seated on the Board, the most senior member vacates their seat. The Board of Directors of the Corporation shall have such powers and duties as are prescribed in these By-Laws, and shall meet

## Maryland General Service Area 29 Assembly Handbook

at such times as they may deem necessary to carry out their duties, subject to review by the Area Assembly.

2.02. GSR. Each Group in Area 29 shall elect a GSR and an Alternate. The GSR carries the Group's conscience to the Area Assembly; votes on behalf of the Group on all issues brought to the floor; and reports back to the Group on the business conducted.

2.03. DCM. The GSR's from a duly-framed District shall elect one of their members as a District Committee Member (DCM) to carry the District's conscience to the Area Committee meeting that usually precedes each Area Assembly. The DCM holds District meetings to inform the GSR's as to what occurred at the Area Committee.

2.04. The Area Committee. The Area Committee shall consist of the DCM's, all elected Officers, all Special Advisory Committee Leaders, the Board of Directors, and all ad-hoc Committee Leaders. The Area Committee shall provide such recommendations and/or information for action by the Area Assembly as the Area Committee may deem appropriate, or as the Area Assembly may specify, and shall carry out such other functions as the Area Assembly may designate.

2.05. (a) Special Advisory Leader. Leader of a standing committee for a specific purpose who is appointed by the Chairman.

(b) Ad-hoc Committee Leader. Leader of a temporary committee for a specific purpose who is appointed by the Chairman

2.06. Rights of Members. The right of a member to vote, as defined in Section 2.13, and all rights, titles, and interest in or to the Corporation shall cease on the termination of membership. No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the Corporation.

2.07. Resignation or Termination.

(a) Any member of the Corporation may resign from the Corporation by written resignation to the Secretary of the Corporation.

(b) The Chairman may terminate any appointed Leader at any time by verbal or written notification to that Leader.

2.08. Annual Meeting. The annual meeting of the Corporation shall be the first (1st) Area Assembly of the fiscal year for the purpose or purposes of transaction of such business as may properly come before the meeting.

2.09. Notice of Regular Meeting. Notice of the time, place, and purpose or purposes of regular Area Assembly shall be served, either personally or by mail, not less than ten (10) days before the meeting upon each person who appears upon the books of the Corporation as a member and, if mailed, such notice shall be directed to the member at the address as it appears on the books of the Corporation, unless

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there was filed with the Secretary of the Corporation a written request that such notices be mailed to some other address designated in such request.

2.10. Special Meetings. Special meetings of the Area Assembly may be called at any time by the Chairman or Delegate, or by three (3) Officers, and must be called by the Chairman or Secretary on receipt of the written request of one-third (1/3) of the members of the Corporation, or upon a majority vote of any Area Assembly.

2.11. Notice of Special Meetings. Notice of special Area Assembly will follow the same procedure as is in Section 2.09 of these By-Laws.

2.12. Quorum. At any Area Assembly the presence in person of any members shall constitute a quorum for all purposes, and the act or acts of a majority of the quorum shall be the act of the Corporation, except as may be otherwise specifically provided by statute or by these By-Laws. A meeting may be adjourned from time to time by majority vote without any notice other than by announcement at the meeting and without further notice to any absent members. Any business may be transacted at the next meeting which might have been transacted at the adjourned meeting.

2.13. Voting Procedures. No proxy voting shall be allowed. The vote for Officers of the Corporation (Chairman, Delegate, Alternate Delegate, Secretary, Treasurer) shall otherwise be conducted by the 3rd Legacy Procedures as defined in The AA Service Manual by written ballot. All Major Actions will require a 2/3 affirmative vote; regular business requires a simple majority.

2.14. Inspectors of Election. The Board of Directors may at each election meeting appoint two (2) persons (who need not be members) to serve as inspectors of the election that is occurring.

2.15. No Compensation for Service Rendered. No member shall receive any compensation from the Corporation for any services rendered.

2.16. Expense Reimbursement. The annual corporate budget as presented by the Treasurer and approved by the Area Assembly shall be the general guide for reimbursement of expenses. Budgeted expenses will be tendered to those entitled upon receipt of appropriate supporting documentation, but no member shall be empowered to spend in excess of three hundred dollars (\$300.00) of unbudgeted corporate funds in any single or continuing fashion, unless directly authorized to do so by the Area Assembly.

