

# MARYLAND GENERAL SERVICE, INC.

## AREA 29 ASSEMBLY

### HANDBOOK

and Amended Bylaws of Maryland General Service, Inc.

Experience

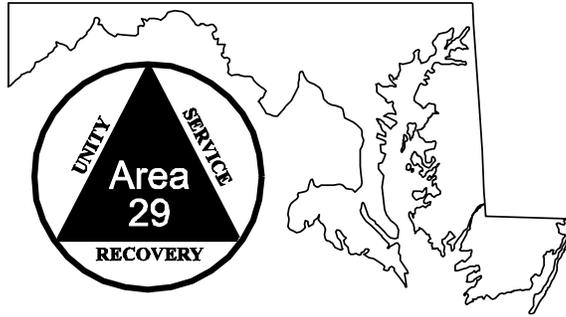
Strength

Hope

This Handbook is for use by A.A. members only.

**January 2026**





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## AREA 29 ASSEMBLY HANDBOOK

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# Maryland General Service Area 29 Assembly Handbook

## **The A.A. Preamble**

**ALCOHOLICS ANONYMOUS®** is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.  
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## **A Declaration of Unity**

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

## **I Am Responsible...**

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

Revised: January 2026

Area 29 Maryland General Service, Inc.

[www.marylandaa.org](http://www.marylandaa.org)

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# Maryland General Service Area 29 Assembly Handbook

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# Maryland General Service Area 29 Assembly Handbook

## FOREWORD

A.A.'s LEGACY OF SERVICE  
by Bill W.

“Our Twelfth Step – carrying the message – is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer – ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of service.

Concerning any given service, we therefore pose but one question: ‘Is this service really needed?’ If it is, then maintain it we must, or fail in our mission to those who need and seek A.A.” \*

This Maryland General Service (MGS) Area 29 Assembly Handbook provides a brief description of the purpose, duties, responsibilities, and practices of the MGS Area 29 Assembly and its trusted servants.

We know and recognize that no prior service committee or assembly decisions shall be binding on future committees or assemblies. This handbook is subject to change 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, 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.

It is hoped that you will find the same joy that we have found in participating in A.A. service and that you will gain an understanding and an appreciation of the contribution A.A. service makes to carrying the message to those who still suffer.

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# Maryland General Service Area 29 Assembly Handbook

## Spirituality in Action\*

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

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

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

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

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

\* This is a quote from Tom G., a former General Service Trustee, Canada, from a presentation at the 23<sup>rd</sup> General Service Conference.

# Maryland General Service Area 29 Assembly Handbook

## Service Structure of the Conference

### Overview

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

The components of our service structure are shown in the diagram below, with the A.A. groups, which "**The A.A. Group**" pamphlet calls "the fundamental unit of A.A.," shown at the top since that is where the ultimate responsibility lies. The corporations that perform the hands-on execution of A.A.'s 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.

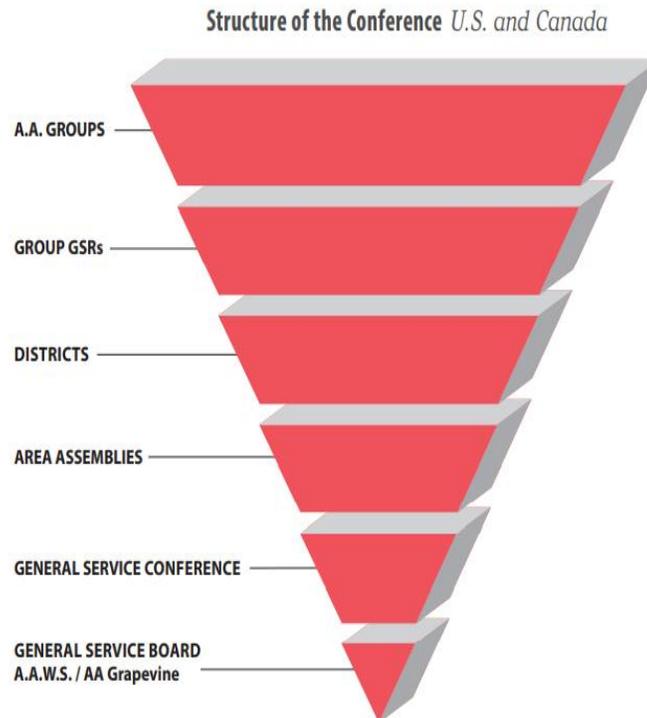


Diagram reprinted from The A.A. Service Manual, 2024-2026 Edition: pp 3 and 107 with permission of A.A. World Services, Inc.

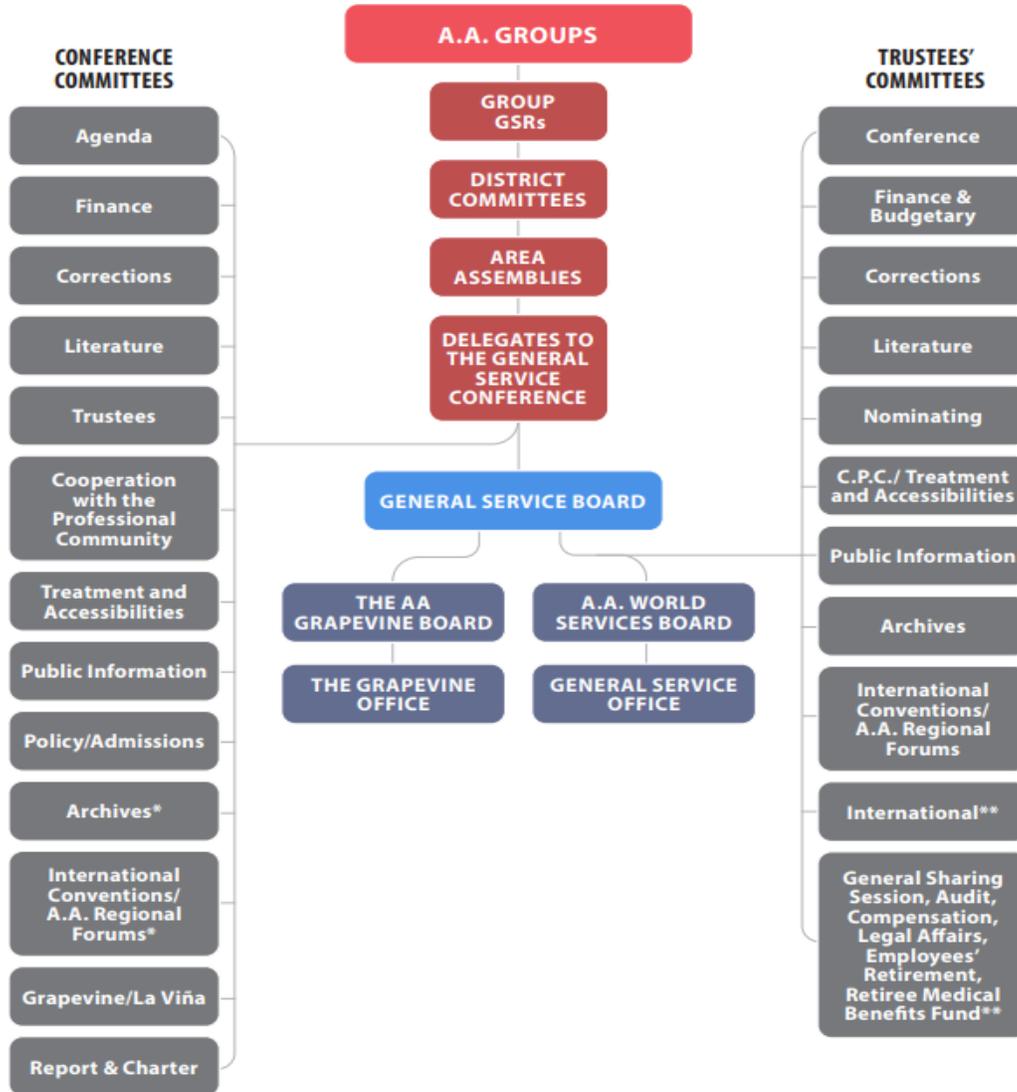
# Maryland General Service Area 29 Assembly Handbook

