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.

August 2018
Foreword

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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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 23rd General Service 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 worldwide 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.

Diagram reprinted from The A.A. Service Manual, 2015-2016 Edition; page S16 with permission of A.A. World Services, Inc.
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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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.
Service Structure Inside the A.A. Group

Reprinted from The A.A. Group…Where It All Begins, Publication. P-16, p. 19 with permission of A.A. World Services, Inc.
### Growth of A.A. in Area 29—Maryland General Service

#### Groups and Membership*

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* Data on groups and membership compiled from Annual General Service Conference Reports, 1996-2015.
Area 29 Redistricting

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

Area 29 Redistricting

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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.

*Secondary Committee
Structure Inside the Maryland General Service Area Assembly
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 current A.A. Service Manual. Reprinted with permission of A.A. World Services, Inc.
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 current A.A. Service Manual. Reprinted with permission of A.A. World Services, Inc.
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
Purpose and Composition of the
Maryland General Service Area Committee

Basically, the Area Committee is composed of all District Committee Members, Area Officers, all Standing and Ad Hoc Committee Chairpersons, and the Maryland General Service, Inc. Board of Directors.

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?

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.)
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.
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 and alternate 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 districts, as well as Area Committee Leaders, Past Delegates, Area Officers and all interested members of the fellowship. Each CARC will choose a CARC Leader* and Recorder, and alternates, to facilitate the meetings and help prepare reports and presentations for the annual Mini Conference.

Each CARC will discuss the same pre-selected topics from the Final General Service Conference Agenda as modified by a committee consisting of the Area Delegate, Alternate Delegate, and Past Delegates. This should stimulate interest and add a significant cross section of the Area conscience to future discussions. Each CARC will be assigned a Mentor* to help guide the CARC process.

Standing Committees are responsible to review the Kit and Workbook for their committee and bring any recommendations for changes to the area. Each Committee Chairperson will participate in at least one CARC meeting.

<table>
<thead>
<tr>
<th>Conference Agenda Review Committees (CARCs)</th>
<th>1</th>
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<tbody>
<tr>
<td>Districts:</td>
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</table>

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

- Choose a CARC Leader and Recorder, and alternates, between December and February to plan, conduct and record CARC meetings for the coming year
- Between the February Committee and the April Mini Conference, meet regularly to discuss the Modified General Service Conference Agenda
- Present a summary of the Pros and Cons of the CARC discussions of the Modified General Service Conference Agenda for the Area 29 Mini-Conference in April
- Meet post-Conference to review resulting General Service Conference Advisory Actions and Additional Considerations
- Recommend, beginning in May but no later than the December Area Assembly, Agenda Items to be submitted by the Area 29 Delegate to the Conference Coordinator for possible inclusion on the General Service Conference Agenda. These items must be approved by a vote of the Area Assembly before December 15

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.