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## ARTICLE III

### Board of Directors

3.01. Number. The number of Directors shall be five (5), but such number may be increased or decreased (but never to be less than three (3), and always an odd number) by amendment to these By-Laws, in the manner set forth in Article XII hereof. When the number of Directors is so increased or decreased by amendment adopted by the Area Assembly, each Director in office shall serve until the original term expires, or until resignation or removal as hereinafter provided. There shall always be at least three (3) Past Delegates as board members. At no time shall there be more than two (2) Officers as Directors. The most recent Past Delegate on the Board shall preside at all meetings of the Board of Directors.

3.02. Resignation. Any Director may resign at any time by giving written notice of such resignation to the Board of Directors.

3.03. Vacancies. Any vacancy in the Board of Directors occurring during the year, including a vacancy created by an increase in the number of Directors made by the Area Assembly, may be filled for the unexpired portion of the term by the Directors then serving by affirmative vote of the majority thereof. Any Director so appointed shall hold office until the next succeeding Area Assembly, and thereafter for the unexpired term if approved by the Area Assembly.

3.04. Election Transition Meeting. Prior to the Annual Meeting following elections, the incoming Board of Directors together with the outgoing and incoming Officers will meet for the purpose of organization at a time and place to be determined by the new Chairman of the Board of Directors.

3.05. Special Meetings. Special meetings of the Board of Directors may be called by the presiding Director or by any three (3) board members.

3.06. Duties. The Board shall: Advise and guide the Area Assembly through their past experience, service and wisdom; coordinate the Biennial Election Area Assembly, and Area Transition Meeting; function on behalf of the Corporation as described in ARTICLE IX, dissolution; make the final recommendation to the Area Assembly on all investments of corporate assets over fifteen hundred dollars (\$1,500.00); and perform any and all duties assigned by the Area Assembly or Area Committee that are not contrary to these By-Laws, or State or Federal statutes.

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## ARTICLE IV

### Officers

4.01. Designation. The Officers of the Corporation shall be a Chairman, a Delegate, an Alternate Delegate, a Secretary, and Treasurer. For all statutory purposes, the Chairman shall carry out the duties of the President of the Corporation. No person may hold the offices of both Chairman and Secretary, nor of both Chairman and Delegate.

4.02. Vacancies. In case any office of the Corporation becomes vacant by death, resignation, retirement, disqualification, or any other cause, the current Delegate may appoint an officer to fill such vacancy, and the officer so appointed shall hold office until the next Area Assembly, and thereafter for the unexpired term if approved by the Area Assembly, unless the Area Assembly deems an election process in order.

4.03. Chairman. The Chairman shall: preside over all Area Assembly and Area Committee meetings; shall have the general charge and supervision of the business of the Corporation; may sign and execute, in the name of the Corporation, all authorized deeds, mortgages, bonds, contracts, or other instruments, except in cases in which the signing and execution thereof shall have been expressly delegated to some other officer or agent of the Corporation; see that the Annual Report is filed with the records of the Corporation, and an abstract thereof entered into minutes of the Annual Meeting; and, in general shall perform all duties incident to the office of President, and such other duties as from time to time may be assigned by the Area Assembly.

4.04. Delegate. The Delegate shall represent the Corporation and its members at the annual Senior General Service Conference of Alcoholics Anonymous, and bring back to the Corporation and its members the results of the conference meeting. The Delegate, at the request or in the absence of the Chairman, shall perform the duties and exercise the functions of the Chairman. The Delegate shall always be the Corporate Resident Agent.

4.05. Alternate Delegate. The Alternate Delegate, at the request or in the absence of the Delegate, shall perform the duties and exercise the functions of the Delegate.

4.06. Secretary. The Secretary shall keep the minutes of the meetings of the members in books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of the By-Laws or as required by law; shall be custodian of the records of the Corporation; shall maintain a current name and address list of all present members; shall see that the Corporation seal is affixed to all documents, the execution of which, on behalf of the Corporation, under its seal, is duly authorized, and when so affixed may attest the same; and in general shall perform all duties incident

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to the office of a secretary of a corporation, and such other duties as from time to time may be assigned by the Area Assembly.