## The General Service Conference Structure

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

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

**THE GENERAL SERVICE CONFERENCE STRUCTURE *U.S. and Canada***



\* Secondary committee  
 \*\* No corresponding Conference committee.

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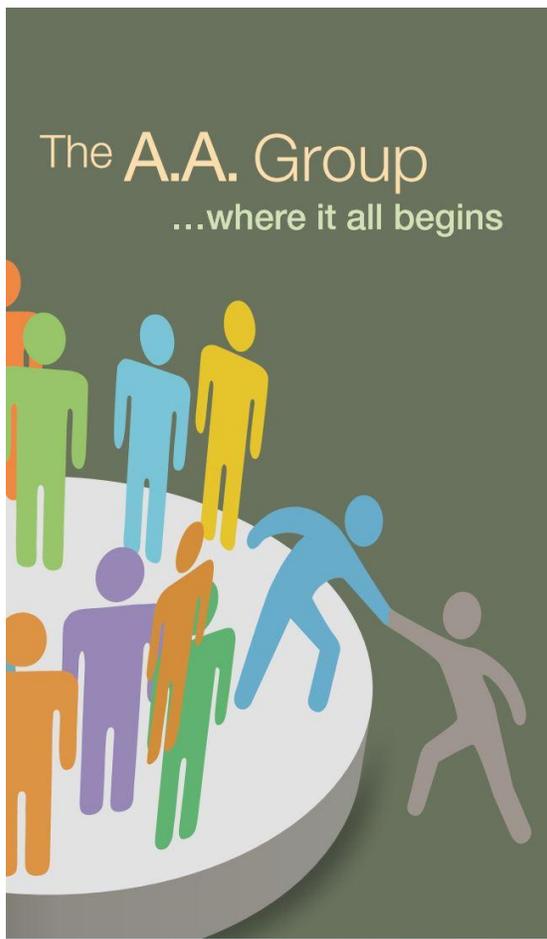
# Maryland General Service Area 29 Assembly Handbook

## The A.A. Group

When our co-founders sponsored the General Service Conference, they placed in the hands of the groups the future and destiny of the fellowship. It is suggested that the pamphlets **“The A.A. Group”** and **“Questions & 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 ensure the future of A.A., it is suggested that we belong to a home group, abiding by a common set of Traditions and having one voice in our group conscience, which is expressed in one vote through the General Service Representative.

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



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# Maryland General Service Area 29 Assembly Handbook

## The Group Conscience

***Tradition Two: 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.***

“The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.” \*

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.

“On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a ‘yes’ or ‘no’ count — precisely because it is the spiritual expression of the group conscience. The term ‘informed group conscience’ implies that pertinent information has been studied and all views have been heard before the group votes.” \*

## *The Principle of Rotation*

“Traditionally, rotation ensures that group tasks, like nearly everything else in A.A., are passed around for all to share. Many groups have alternates to each trusted servant who can step into the service positions if needed. To step out of an A.A. office you love can be hard. If you have been doing a good job, if you honestly don’t see anyone else around willing, qualified, or with the time to do it, and if your friends agree, it’s especially tough. But it can be a real step forward in growth — a step into the humility that is, for some people, the spiritual essence of anonymity. Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us ‘to place principles before personalities.’ Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no A.A. ‘status’ at stake, we needn’t compete for titles or praise — we have complete freedom to serve as we are needed”. \*

\*Reprinted with permission from page 28 of A.A. pamphlet P-16, *The A.A. Group... where it all begins.*