*See Alternate Delegate for CARC Leader and Mentor Guidelines
## Suggested General Service Time Tables with Suggested Training Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>GSB/NE Region</th>
<th>CARCs*</th>
<th>Area 29*</th>
<th>Suggested Training at Area* or District</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>General Service Board Meeting</td>
<td>Elect CARC Leader and Recorder if not done in December. Begin scheduling CARC meetings for February and March</td>
<td>Area Panel Planning Meeting (Area Officers and Committee Chairs) Newly elected panel takes office in even years.</td>
<td><strong>Area Orientation for Committee Chairs</strong>&lt;br&gt;Even Yrs – Committee Process, How to Write Committee Report, Hyperdrive Tour thru Service Manual and MGS Handbook, Expense Reimbursement, Rotation of badges (practicing Concept X, viz. induction procedure)&lt;br&gt;Odd Yrs – Rotation Notebook, Plan for Year, Review of Committee work/accomplishments over the past year of the Panel.&lt;br&gt;<strong>District – New GSRs</strong>&lt;br&gt;From GSR School Workbook: The A.A. Group, An Informed Group Conscience, Group Record Keeping, Suggestions for GSRs, GSR Report to District, Glossary of AA Service Terms, Acronyms, What the Buddy System is and How to Use It</td>
</tr>
<tr>
<td>February</td>
<td>Final Agenda provided to Delegate – Feb. 15th NERAASA†</td>
<td>Delegate receives Final GSC Agenda, works with Past Delegates to create Modified Agenda for CARC discussions Begin holding CARC meetings</td>
<td>Area Committee Alternate Delegate provides Modified Agenda to CARCs</td>
<td><strong>Area – DCMs</strong>&lt;br&gt;Role of the DCM: What does a DCM do? How to create a flyer. What is a CARC? Why is it important? How can I Participate?&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;From GSR Workbook: The Service Triangle, Where is my Area? My District? GSR Participation at Area, What is a CARC?</td>
</tr>
<tr>
<td>March</td>
<td>NERF (Delegates only)</td>
<td>Continue holding CARC meetings, Choose presenters and prepare for Mini Conference</td>
<td>Area Assembly This Assembly is designated as the “Annual Meeting of the Corporation”</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;MGS Handbook: The Service Triangle, What is a Committee? Assembly? Robert’s Rules, Why do we have a Conference?&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;CARC Participation, What is the MiniConference? Why attend?</td>
</tr>
<tr>
<td>April</td>
<td>General Service Conference (GSC) in New York</td>
<td>Prepare Delegate and educate attendees by presentations at Mini Conference</td>
<td>Mini Conference CARC presentations to prepare Delegate for GSC</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;Call on District as needed – prepare for delegate in MiniConference</td>
</tr>
<tr>
<td>May</td>
<td>Re-convene to review GSC Advisory Actions and Additional Considerations.</td>
<td>Delegate reports to Area on GSC</td>
<td>Effective Reporting to District/Home Group – after Report Back</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;Area Assembly</td>
</tr>
<tr>
<td>June</td>
<td>NERF in odd years</td>
<td>Continue meeting to discuss possible Agenda items for next GSC</td>
<td>Maryland State Convention</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;MGS Handbook-Committees: What can I participate at the Area? What are the service opportunities? (A short job fair) Overview of AA Guidelines</td>
</tr>
<tr>
<td>July</td>
<td>General Service Board meeting</td>
<td>Continue meeting to discuss possible Agenda items for next GSC</td>
<td>Area Assembly</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;Webinar (Pre-Planning Webinar): What can I participate at the Area? What are the service opportunities? Prepare members to stand for positions in Oct. Train Committee Chairs to create budget.&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;Odd Yrs – Why &amp; How of an Area Inventory&lt;br&gt;Odd Yrs – Training on Election Process; Preparing members to stand for elections; How do we choose our trusted servants?</td>
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<tr>
<td>August</td>
<td>Final General Service Conference Report distributed</td>
<td>Proposed Agenda items may be presented to Assembly for consideration and vote.</td>
<td>Area Assembly</td>
<td><strong>Area – DCMs/GSRs</strong>&lt;br&gt;MGS Handbook-Committees: What can I participate at the Area? What are the service opportunities? Prepare members to stand for positions in Oct. Train Committee Chairs to create budget.&lt;br&gt;Area Inventory&lt;br&gt;Odd Yrs – Concept IX – Choosing our trusted servants wisely; Describe the duties of officers before election day; Discuss timeline for election of new DCMs and GSRs</td>
</tr>
<tr>
<td>September</td>
<td>Final General Service Conference Report distributed</td>
<td>Proposed Agenda items may be presented to Committee for consideration to be voted on by the Assembly in December.</td>
<td>Area Committee Proposed Budget may be presented by Finance Committee</td>
<td><strong>Area – DCMs</strong>&lt;br&gt;MGS Handbook-Committees: What can I participate at the Area? What are the service opportunities? Prepare members to stand for positions in Oct. Train Committee Chairs to create budget.&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;Odd Yrs – Why &amp; How of an Area Inventory</td>
</tr>
<tr>
<td>October</td>
<td>General Service Board meeting</td>
<td>Area Business suspended.</td>
<td>Area Assembly</td>
<td><strong>Area – DCMs</strong>&lt;br&gt;Regular Business Suspended for Third Legacy Procedure Election in odd years or Area Inventory in even years.&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;Encourage all to attend and participate in Area Election of Officers in odd years or Area Inventory in even years</td>
</tr>
<tr>
<td>November</td>
<td>Proposed Agenda items may be presented to Committee for consideration to be voted on by the Assembly in December.</td>
<td>Proposed Budget may be presented or more work may be done if Budget was presented in September but not approved.</td>
<td>Area Committee Proposed Budget may be presented by Finance Committee</td>
<td><strong>Area – DCMs</strong>&lt;br&gt;MGS Handbook-Committees: What can I participate at the Area? What are the service opportunities? Prepare members to stand for positions in Oct. Train Committee Chairs to create budget.&lt;br&gt;<strong>District – GSRs</strong>&lt;br&gt;Odd Yrs – Why &amp; How of an Area Inventory&lt;br&gt;Odd Yrs – Training on Election Process; Preparing members to stand for elections; How do we choose our trusted servants?</td>
</tr>
<tr>
<td>December</td>
<td>Proposed Agenda items for next GSC due to Conference Coordinator by Dec.15</td>
<td>Deadline for proposed Agenda items for the GSC. (Dec 15 DCM luncheon at Assembly to choose and train CARC Leaders and Recorders</td>
<td>Area Assembly</td>
<td><strong>Area – CARC Leaders and Recorders</strong>&lt;br&gt;CARC Process, Role of the CARC Leader and Recorder&lt;br&gt;<strong>Area – DCMs</strong>&lt;br&gt;Area Assembly Final Vote on Budget by Assembly&lt;br&gt;Final opportunity for GSC to present GSC Agenda items for approval by Area Officer and Committee Chair turnover in odd years.</td>
</tr>
</tbody>
</table>