4.07. Treasurer. The Treasurer shall have charge and be responsible for all funds, securities, receipts and disbursements of the Corporation; and shall deposit, or cause to be deposited, in the name of the Corporation, all monies or other valuable effects in such banks, trusts companies or other depositories as shall from time to time be selected by the Area Assembly; shall render at each Annual Meeting a year end accounting of corporate financial matters as well as a proposed budget for the coming year, and to the Chairman or the Area Assembly whenever requested, an account of the financial condition of the Corporation in relationship to all corporate liabilities and assets; and in general perform all the duties incident to the office of a treasurer of a corporation, and such other duties as may be assigned by the Area Assembly. All disbursements or withdrawals shall require the signatures of the Treasurer and one (1) other Officer.

4.08. Removal of Officers and Directors. Any Officer or Director may be removed by the affirmative vote of two-thirds (2/3) of a quorum at any regular or special Area Assembly called for that purpose, for conduct detrimental to the interest of the Corporation, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purpose. Any person proposed to be removed shall be entitled to at least a five (5) day notice in writing by return receipt mail or in person of the meeting at which such removal is to be voted upon, and shall be entitled to appear before and be heard at such meeting.

### ARTICLE V

#### Agents and Representatives

5.01. The Resident Agent of the Corporation shall be the current Delegate. Other agents or representatives may be appointed by the Area Assembly to perform such acts or duties on behalf of the Corporation as may be consistent with governing statutes, the Articles of Incorporation, and these By-Laws.

### ARTICLE VI

#### Contracts

6.01. The Area Committee, except as in these By-Laws otherwise provided and subject to review by the Area Assembly, may authorize any Officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Area Committee, no

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Officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount.

## ARTICLE VII

### Committees

7.01. Special Advisory Committees. The Chairman of the Corporation may appoint one or more Advisory Leaders to committees that have been duly established by the Area Assembly. The members of such committees shall be appointed by and shall serve at the direction of the Chairman and the Area Assembly. Such Advisory Leaders shall advise and aid the membership in all matters designated by the Chairman or the Area Assembly. Each Committee may, subject to the approval of the Chairman, prescribe goals and the procedures by which it will function.

7.02. Ad-hoc Committee. The Chairman may form and dissolve such committees as may be needed to perform a specific purpose for the Corporation.

## ARTICLE VIII

### Fiscal Year

8.01. The fiscal year of the Corporation shall commence on January 1st of each calendar year, and end on December 31st of the same year.

## ARTICLE IX

### Prohibition Against Sharing in Corporate Earnings

9.01. No member, or employee, or member of a committee, or any person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operation of the Corporation, provided this shall not prevent the payment to any such person authorized expenses incurred; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation. All members of the Corporation shall be deemed to have expressly consented and agreed that upon dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction upon application

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of the Board of Directors will distribute the funds to charitable, religious or educational organizations including but not limited to any in state or out of state Alcoholics Anonymous organizations, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

### ARTICLE X

#### Investments

10.01. The Corporation shall have the right to retain all or any part of any securities or property acquired, and to invest and reinvest any funds held by it, without being restricted to any class of investments which a fiduciary is or may hereafter be permitted by law or any similar restriction to make, provided, however, that no action shall be taken by or on behalf of the Corporation which is a prohibited transaction or would result in the denial of the Corporation's tax exemption under the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

### ARTICLE XI

#### Exempt Activities

11.01. Notwithstanding any other provisions of these By-Laws, no member or representative of this Corporation shall take any action or carry on any activity on behalf of the Corporation unless permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, and by an organization contributions to which are deductible under Section 170 (c) (2) of such Code and regulations as they now exist or as they may hereafter be amended.

### ARTICLE XII

#### Amendments

12.01. Any member may propose to make, alter, amend, or repeal the By-Laws of the Corporation, by submitting the proposal at any Area Assembly. If the Area Assembly feels the proposal may have merit, it shall forward the proposal to the Area Committee for discussion. The Area Committee shall return the proposal with a recommendation at least twenty (20) days prior to the next Area Assembly, and written notice of the Committee's recommendation shall be included in the notice of the Area Assembly meeting, which may adopt the proposal by a two-thirds (2/3) vote of a quorum.

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## ADOPTION

These By-Laws of Maryland General Service, Inc., of Alcoholics Anonymous were adopted at the Area Assembly held on May 7, 1988 at Crespatown Methodist Church, Crespatown, Maryland.