# Maryland General Service Area 29 Assembly Handbook

## Area 29 Map of Districts



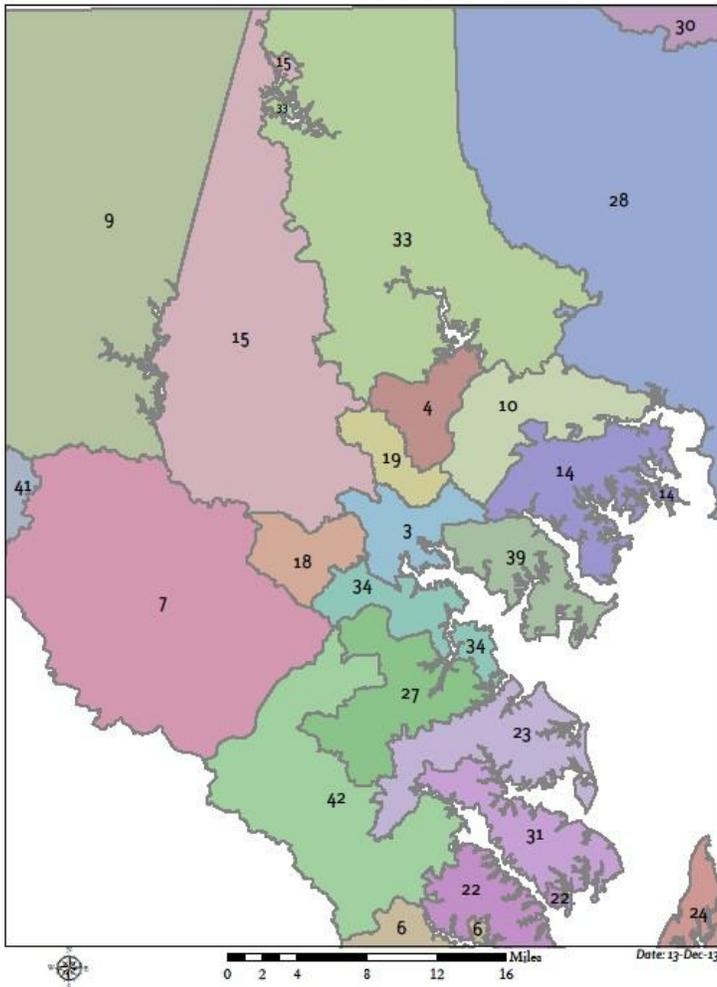
### Area 29 Districts

Dist.	Description	Dist.	Description
1	Calvert County	28	Balt & Harford zips 21009, 21010, 21013, 21014, 21015, 21040, 21047, 21050, 21051, 21082, 21084, 21085, 21087, 21132, 21132, 21154, 21156, 21161
3	Balt zips 21201, 21202, 21205, 21213 21216, 21217, 21223, 21230, 21231, 21287	29	Linguistic Groups in Area 29
4	Balt zips 21204, 21212, 21239, 21252, 21286	30	Harford zips 21001, 21005, 21015, 21017, 21028, 21034, 21078, 21160
6	Zips 20711, 20714, 20733, 20736, 20751, 20754, 20758, 20764, 20765, 20776, 20778, 20779, 21035, 21037, 21140	31	Anne Arundel zips 21012, 21146, 21409
7	Howard County EXCEPT zips 21771 & 21797	32	Worcester County
9	Carroll County	33	Balt zips 21030, 21031, 21053, 21057, 21093, 21111, 21120, 21131, 21152
10	Balt zips 21128, 21162, 21206, 21214, 21234, 21236, 21251	34	Zips 21225, 21227
11	Cecil County	35	Charles County
14	Balt zips 21220, 21221, 21237	36	St. Mary's County
15	Balt zips 21071, 21074, 21102, 21104, 21117, 21133, 21136 21153, 21155, 21163, 21207, 21208, 21215, 21235, 21241, 21244	37	Talbot County
17	Garrett & Allegany Counties	38	Dorchester & Caroline Counties
18	Balt zips 21043, 21228, 21229, 21250	39	Balt zips 21219, 21222, 21224
19	Balt zips 21209, 21210, 21211, 21218	40	Frederick County EXCEPT District 41
20	Washington County	41	Frederick & Howard zips 20871, 21704, 21754, 21757, 21770, 21771, 21774, 21776, 21791, 21793, 21797, 21798
22	Zips 21140, 21401, 21402, 21403, 21405	42	Anne Arundel zips 20701, 20724, 20755, 20794, 21032, 21054, 21076, 21077, 21113, 21114, 21240
23	Zips 21056, 21108, 21122	46	Kent County
24	Queen Anne's County		
25	Wicomico & Somerset Counties		
27	Anne Arundel zips 21060, 21061, 21090, 21144		

# Maryland General Service Area 29 Assembly Handbook

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

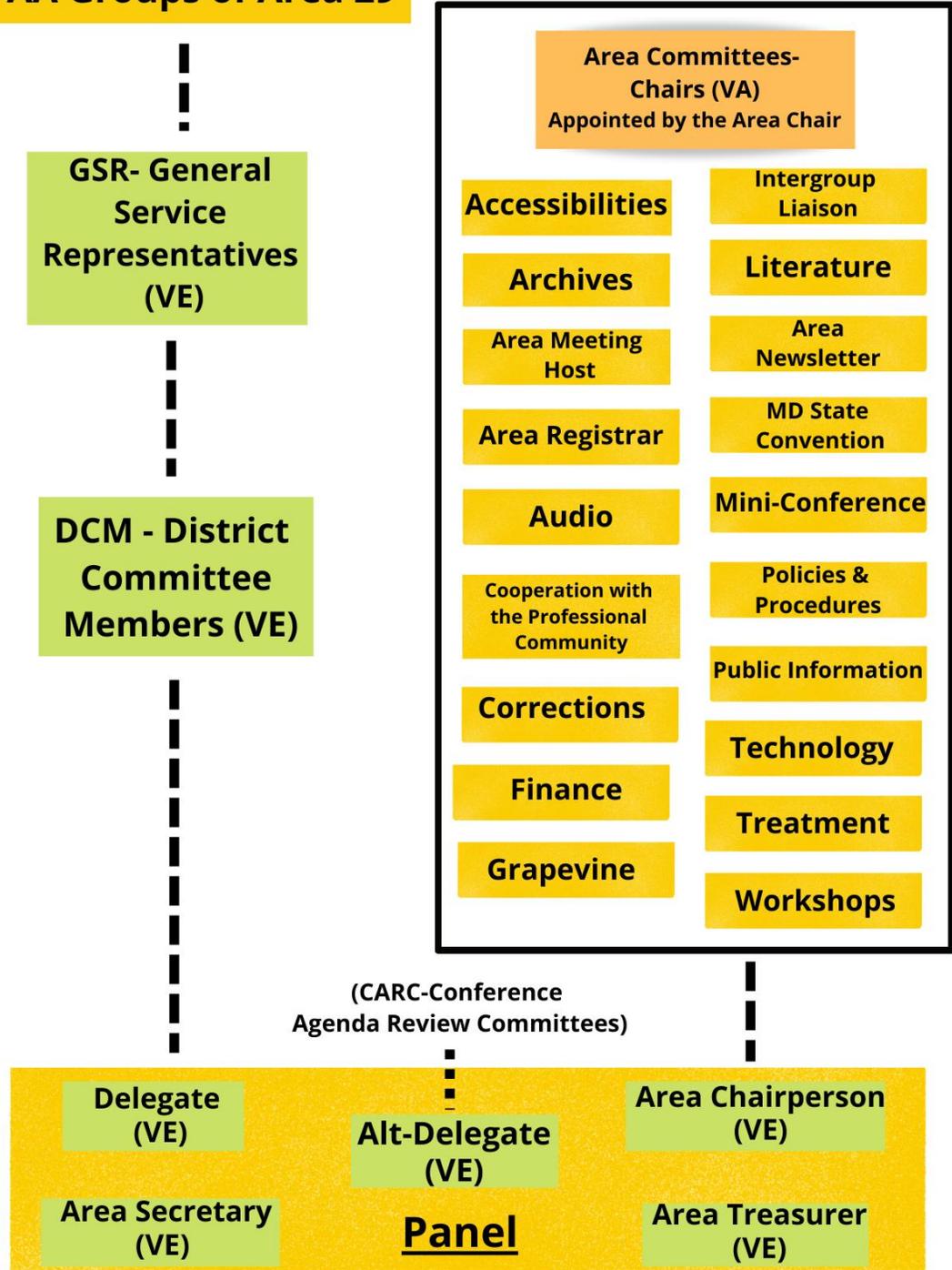
### Area 29 – Districts with Baltimore Zip Codes



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

**Structure inside the Maryland General Service Area Assembly**

**AA Groups of Area 29**



V-Voting Member E-Elected A-Appointed

# Maryland General Service Area 29 Assembly Handbook

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

“The GSR is the link between the group and “A.A. as a whole.” This link becomes a channel through which news, information, opinions and ideas can flow back and forth. Importantly, this also gives the group a voice in the affairs of the Fellowship. The GSR is that voice.

There is more than one way for GSRs to express their group’s thoughts and wishes — their conscience — in general service.

When the GSR is **present** at assemblies, the group’s voice is heard. The presence of a GSR says their group cares about what’s going on in the Fellowship and wants to learn and make its concerns and suggestions known.

When the GSR **participates**, the group’s voice is heard. It can be through a GSR sharing the group’s concerns across a conference table from other GSRs in a district meeting. It can be through questioning a budget item or proposing an idea important to the group at an area assembly. It can be through making an impassioned plea about an agenda item to the delegate on the eve of the annual General Service Conference meeting.

When the GSR **votes**, the group’s voice is heard. The GSR votes on the trusted servants to lead the district and the area as well as the delegate to represent the area at the annual General Service Conference meeting. The group’s voice is heard when the GSR votes on how best to use Seventh Tradition contributions to carry out Twelfth Step services.

What’s important is to participate. This manual is intended to help.