* Timetable subject to change at the discretion of the Area Chair. New GSR and DCM Orientations are offered at the beginning of every Area 29 meeting.
† Encourage Area 29 Committee Chairs/Co and others to attend NERAASA and buddy-up with at least one respective Committee Chair from another Area – to provide greater insight, vision and participation on topics of mutual concern, both in Area 29 and AA as a whole.
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 2015-2016 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)
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.


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.
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.

- Calls a meeting of Past Delegates in February to select items from the General Service Conference Agenda to create a Modified Agenda for CARC discussions.

- 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.
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"), working with Area CARC Leaders and DCMs 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 one or more 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
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 one or more 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
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 one or more 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
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
- Website
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the CPC Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the Corrections Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the F-19, Self-Support Packet to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the Grapevine Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 one of more Conference Agenda Review Committee (“CARC”) meetings and the Area 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
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the PI Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
Purpose, Duties and Responsibilities of Area Standing Committees

Treatment Committee

The purpose of the Treatment Committee is to cooperate with Intergroup/District Treatment, 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 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 Committee meetings, coordinating information received from Intergroup/district Treatment representatives for reporting back to the Area Assembly
- Acts as a conduit for communication between the General Service Office and the Intergroup/district Treatment committees
- Assists the Intergroup/district Treatment committees wherever and whenever possible
- Coordinates A.A.’s Treatment display at professional exhibits throughout the Maryland General Service Area 29 as required
- Prepares the annual Treatment 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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review Treatment Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 District
  - 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
- Attends one or more Conference Agenda Review Committee (“CARC”) meetings and the Area Mini Conference
- 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
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
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
- 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.
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 one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the Archives Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- 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
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 attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
- 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.
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

- Should have a working knowledge of computers, database entry, and Microsoft Office, especially Excel and Word.
- Should have advanced skills in email communications.
- Attends the Area Assembly and Area Committee meetings.
- Oversees sign-in of Area Committee and Assembly attendees and provides counts for attendance and voting majority.
- 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.
- Provides Area Delegate with new group information to assist DCMs in contacting and welcoming new groups to Area 29.
- 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 Assembly members by e-mail or U. S. Postal mail delivery systems, as necessary.
- 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.
- Attention to detail is important to ensure accuracy of all database entries and reports.
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
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
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
- Is encouraged to attend at least one Conference Agenda Review Committee ("CARC") meeting and the Area Mini Conference
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
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
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
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
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
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
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 each spring to prepare the Area 29 Delegate for the General Service Conference.

**Qualifications** - It is recommended that the Mini-Conference Chairperson has, in the past, attended at least one Northeast Regional A.A. Service Assembly (NERAASA), and participated in at least one Area 29 Regional Panel or Conference Agenda Review Committee (“CARC”).

**Duties and Responsibilities of the Mini-Conference Chairperson**—Appointed by the Area Chairperson for a term of one year.

- 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 event venue to determine best possible room and meal rates
- Provides event venue, if applicable, contract to Area Chairperson for final approval and signature
- Ensures that flyers for the Mini-Conference are prepared sufficiently in advance of the Mini-Conference to allow GSRs, DCMs, and Area officers to announce the event
- 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
- Is encouraged to attend one or more Conference Agenda Review Committee (“CARC”) meetings
Purpose, Duties and Responsibilities of Area Ad Hoc Committees

Accessibilities Committee

The purpose of the 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 Accessibilities Committee 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
  - Sight Impaired
  - Physically Impaired
  - Bed-ridden or homebound
  - Speech Impaired or those with language barriers
  - 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 Accessibilities 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 Accessibilities services within Area 29
- Prepares the annual 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
- Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the Accessibilities Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator
- As requested, attends groups, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship
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

- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Attends the Area Assembly and Area Committee meetings
- Fields all inquiries by Area groups, districts and Intergroups interested in putting on workshops
- Assists groups, districts and Intergroups in preparations for workshops; suggesting themes, workshop outlines, workshop formats, and speakers; providing or recommending workshop materials, and coordinating the attendance of Maryland General Service officers, Area 29 committee members or other invited participants 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
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference
- 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
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 defined¹
- Final authority rests with an informed group conscience²
- 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 Reserve³
- In the spirit of the Seventh Tradition, the Maryland General Service Area 29 Assembly should be self-supporting in all its affairs

¹ From Concept X in The Twelve Concepts for World Service, page 43, Reprinted with permission of A.A. World Services, Inc.
² From Concept I in The Twelve Concepts for World Service, page 6, Reprinted with permission of A.A. World Services, Inc.
³ From Concept XII in The Twelve Concepts for World Service, page 64, Reprinted with permission of A.A. World Services, Inc.
The organization, Maryland General Service, Inc. (MGS), will implement a system of internal controls that includes all coordinated methods and measures to safeguard resources, assure the accuracy and reliability of accounting records and enforce adherence to established management policies and procedures.

Financial duties should be assigned, whenever feasible, so that the responsibilities for operations, custodianship, and reporting are separate and distinct. (See sections regarding functional activities for specific segregation of duties and requirements outlined below regarding Cash Controls.)

The organization must have a system of authorization and procedures to provide reasonable accounting control and oversight of assets, liabilities, revenues and expenses.

Secure Area

Transactions and documents specified below shall be recorded in paper or electronic form, as appropriate. The term “secure area” in the following implies a locked physical location for transactions and a password protected online storage area for documents.

Cash Controls

Bank Accounts

The MGS Bylaws provide authorization for all bank accounts, who may sign checks, drafts or other orders for payment of money against the corporation checking accounts.

Check signing authorization and signature cards for all MGS bank accounts shall be executed and maintained by the Treasurer and the Financial Institution.

The MGS Treasurer will notify the bank immediately if there is a change in authorized check signers for any account associated with MGS.

At a minimum, one corporate bank account shall be maintained for payments on demand for operating and other expenses. Secondary accounts will be opened only for specifically identified purposes (e.g. Reserve Fund, Special Savings, Literature, Grapevine, State Convention, Fall Convention)

All orders for blank vendor checks by any MGS committee must be authorized in writing by the MGS Treasurer. Upon delivery of the blank checks, the checks will be reviewed and noted for any discrepancies of check sequence numbers, missing or incorrect information.

Unused check supplies will be safeguarded in a secure area. Access to unused check supplies is limited to authorized personnel. Signed checks that have not been mailed or distributed will be kept in a secure area.
Bank Statement Reconciliations

All Maryland General Service, Inc. (MGS) bank statements shall be available to the MGS Finance Committee Chairperson for review upon request.

Bank statement reconciliations for all MGS associated accounts shall occur within 10 days after the end of the month. The reconciliation process shall, at a minimum, account for sequential check numbers, and examination of cancelled checks for authorized signatures, irregular endorsements, alterations and a review of voided checks. Differences and outstanding items shall be resolved in a timely manner and reported back to the MGS Finance Chairperson for signature of the completed bank reconciliation form.