A General Service Representative job description appears in Chapter 1, p.7 in the 2024-2026 A.A. Service Manual. Reprinted with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

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

The district committee member, or DCM, plays a vital role in general service. While the GSR is the voice of a *group*, the DCM is the voice of a *district*. A district needs a leader. The GSRs will look to the DCM for guidance on being GSRs and serving their groups. They will look to the DCM to lead on forming an agenda for district activities. They'll want to be inspired and encouraged but not told what to do.

A DCM who can set their own opinions aside in favor of listening and supporting the district's GSRs and of understanding and advancing the conscience of the district's groups is practicing two important principles of leadership in A.A.: leading by example and serving with humility.

The DCM learns the thoughts, wishes and needs of the district's groups in different ways. Many districts set aside time in their meetings for GSRs to give reports on what's happening in their groups. This gives the DCM the opportunity to listen, to ask questions and to make suggestions (and to follow up to see if the suggestions helped).

The DCM also learns by visiting and communicating directly with the groups. Here, the DCM is serving as a resource — and not as a replacement for a GSR. In a group without a GSR, the DCM may be able to open a line of communication. Sometimes this stimulates interest within the group to want a GSR of their own.

What the DCM learns will eventually form the conscience of the district. As a member of the area committee, at area assemblies the DCM has the opportunity to express the district's conscience in more than one way:

- By asking questions and making suggestions on area business and proposing new ideas, perhaps for a new way to carry our message of recovery or a potential revision to a piece of A.A. literature
- By conveying the district's conscience to the delegate on issues coming before the annual General Service Conference, the DCM can help to make the district's conscience part of the delegate's thinking
- By voting on the area's trusted servants, including the delegate position, and the area's activities and budgets

A District Committee Member job description appears in Chapter 2, pp 13 and 14 in the 2024-2026 A.A. Service Manual. Reprinted with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

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

Any meeting of the Area GSRs and the Area Committee (see next page) is an Area Assembly. Members of the Area Assembly have a vote at the assembly. \* “The exception is the members of the Board of Directors (who have a vote at Area Assemblies only if fulfilling other positions that do have voting rights).”

\*\* “The areas hold an important position in the U.S./Canada General Service Conference structure. The areas are directly connected to the A.A. groups and their members through DCMs and GSRs. At the same time, they participate in the decision-making of A.A. through area delegates. At the heart of each area is the assembly meeting, where the democratic voice of our Fellowship expresses 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, this is done by electing a Delegate to serve as the area’s conscience at the annual General Service Conference, where decisions are made that affect A.A. throughout the U.S. and Canada. The Assembly may also carry out Twelfth Step work that may not be practical for groups, districts or intergroups to take on by themselves.

The Area Assembly also provides an opportunity for the DCMs and the individual A.A. groups, through their GSRs, to share their experience. The Area Assembly strives to:

- Sponsor area events such as the annual convention, various workshops and other service-related events that have area-wide significance
- Stimulate A.A. group involvement and participation in the assembly
- Ensure the right of the minority to be heard
- Encourage the groups to contribute to Maryland General Service Inc, and to the General Service Board 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, ensuring that their voices are 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 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

\*Per the Amended Bylaws Maryland General Service, Inc., Article 2.02(a)

\*\*Reprinted from The A.A. Service Manual, 2024-2026 Edition p 18, with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

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

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

\*“In accordance with Concept IV, members of the Board of Directors will have a vote at the Area Committee.”

The Area Committee, through its members listed above, has the leadership necessary to assist the Area Assembly in carrying out the business of the area. 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. Therefore, the primary purpose of the Area Committee is to \*‘‘provide 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.’’

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

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

\* Per the Article 2.05 of the Amended Bylaws Maryland General Service, Inc., this Handbook

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# Maryland General Service Area 29 Assembly Handbook

## Suggested Area Assembly and Area Committee Meeting Formats

Although the Maryland General Service Area Assembly and Maryland General Service Area Committee differ in purpose and composition as discussed on pp 14 and 15, the format (see below) and Procedures (see next page) are basically the same.

The Maryland General Service Area Assembly meets regularly during each calendar year, approximately bimonthly. The Area Committee meets three (3) to four (4) times during each calendar year, 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 process. An Orientation meeting for new GSRs and DCMs (including new Alternate GSRs and Alternate DCMs) will be scheduled generally prior to the meeting.

### A Typical Area Assembly or Area Committee Agenda

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

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

# Maryland General Service Area 29 Assembly Handbook

## Summary of Area Assembly and Area Committee Procedures

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

### **General Rules of Debate**

An item of business to be voted on by the Area Assembly or Area Committee is brought to the floor as a motion. If a second to the motion is made, discussion will follow. (An Area Committee recommendation is automatically a motion that has been made and seconded.) People who wish to speak line up at the microphones and are called on in order. Each person may speak for two (2) minutes. No one may speak for a second time on a topic until all who wish have addressed the issue for the first time. Voting is done by a show of hands, or electronic/online voting. 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 they feel 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 carefully considers the items before it and presents its recommendations to the Area Assembly for acceptance or rejection. This ensures that a greater 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 their 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, Chairpersons of Area Service Committees (or their co-chairs), and the members of the Board of Directors are eligible to vote. At Area Assembly meetings, all GSRs (or their alternates) and all voting members of the Area Committee listed above have a vote. The exception is members of the Board of Directors (who have a vote at Area Assemblies only if fulfilling other positions that do have voting rights).

# Maryland General Service Area 29 Assembly Handbook

## Purpose of the Area 29 Conference Agenda Review Committees

The purpose of the Conference Agenda Review Committees (“CARC(s)”) is to help prepare the Area Delegate 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 last Area Assembly prior to the General Service Conference (GSC) submission deadline. The CARC will consist of GSRs and DCMs in the designated districts, as well as Area Service Committee Leaders, Past Delegates, Area Officers, and all interested members of the fellowship. Each CARC will choose a CARC Leader\*, Recorder, and alternates, to facilitate the meetings and help prepare reports and presentations for the annual Mini-Conference.

Each CARC will discuss 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.

Area Service Committees are responsible for reviewing any Kit and Workbook available from GSO that corresponds to their committee and bring any recommendations for changes to the area. Each Committee Chairperson will participate in at least one CARC meeting.

Conference Agenda Review Committees (CARCs)	1	2	3	4
<b>Districts:</b>	24	1	3	7
	25	6	4	9
	32	22	10	17
	37	23	11	20
	38	27	14	40
	46	31	15	41
		35	18	
		36	19	
		42	28	
			29	
			30	
			33	
			34	
			39	

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

- Choose a CARC Leader, 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 the resulting General Service Conference Advisory Actions and Additional Considerations
- Recommend, beginning in May, but no later than the last Area Assembly prior to the GSC submission deadline, Proposed Agenda Items (PAIs) to be submitted by the Area 29 Delegate to the GSC Coordinator for possible inclusion on the GSC Agenda. These items must be approved by a vote of the Area Assembly before the Agenda submission deadline

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 the Area Alternate Delegate for CARC Leader and Mentor Guideline