Checks outstanding for over thirty (30) days shall be investigated and resolved in a timely manner.

 Voided checks and stop payments shall be recorded and restored to cash balance in the general ledger in a timely manner.

The bank reconciliation reports are filed in the monthly Financial Reports Binder. Bank Statements and cancelled checks are filed in a MGS-assigned secure area to be available for review by the MGS Finance Committee Chairperson.

Cash Receipts

Mail with check receipts will be opened, date-stamped, and recorded on a Checks Received Log, which will include the date of the check, the name of the payer/group and the amount of the check.

Check receipts will be endorsed as follows:

- For Deposit Only
- Full Organization Name
- Bank Name
- Account Number

All checks received will be deposited at regular intervals.

All Cash Receipts will be recorded and properly substantiated with supporting documentation.

The cash deposit slip will be numbered.

The listing of mail receipts will be subsequently compared to the cash receipts record and authenticated copies of the deposit slip on a monthly basis.

The Checks Received Log and deposit slips will be forwarded to the MGS Finance Chairperson monthly.
Maryland General Service Area 29 Assembly Handbook

Disbursements

All expenses, with receipts attached, must be submitted in writing to the MGS Treasurer.

Disbursements from bank accounts shall be made only for valid transactions. The payment of goods and services shall be organized to ensure that no unauthorized payments are made, that complete and accurate records are made of each payment, and that payments are recorded in the appropriate period.

All disbursements will be tracked according to the originating source. Documentation must be provided for checks used out of sequence.

The MGS Chairperson and one (1) other MGS Officer must approve non-check disbursements.

Disbursements shall be made on a regular schedule established by the MGS Treasurer and all MGS Committee Treasurers.

“Two signatures” per paragraph 4.07 of the MGS Bylaws can mean two authorizations via electronic method or two physical signatures on a traditional paper check. All disbursements or withdrawals shall require the “signatures” of the MGS Treasurer and one (1) other MGS officer. All MGS Committees shall have at least two authorized signature positions within the committee.

Credit and Debit Cards

Credit cards in the name of an officer or other trusted servant are not authorized. The MGS debit card is authorized for use by the MGS Treasurer. ALL purchases made with the MGS debit card shall be authorized in writing (paper or electronic), in advance, by the MGS Chairperson and one (1) other MGS Officer.

Electronic Transfer of Funds

Electronic fund transfers originating from the bank using Online Banking are authorized as long as the following conditions are met:

1) The payee has agreed to receive electronic funds originating from the bank
2) Each transfer is accompanied in the MGS Treasurer’s documentation by substantiated expense vouchers and receipts.
3) All disbursements made via electronic funds transfer shall be authorized in writing (paper or electronic), in advance, by the MGS Chairperson and one (1) other MGS Officer.

Accounts Payable

The MGS Treasurer pays invoices by their due date, usually within a 30 day grace period from invoice date.

Checks used for Accounts Payable are pre-numbered, safeguarded until used, and will not be signed “blank.”

Checks used for Accounts Payable will only be signed upon sufficient presentation of an invoice or other documentation of the expense.
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 of $10,000.

The Prudent Reserve is not money that should never be spent; it exists as a back-up fund.

As of December 2009

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.
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.⁵ 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.⁶ 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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⁵ Excerpt from the “NERAASA Guidelines"
⁶ Excerpt from “Regional and Local Forums” page on the [www.aa.org](http://www.aa.org) website
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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# Appendix B—2016/2017 Handbook Updates

<table>
<thead>
<tr>
<th>2015 Page #</th>
<th>2016 Page #</th>
<th>2016 Page Title</th>
<th>2014 Changes</th>
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<tbody>
<tr>
<td>Cover</td>
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<td>Changed date at bottom of book cover</td>
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<td>3</td>
<td>3</td>
<td>Table of Contents</td>
<td>Added “2016” to Appendix B – Handbook Updates and corrected affected pagination</td>
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<td>3</td>
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<td>Table of Contents</td>
<td>Changed Special Needs/ Accessibilities to Accessibilities Committee</td>
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<td>5</td>
<td>5</td>
<td>Service Structure of the Conference</td>
<td>Updated date and page of AA Service Manual where Service Structure of the Conference appears</td>
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<td>9</td>
<td>9</td>
<td>Growth of A.A. in Area 29—Maryland General Service</td>
<td>Added Statistics for 2014 and 2015</td>
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<td>10</td>
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<td>Area 29 Redistricting</td>
<td>1. Corrected a mistake on map – District 32 was mistakenly labeled District 20 2. Corrected misspelling of District 32 from Worcester County to Worceste County</td>
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<td>12</td>
<td>12</td>
<td>The Fellowship as a Whole</td>
<td>Updated date and page of AA Service Manual where The General Service Conference Structure appears</td>
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<td>13</td>
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<td>Structure Inside the MGS Assembly</td>
<td>1. Corrected Fall Conference to Fall”Convention” 2. Added “Special Needs Committee” 3. Removed “Facilities” from Treatment Facilities Committee 4. Added an “i” after the “a” in Liaison. 5. Changed Special Needs/Accessibilities to Accessibilities Committee</td>
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<td>17</td>
<td>17</td>
<td>Purpose and Composition of the Maryland General Service Area Committee</td>
<td>Added to the end of the first sentence: “and the Maryland General Service, Inc. Board of Directors”</td>
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<td>20</td>
<td>20</td>
<td>Purpose of the Area 29 Conference Agenda Review Committees</td>
<td>Updated date and page of AA Service Manual where The Area Committee appears</td>
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<td>Details</td>
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<tr>
<td>22</td>
<td>Election of Area 29 Officers</td>
<td>Changed 2008-2009 to 2015-2016</td>
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<td>23</td>
<td>Third Legacy Procedure</td>
<td>Updated date and page of AA Service Manual where The Third Legacy Procedure appears</td>
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<tr>
<td>24</td>
<td>Duties of Area Delegate</td>
<td>Added bullet “Calls a meeting of Past Delegates in February to select items from the General Service Conference Agenda to create a Modified Agenda for CARC discussions.”</td>
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<td>25</td>
<td>Duties of Alternate Delegate</td>
<td>Bullet 4 - changed to “…working with Area CARC Leaders and DCMs” after (“CARCs”)</td>
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<td>27</td>
<td>Purpose, Duties, and Responsibilities of Area Secretary</td>
<td>Bullet 7- added “one or more” after Attends</td>
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<td>Purpose, Duties, and Responsibilities of Area Treasurer</td>
<td>Bullet 12- added “one or more” after Attends</td>
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<td>Area Standing Committees</td>
<td>Bullet 7- removed “Facilities”</td>
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<td>30</td>
<td>Purpose, Duties, and Responsibilities of CPC Committee</td>
<td>Bullet 8- change to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the CPC Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<td>31</td>
<td>Purpose, Duties, and Responsibilities of Corrections Committee</td>
<td>Bullet 8- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini conference, and reviews the Corrections Kit and Workbook to make any recommendations to the Area and/or the General Service Conference Coordinator”</td>
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<td>32</td>
<td>Purpose, Duties, and Responsibilities of Finance Committee</td>
<td>Bullet 13- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the F-19, Self-Support Packet to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<td>33</td>
<td>Purpose, Duties, and Responsibilities of Grapevine Committee</td>
<td>Bullet 8- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the Grapevine Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<td>34</td>
<td>Purpose, Duties, and Responsibilities of Literature Committee</td>
<td>Bullet 6- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings and the Annual Mini Conference”</td>
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<td>Purpose, Duties, and Responsibilities of Public Information Committee</td>
<td>Bullet 8- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the PI Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<tr>
<td>36</td>
<td>Purpose, Duties, and Responsibilities Treatment Committee</td>
<td>1. “Treatment Facilities” changed to “Treatment” in all places</td>
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<td></td>
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<td>2. Bullet 8- changed to “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference, and is responsible to review the Treatment Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<td>37</td>
<td>Purpose, Duties, and Responsibilities of Website Committee</td>
<td>Added bullet 10- “Attends one or more Conference Agenda Review Committee (“CARC”) meetings”</td>
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<td>Page</td>
<td>New Text</td>
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<td>39</td>