# Maryland General Service Area 29 Assembly Handbook

## Suggested General Service Timetable

Month	GSB/NE Region	CARCs*	Area 29*
<b>January</b>	General Service Board Meeting	Elect CARC Leader and Recorder if not done in December. Appoint CARC mentors Begin scheduling CARC meetings for February and March	<b>Area Panel Planning Meetings</b> (Area Officers and Service Committee Chairs and alternates may meet with Area Chair. DCM and alternates may meet with Area Delegate) Newly elected panel takes office in even years
<b>February</b>	Final Agenda provided to Delegate @ Feb 15  + Northeast Regional A.A. Service Assembly (NERAASA)	Delegate receives Final GSC Agenda, works with Past Delegates to create Modified Agenda for CARC discussions. Begin holding CARC meetings	<b>Area Committee</b> Alternate Delegate provides Modified Agenda to CARCs
<b>March</b>	Northeast Regional Delegates (NERD) Convention (Delegates only)	Continue holding CARC meetings. Choose presenters and prepare for Mini-Conference	<b>Area Assembly</b> This Assembly is designated as the “Annual Meeting of the Corporation”
<b>April</b>	General Service Conference (GSC) in New York	Prepare Delegate and educate attendees by presentations at Mini-Conference	<b>Mini-Conference</b> CARC presentations to prepare Delegate for GSC
<b>May</b>		Re-convene after Delegate Report-back to review GSC Advisory Actions and Additional Committee Considerations	<b>Area Assembly</b> Delegate reports to Area on GSC
<b>June</b>	NERF in odd years	Continue meeting to discuss Proposed Agenda Items (PAIs) for next GSC	<b>Maryland State Convention</b> (unless scheduled for a different month)
<b>July</b>	General Service Board meeting International Convention of A.A. every 5 years	Continue meeting to discuss PAIs for next GSC	<b>Area Committee</b> Opportunity for CARCs to present GSC PAIs for Area approval. Committee chairs review budget to begin preparing for next year.
<b>August</b>		Deadline for PAIs for the GSC may be Sept 30	<b>Area Assembly</b> Final opportunity for CARCs to present GSC PAIs for approval by Area.
<b>September</b>	PAIs for next year’s GSC may be due to the Conference Coordinator by Sept 30		<b>Area Committee</b>
<b>October</b>	General Service Board meeting Final General Service Conference Report distributed	Area Business suspended.	<b>Area Assembly</b> Business suspended for Officer elections in odd years; Area Inventory in even years Election of Northeast Regional Trustee (NERT) Candidate and Trustee at Large US Candidate every 4 years (See bottom of page on Third Legacy Procedure in this handbook)
<b>November</b>			<b>Area Committee</b> Proposed Budget will be presented.
<b>December</b>		May have DCM luncheon at Assembly to choose and train CARC Leaders and Recorders	<b>Area Assembly</b> Final vote on Budget by Assembly  Officer and Service Committee Chair turnover in odd years.

\*The suggested General Service Timetables and the Suggested Training Schedule are subject to change according to the GSC schedule or at the discretion of the Area Chairperson. New GSR and DCM Orientations are offered 30 minutes prior to the beginning of every Area 29 meeting.

+ Encourage Area Service Committee Chairs/Co-Chair 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 A.A. as a whole.

# Maryland General Service Area 29 Assembly Handbook

## Suggested Timetable for Area or District Training

Month	Suggested Training at Area* or District
<b>January</b>	<p align="center"><b><u>Area Orientation for Committee Chairs</u></b></p> <p><b>Even Years</b> – Committee Process, How to Write Committee Report, Hyperdrive Tour thru Service Manual and MGS Handbook, Expense Reimbursement, and Planning for the year. Former and new committee chairs meet. A.A. Robert’s Rules &amp; Handbook Review</p> <p><b>Odd Years</b> – Rotation Notebook, Plan for Year, Review of Committee work/accomplishments over the past year of the Panel, A.A. Robert’s Rules Review.</p> <p align="center"><b><u>District – New GSRs</u></b></p> <p>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</p>
<b>February</b>	<p align="center"><b><u>Area – DCMs</u></b></p> <p>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?</p> <p align="center"><b><u>District – GSRs</u></b></p> <p>From GSR Workbook: The Service Triangle, Where is my Area? My District? GSR Participation at Area, What is a CARC?</p>
<b>March</b>	<p align="center"><b><u>Area – DCMs/GSRs</u></b></p> <p>MGS Handbook: The Service Triangle, What is a Committee? Assembly? Robert’s Rules, Why do we have a Conference?</p> <p align="center"><b><u>District – GSRs</u></b></p> <p>CARC Participation; What is the Mini-Conference? Why attend?</p>
<b>April</b>	<p align="center"><b><u>District – GSRs</u></b></p> <p>Encourage all to attend and participate in Mini-Conference</p>
<b>May</b>	<p align="center"><b><u>Area – DCMs/GSRs</u></b></p> <p>Effective Reporting to District/Home Group – after Report Back</p>
<b>June</b>	<p align="center"><b><u>District – GSRs</u></b></p> <p>Why does the CARC Process continue? Submitting a Proposed Agenda Item (PAI) to the Area, GSO.</p>
<b>July</b>	<p align="center"><b><u>Area – DCMs</u></b></p> <p>MGS Handbook-Committees: How can I participate at the Area? What are the service opportunities? (A short job fair) Overview of AA Guidelines. Budget evaluation and How to create next year’s budget.</p>
<b>August</b>	<p align="center"><b><u>Area – DCMs/GSRs</u></b></p> <p><b>Even Years</b> – Why do we take an Area Inventory? How do we prepare? Why participate?</p> <p><b>Odd Years</b> – Concept IX – Choosing our trusted servants wisely; Describe the duties of officers before election day; Discuss timeline for election of new DCMs and GSRs. Preparing members to stand for elections: Service Resume</p>
<b>September</b>	<p align="center"><b><u>Area – DCMs</u></b></p> <p>MGS Handbook-Committees: How can I participate at the Area? What are the service opportunities? Prepare members to stand for positions in Oct.</p> <p align="center"><b><u>District – GSRs</u></b></p> <p><b>Even Years</b> – Why &amp; How of an Area Inventory</p> <p><b>Odd Years</b> – Training on Election Process; Preparing members to stand for elections; How do we choose our trusted servants?</p>
<b>October</b>	<p align="center"><b><u>Area</u></b></p> <p>Regular Business Suspended for Third Legacy Procedure Election in odd years or Area Inventory in even years.</p> <p align="center"><b><u>District – GSRs</u></b></p> <p>Encourage all to attend and participate in Area Election of Officers in odd years or Area Inventory in even years</p>
<b>November</b>	<p align="center"><b><u>Area – DCMs</u></b></p> <p>Nuts and Bolts of a Rotation Notebook; Why Service Sponsorship is A Valuable Tool</p> <p align="center"><b><u>District – DCMs and GSRs</u></b></p> <p>Prepare new DCMs/GSRs for rotation in January. Service sponsorship; Promote Gratitude Month – giving back</p>
<b>December</b>	<p align="center"><b><u>Area - CARC Leaders and Recorders</u></b></p> <p>CARC Process, Role of the CARC Leader and Recorder</p> <p align="center"><b><u>Area – DCMs and GSRs</u></b></p> <p>I’m rotating on...what do I do now? Consider committee work.</p> <p align="center"><b><u>District – DCMs and GSRs</u></b></p> <p>Continued preparation for new DCMs and GSRs to assume their jobs in January</p>

\*The suggested General Service Timetables and the Suggested Training Schedule are subject to change according to the GSC schedule or at the discretion of the Area Chairperson. New GSR and DCM Orientation is scheduled prior to the beginning of the Area 29 meeting.