<td>Changed Special Needs/Accessibilities to Accessibilities</td>
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<td>40</td>
<td>Purpose, Duties, and Responsibilities of Archives Committee</td>
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<td>Bullet 12: “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the annual Mini Conference, and is responsible to review the Archives Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator”</td>
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<td>41</td>
<td>Purpose, Duties, and Responsibilities of Area Meeting Host Committee</td>
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<td>Added bullet 10: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>42</td>
<td>Purpose, Duties, and Responsibilities of Area Registrar Committee</td>
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<td>Added bullet 11: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>43</td>
<td>Purpose, Duties, and Responsibilities of Audio Committee</td>
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<td>Added bullet 7: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>Purpose, Duties, and Responsibilities of Fall Convention Committee</td>
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<td>Added bullet 10: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>Purpose, Duties, and Responsibilities of Intergroup Liaison Committee</td>
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<td>Added bullet 13: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>46</td>
<td>Purpose, Duties, and Responsibilities of MARGENSER Committee</td>
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<td>Added bullet 11: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>Purpose, Duties, and Responsibilities of Maryland State Convention Committee</td>
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<td>Added bullet 10: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
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<td>48</td>
<td>Purpose, Duties, and Responsibilities of Mini-Conference Committee</td>
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<td></td>
<td>1. First paragraph: Added “each spring to prepare the Area 29 Delegate for the General Service Conference.”</td>
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<td>Qualifications - It is recommended that the Mini-Conference Chairperson has, in the past, attended at least one Northeast Regional A.A. Service Assembly (NERAASA), and participated in at least one Area 29 Regional Panel or Conference Agenda Review Committee (“CARC”).”</td>
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<td>2. Second Paragraph: Removed “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 Regional Panel to prepare the Delegate in the past.”</td>
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<td></td>
<td>3. Bullet 4: “site hotel and/or convention center” changed to “event venue”</td>
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<tr>
<td></td>
<td>4. Bullet 5: “hotel/conference center” changed to “event venue, if applicable”</td>
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<td></td>
<td>5. Bullet 6: “announcing” changed to “for”, “register for the event” changed to “announce the event”</td>
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<td></td>
<td>6. Bullet 7: removed</td>
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<td></td>
<td>7. Added bullet 9: “Is encouraged to attend one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the Special Needs/Accessibilities Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Purpose, Duties, and Responsibilities of Special Needs/Accessibilities Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Added bullet 14: “Attends one or more Conference Agenda Review Committee (“CARC”) meetings, the Area Mini Conference and is responsible to review the Special Needs/Accessibilities Kit and Workbook to make any recommendations for changes to the Area and/or the General Service Conference Coordinator.”</td>
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<tr>
<td></td>
<td>2. Changed Special Needs/Accessibilities to Accessibilities Committee where applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Purpose, Duties, and Responsibilities of Workshop Committee</td>
<td></td>
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<tr>
<td></td>
<td>Added bullet 10: “Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini Conference”</td>
<td></td>
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</tr>
<tr>
<td>66-68</td>
<td>Appendix B – 2016 Handbook Updates</td>
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<tr>
<td></td>
<td>Added table of 2016 Updates to Handbook</td>
<td></td>
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</tr>
<tr>
<td>64</td>
<td>Appendix C – Maryland General Service Area 29 Delegates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added Ron M., Panel 64, 2014-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>The Prudent Reserve</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Line 4, to remove “(currently equal to 2-3 months of operating expenses)” and add “of $10,000.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Area Registrar Committee</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Remove: Receives copies of Group Change forms from GSO through the Area Delegate to update Area records</td>
<td></td>
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<tr>
<td></td>
<td>Remove: 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</td>
<td></td>
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<tr>
<td></td>
<td>Add: Should have a working knowledge of computers, database entry, and Microsoft Office, especially Excel and Word.</td>
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<td></td>
<td>Add: Should have advanced skills in email communications.</td>
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<tr>
<td></td>
<td>Add: Oversees sign-in of Area Committee and Assembly attendees and provides counts for attendance and voting majority.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maryland General Service Area 29 Assembly Handbook