# Maryland General Service Area 29 Assembly Handbook

## Election of Area 29 Officers

### Timing of the Elections

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

### Eligibility for Nomination

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

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

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

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

### Voting Procedure

Third Legacy Procedure, as described on pp 114 and 115 of The A.A. Service Manual, 2024-2026, 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 Service Committees (or their Co-Chairs)

# Maryland General Service Area 29 Assembly Handbook

## Third Legacy Procedure

AA's Third Legacy Procedure is an electoral procedure used in Area 29 primarily for the election of Area Officers and Regional Trustee or Trustee-at-Large Candidates.

### THE THIRD LEGACY PROCEDURE

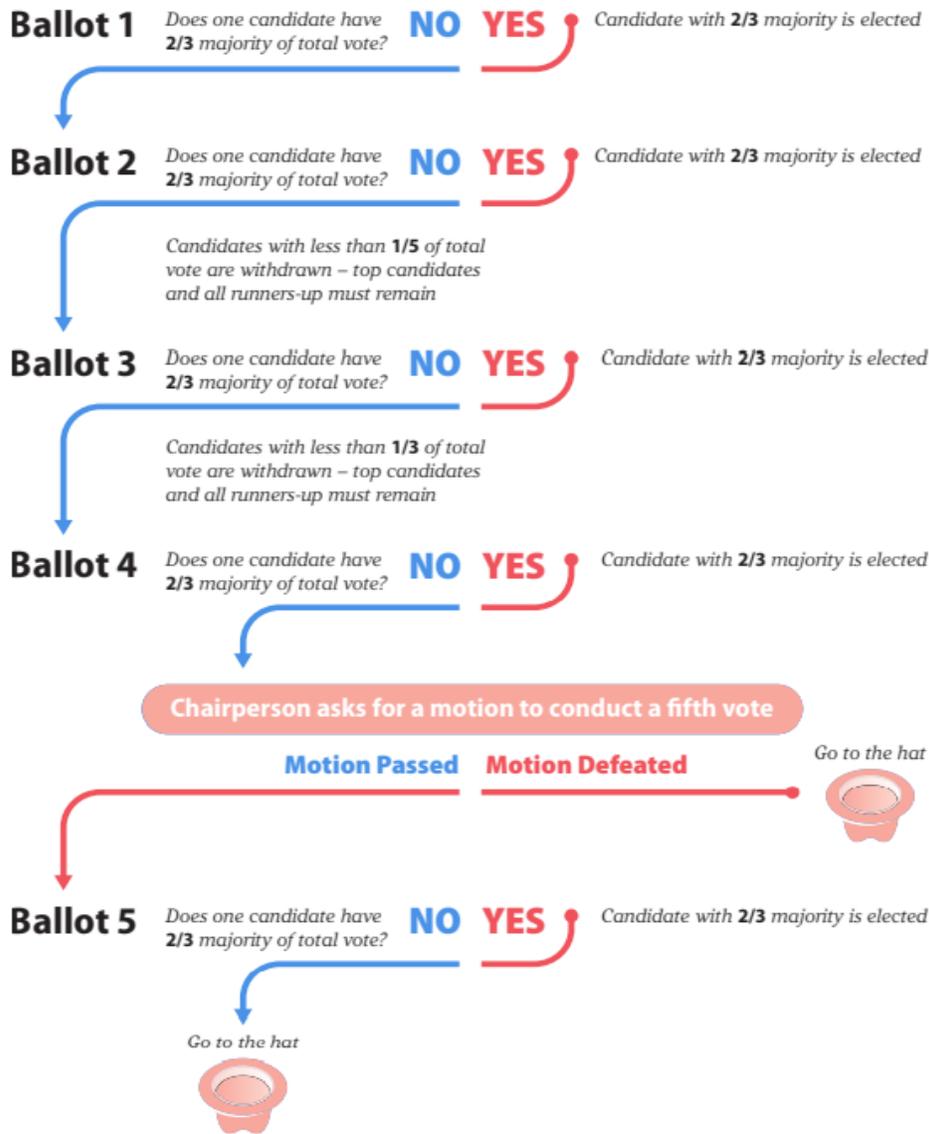


Diagram from The A.A. Service Manual, 2024-2026, p 115. Reprinted with permission of A.A. World Services, Inc.

## Regional Trustee & Trustee-at-Large Candidate

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

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Delegate

- Attends the annual General Service Conference in April/May 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 ensure a smooth transition in the event that it may become necessary for the Alternate Delegate to assume the Delegate's responsibilities
- Participates in Northeast Regional service activities
- Attends scheduled meetings of General Service Conference Members held periodically throughout the year
- Makes the quarterly group contribution reports, provided by the General Service Office, available to the Area Assembly
- Responds to anonymity breaks in Area 29
- Prepares the annual Delegate's budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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
- Upon receipt of the annual General Service Conference Agenda, coordinates a meeting with Area 29 Past Delegates and the Alternate Delegate to review and select items to create a Modified Agenda for discussions by Area 29 Conference Agenda Review Committees (CARC)
- Facilitates the Regional and At-Large Trustee Elections
- 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 Area Newsletter
- 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
- Coordinates regularly with the Area Registrar to help keep Area records current

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area 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, Mentors, and DCMs to help prepare for presentations at the Area 29 Maryland General Service Mini-Conference
- Attends scheduled meetings hosted by the Northeast Regional Trustee
- Prepares the annual Alternate Delegate’s budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- 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 Assemblies and Area Committee meetings
- Prepares agendas and conducts the Area Assembly and Area Committee meetings
- Useful to have a working knowledge of Robert's Rules of Order
- Designates the Area Assembly in March of each year as the annual meeting of the corporation according to the Maryland General Service, Inc. Amended Bylaws
- Area Assembly in October of even years is Area Inventory and odd years is Area Elections
- Appoints Area Service 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 Committee meetings
- 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
- Has the authority to 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 have been expressly delegated to some other officer or agent of the Corporation
- Maintains the corporate documents and services as assigned in the "Maintenance of Corporate Documents and Services" chart found in this handbook
- Prepares the annual Chairperson's budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Secretary

- Attends the Area Assembly and Area Committee meetings
- Prepares, reports, and distributes by electronic or postal mail delivery systems, as appropriate, the minutes of the Area Assembly and Area Committee meetings not less than 10 days before those meetings
- Downloads the zoom recordings and transcripts to the Maryland General Service Audio file on the shared network
- In performing their duties, frequent communication between the Registrar, the Webmaster, and the Secretary may be necessary to coordinate distribution of minutes and notices
- Update and maintain Document of Area Motions, Document of Area Motions Passed, and Document of Current Area Procedures to be provided to incoming Secretary, with a copy to the Area Archives
- Shall maintain the corporate documents and services as assigned in the “Maintenance of Corporate Documents and Services” found in this handbook
- At end of two-year term, provides all corporate records to incoming Secretary with instructions to access them on-line
- At end of two-year term, provides all paper copy and electronic versions of Area meeting minutes in their possession to the Area Archives
- Ensures that all approved minutes are shared in the Secretary drive and collaboration software on the current electronic storage in use by the Area with access given to all panel officers and to the Area Archives
- Prepares the annual Secretary’s budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- As requested, attends group, Intergroup, District or other Area A.A. events to share information and knowledge of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Duties and Responsibilities of Area Officers

### Area Treasurer

- Attends the Finance Committee, Area Assembly and Area Committee meetings
- Opens and maintains a checking account for the purpose of transacting all Maryland General Service Area Assembly business. Check signing authorization for all MGS bank accounts will be executed and maintained by the Treasurer and the financial institution
- 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 Maryland General Service, Inc.
- Sends a contribution to the General Service Board for the Delegate's attendance at the General Service Conference
- Reports the opening balance, income, expense, budget tracking and variances, and closing balance for each fund at each Area Assembly and Area Committee; copies of the supporting detail are to be available for review by the membership
- In the spirit of Concept III, service leaders within Area 29 are delegated authority regarding specific funds (Literature, Grapevine/LaViña, MD State Convention, etc.). Those service leaders holding such custodial authority are responsible for providing the required reporting information to the Treasurer for consolidation into financial reports
- Will be familiar with the Internal Control Policy as approved by the Area Assembly, comply with the requirements, and Financial suggest changes as necessary for efficiency of financial operation to better serve the members of Area 29
- Works with outside accountant to provide necessary year-end financial information for State and Federal tax preparation and ensures that completed returns are signed by the MGS Chairperson before they are filed
- Shall maintain the corporate documents and services as assigned in the "Maintenance of Corporate Documents and Services" found in this handbook
- Prepares the annual Treasurer's budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter
- 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**

## **Purpose, Duties and Responsibilities of the Maryland General Service, Inc. Board of Directors**

The Maryland General Service, Inc. Board of Directors (the Board), through experience, service, and wisdom, advises and guides the Area Assembly of Maryland General Service, Inc. The directors are members of the Corporation, the Area Assembly, and the Area Committee, where they are invited to participate and share information from their experience.

### **Voting**

The Board has a vote at the Area Committee which provides leadership and guidance to the Area Assembly. They do not, however, have a vote at the Area Assembly unless serving in a position that does have voting rights.

### **Membership**

On January 1 of even years, the Immediate Past Delegate becomes a member of the Board and assumes the role of President, presiding at all Board meetings. The other members of the Board are the current Delegate, the Area Chairperson, and the two (2) most recent Past Delegates who are willing to serve.

The Board consists of five (5) members who serve until their resignation or removal as designated by the Amended Bylaws of Maryland General Service, Inc. There are always three (3) Past Delegates and never more than the two (2) Officers (Area Delegate and Area Chairperson) as Directors.

### **Duties and Responsibilities**

The Board has such powers and duties as prescribed in Article Three of the Amended Bylaws of Maryland General Service, Inc. in the back of this handbook. Those duties include, but are not limited to:

1. Schedule the annual meeting of the Board prior to the first regular Area Assembly of the year, which is designated as the Annual Meeting of the Corporation. This Area Assembly is called by the Area Chairperson, approximately in March
2. Make the final recommendation to the Area Assembly on all investments of corporate assets over \$1,500.00
3. Facilitate the Biennial Area Election
4. Following the Biennial Election, typically in December, meet with the outgoing and incoming panel to provide oversight of the Area Rotation meeting
5. Perform any duties assigned by the Area Assembly or Area Committee.
6. Attend Area Assembly and Committee meetings
7. Is encouraged to write and submit service-related articles for the Area Newsletter

### **Resignation and Vacancies**

Any Director may resign at any time by giving written notice of such resignation to the Board of Directors. Any vacancy on the Board will be filled for the unexpired portion of the term by a majority vote of the Directors then serving.

## Maryland General Service Area 29 Assembly Handbook Maintenance of Corporate Documents and Services

Document or Service	Action and Timeline	Responsible Position	Comments
Liability, Directors and Officers Insurance	Review, update, and renew annually in January	Area Chairperson	Area Secretary and/or Treasurer forward to Area Chair for signature *Insurance Policy scanned and placed on MGS Panel SharePoint
Corporate Documents 1. Amended MGS Bylaws 2. Articles of Incorp.	Review annually in January	Area Chairperson	Review Articles of Incorp for status and compliance on MDAT website *
Outside Resident Agent	Review annually in January for performance and update of Area contact	Area Chairperson	Area Secretary and/or Treasurer forward to Area Chair for signature
Annual Tax Document	Deadline to Sign and File final document prior to May 15	Area Chairperson	Area Treasurer will forward to Area Chair for signature
Area Inventory	Maintained for each Biennial Inventory	Area Chairperson	A living document maintained on the Area SharePoint
Annual Tax Information for Accountant	Work with outside accountant to provide necessary financial information for tax preparation.	Area Treasurer	Outside accounting firm has access to MGS QuickBooks account. Tax Documents are prepared from documents accessed.
Annual Tax Document	Receive from accountant to obtain signature of Area Chair	Area Treasurer	Deadline to file is May 15 *
Annual Tax Filing	Confirm annually that accountant has filed	Area Treasurer	Deadline to file is May 15*
W-9 (Request for Taxpayer ID# and Certification)	Provide as requested	Area Treasurer	
MD Business Personal Property Assessment	File annually by April 15	Treasurer/Accountant	File on MDAT website *
Tax Exempt Status and Certificate	Renew every 5 years	Area Secretary	Last updated August 2022 Expires September 2027 *
Compilation of Area Minutes	Update after each Area Committee and Assembly approves Minutes	Area Secretary	
Document of Motions	Update after each Area Committee and Area Assembly	Area Secretary	All motions made at Area Committee and Area Assembly, including result: Pass or Fail
Document of Current Procedures	Update after each Area Assembly	Area Secretary	Only motions passed at Assemblies which dictate how the Area currently functions. Obsolete or superseded motions are not included.

\* All Maryland documents can be accessed at <https://egov.maryland.gov/BusinessExpress>

# Maryland General Service Area 29 Assembly Handbook

## Area Service Committees

Area Service Committees are created by the Area Assembly. Their primary purpose is to carry out the wishes and directions given by the informed group conscience of the Area Assembly. Chairpersons of Area Service 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.

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

- Accessibilities
- Archives
- Area Meeting Host
- Area Newsletter
- Area Registrar
- Audio
- Cooperation with the Professional Community (CPC)
- Corrections
- Finance
- Grapevine/LaViña
- Intergroup Liaison
- Literature
- Maryland State Convention
- Mini-Conference
- Policies & Procedures
- Public Information (PI)
- Technology
- Treatment
- Workshops

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Accessibilities Committee

The purpose of the Accessibilities Committee is to determine resources and recommend activities that will help carry the message of A.A. to those with accessibility needs whether the needs are mental, physical, geographic, cultural or other factors that vary among us.