| 42 | Area Registrar Committee (Cont.) | Add: Attention to detail is important to ensure accuracy of all database entries and reports. Add: Provides Area Delegate with new group information to assist DCMs in contacting and welcoming new groups to Area 29. |

2017 Handbook Updates

| 51 | 52-54 | Matters of Finance | Other financial guidelines removed and replaced with Financial internal control Policy |
| 21 | 21 | Suggested General Service Time Table | Updated Suggested General Service Timetable with Suggested Training Schedule |
| 20 | 20 | CARC Purpose | Updated CARC information per August 2018 Area Assembly |
| 50 | 50 | Workshop Committee | Added “Intergroups” and rearranged bullet points per August 2018 Area Assembly |

For previous updates, contact the MarGenSer committee for the complete record.
### Appendix C—Maryland General Service Area 29 Delegates

<table>
<thead>
<tr>
<th>NAMES</th>
<th>PANEL</th>
<th>YEARS SERVED</th>
</tr>
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<tbody>
<tr>
<td>Charles S.</td>
<td>02</td>
<td>1952-53</td>
</tr>
<tr>
<td>Henry M.</td>
<td>04</td>
<td>1954-55</td>
</tr>
<tr>
<td>Michael L.</td>
<td>06</td>
<td>1956-57</td>
</tr>
<tr>
<td>Clarence M.</td>
<td>08</td>
<td>1958-59</td>
</tr>
<tr>
<td>Thomas H.</td>
<td>10</td>
<td>1960-61</td>
</tr>
<tr>
<td>John V.</td>
<td>12</td>
<td>1962-63</td>
</tr>
<tr>
<td>Milton H.</td>
<td>14</td>
<td>1964-65</td>
</tr>
<tr>
<td>Ginny D.</td>
<td>16</td>
<td>1966-67</td>
</tr>
<tr>
<td>Ben V.</td>
<td>18</td>
<td>1968-69</td>
</tr>
<tr>
<td>John O.</td>
<td>20</td>
<td>1970-71</td>
</tr>
<tr>
<td>William C.</td>
<td>22</td>
<td>1972-73</td>
</tr>
<tr>
<td>Thomas S.</td>
<td>24</td>
<td>1974-75</td>
</tr>
<tr>
<td>Paul W.</td>
<td>26</td>
<td>1976-77</td>
</tr>
<tr>
<td>Ed E.</td>
<td>28</td>
<td>1978-79</td>
</tr>
<tr>
<td>Sunny N.</td>
<td>30</td>
<td>1980-81</td>
</tr>
<tr>
<td>Frank Y.</td>
<td>32</td>
<td>1982-83</td>
</tr>
<tr>
<td>Thomas E.</td>
<td>34</td>
<td>1984-85</td>
</tr>
<tr>
<td>Gene R.</td>
<td>36</td>
<td>1986-87</td>
</tr>
<tr>
<td>Dick R.</td>
<td>38</td>
<td>1988-89</td>
</tr>
<tr>
<td>Thomas C.</td>
<td>40</td>
<td>1990-91</td>
</tr>
<tr>
<td>John C.</td>
<td>42</td>
<td>1992-93</td>
</tr>
<tr>
<td>Valerie W.</td>
<td>44</td>
<td>1994-95</td>
</tr>
<tr>
<td>Arnold R.</td>
<td>46</td>
<td>1996-97</td>
</tr>
<tr>
<td>Peggy T-R</td>
<td>48</td>
<td>1998-99</td>
</tr>
<tr>
<td>Morgan J.</td>
<td>50</td>
<td>2000-01</td>
</tr>
<tr>
<td>Victor L.</td>
<td>52</td>
<td>2002-03</td>
</tr>
<tr>
<td>Nancy K.</td>
<td>54</td>
<td>2004-05</td>
</tr>
<tr>
<td>Barbara B.</td>
<td>56</td>
<td>2006-07</td>
</tr>
<tr>
<td>Tom R.</td>
<td>58</td>
<td>2008-09</td>
</tr>
<tr>
<td>Nancy B.</td>
<td>60</td>
<td>2010-11</td>
</tr>
<tr>
<td>Bob C.</td>
<td>62</td>
<td>2012-13</td>
</tr>
<tr>
<td>Ron M.</td>
<td>64</td>
<td>2014-15</td>
</tr>
</tbody>
</table>
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).
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.
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.

Reprinted from Alcoholics Anonymous, P 574-575, with permission of A.A. World Services, Inc.
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.

-1-
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
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
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.
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.
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
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
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.
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.
ADOPTION

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