**Duties and Responsibilities of the Accessibilities 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 purpose of the Accessibilities committee and uses as a resource the A.A. Accessibilities Kit/Handbook
- Attends Area Assembly and Committee meetings and provides monthly activity reports
- Shares information and A.A. program resources with AA members, meetings, groups, districts, and Intergroups experiencing accessibility needs, including but not limited to:
  - Deaf/Blind, Hard of Hearing
  - Blind or Low Vision
  - Homebound/Bedridden
  - Speech and Language Barriers
  - Military/ Veterans
  - Reading Comprehension
  - Remote Communities
  - Foreign language or English as a second language
  - Cooperation with the Elder Community/CEC
  - Executive Functioning: ADHD, Autism, Brain injury
  - Nursing Homes/Assisted Living
  - Loners Internationalists Correspondence Service
  - Childcare Availability
  - Lack of Transportation/Mobility
- Coordinates with Technology Committee to ensure that Accessibilities resources are maintained and updated for the Area 29 Accessibilities webpage
- Coordinates with the Area 29 Linguistic District, Maryland Deaf Access, and all others as needed
- Locates and schedules interpreters for each Area assembly and committee meeting and works with the Treasurer to coordinate payments for services
- Encourages districts and Intergroups to have an Accessibilities Committee and serves as a resource
- Keeps a listing of ASL and Spanish interpreters, and A.A. meetings interpreted within Area 29
- Makes available Accessibilities-related materials such as Braille, audio, video, non-English speaking A.A. literature, meeting listings, posters, and flyers
- Stays familiar with accessibility resources and with simple accessibility apps and technologies
- Prepares the annual Accessibilities Committee budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end of this handbook
- Is encouraged to write and submit service-related articles for the Area Newsletter
- Attends one or more Conference Agenda Review Committee ("CARC") meetings and the Area Mini Conference.
- As requested, attends groups, Intergroup, District or other Area A.A. events to share information and knowledge of Accessibilities and the A.A. program of recovery and fellowship

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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

- 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
- 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 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 29 Handbook
- Responsible for the collection and safekeeping of paper and electronic 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
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter
- As requested, attends group, Intergroup, District or other Area A.A. events to share information, knowledge and archives materials of the A.A. fellowship

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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

- 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
- Coordinates with the Area Chairperson or Area Secretary to ensure that a Liability Insurance Certificate is secured in advance if required by the venue
- Coordinates, with the Area Chairperson, requests from Districts to host Area 29 Committee or Assembly meetings ensuring that accurate venue information, along with location and directions, is provided for the annual meeting calendar
- Discusses with the hosting District, room set up needs for an Area Assembly or Area Committee meeting providing ongoing guidance and suggestions up to and including the day of the meeting
- When coordinating with Districts, ensures that locations selected are fully accessible venues, including but not limited to stairs, parking, and restroom 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
- Ensures that the hosting District takes an accurate inventory of Area supplies when received, before purchasing additional supplies
- Ensures that the hosting District passes all Area supplies on to the next hosting District after the meeting
- Prepares the annual Area Meeting Host's budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Area Newsletter Committee

The purpose of the Area Newsletter Committee is to compile and edit articles submitted to the Area Newsletter by A.A. members and to organize and distribute the newsletter. (Note: Past “Our Common Welfare” Newsletters may be viewed on the Maryland General Service website.)

**Duties and Responsibilities of the Area Newsletter 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 Area Assembly and Area Committee meetings
- Solicits, coordinates, edits and organizes newsletter articles
- Arranges for distribution of newsletter
- Remains available and open to all ideas and suggestions to make newsletter more informative, useful and interesting
- Prepares the annual Area Newsletter budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini-Conference

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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

- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities. Recruits and registers an Alternate Registrar and provides training for the Alternate to serve as Registrar on the next panel.
- Should have a working knowledge of computers, database entry, and Microsoft Office, especially Excel, Word, and other programs used to assist Area 29 sign-in and voting procedures
- 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 the GSO supported database
- Attention to detail is important to ensure accuracy of all database entries and reports
- Provides Area Delegate with new group information to assist DCMs in contacting and welcoming new groups to Area 29
- Maintains a current e-mail list and snail mail list of all group GSRs and Alt GSRs, DCMs and Alt DCMs, Area Officers, Area Service Committee Chairpersons and Co-Chairpersons, and Past Delegates. Maintains and updates the Area 29 MGS Roster and places on SharePoint. Updates the email list on the email server. Downloads spreadsheet from GSO database that contains all addresses for all registered service positions in Area 29 and places on SharePoint
- Prepares the annual Registrar budget request to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 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 Area Newsletter

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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

- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Attends the monthly Area Assembly and Area Committee meetings, as well as the Mini-Conference for the purpose of setting up the sound system to provide audio support and to ensure that a recording of the proceedings is made
- Coordinates with the Technology Committee Chair to ensure that a copy of each meeting recording is made available upon request 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
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini-Conference

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

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

The purpose of the C.P.C. Committee is to inform professionals and future professionals about A.A. – what we are, where we are, what we can do and what we can no do to carry the message to the alcoholic that still suffers.

**Duties and Responsibilities of the CPC 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 CPC Committee responsibilities using the A.A. CPC Kit/Workbook as a resource
- Organizes and chairs regular CPC Committee meetings, coordinating information for report back to the Area Assembly and Area Committee meetings
- Works closely with MGS Committees such as PI, Treatment, Corrections, and Accessibilities on staffing and funding AA booths and public exhibitions to reach local professionals such as HR, Clergy, Legal, Correctional, Healthcare, and the general public through Universities and Colleges, Public Health, Wellness and Safety Fairs
- Work with Professionals to inform them of our AA Deaf Community, how to reach those who are Deaf, and to inform the public and professionals of available Deaf AA meetings
- Works with Professionals to inform them of our AA Hispanic Community, how to reach the Hispanic Communities, and of available Hispanic AA meetings
- Coordinates the use of Area 29 CPC display racks, pamphlets, and/or poster boards as well as the CPC displays provided by GSO at professional exhibits throughout Area 29
- Work with MGS Literature Committee to maintain an inventory of CPC materials for exhibitions
- Considers upkeep of a monthly or quarterly Professionals Newsletter on a professional platform to publish AA resources and information to subscriber list
- Assists the Area in activities such as workshops, conferences, state conventions, and days of sharing
- Keeps the CPC Coordinator at GSO informed of Area 29 CPC activities
- Ensures that the CPC Workbook and Kit have the necessary updates from panel-to-panel
- Stays informed of the AA service pieces including CPC pamphlets and MG-11 - A.A. Guidelines on Cooperation with the Professionals
- Helps committee members stay informed on A.A., its history, and stays prepared to give accurate and positive presentations of Alcoholics Anonymous to the public
- Assists the Policies & Procedures Committee in its update of this handbook by providing updates to the CPC Duties and Responsibilities every two years
- Periodically update the Area website, via the Technology Committee, with relevant information.
- Prepares the annual CPC Committee budget request to the Finance Committee
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end of this handbook
- Attends one or more Conference Agenda Review Committee (“CARC”) meetings, and the Area Mini Conference
- Is encouraged to write service-related articles for the Area Newsletter
- 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

## Purpose, Duties and Responsibilities of Area Service 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 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
- Encourage corrections correspondence between A.A. members and persons in custody.
- Stay abreast of technological innovations and communications channels that facilitate carrying the AA message behind the walls to persons in custody
- Participate in the National Corrections Conference and similar national and regional forums to share information among Areas to carry AA's message to members behind the walls
- 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 A.A.

**Duties and Responsibilities of the CPC 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
- 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
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- 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

## Purpose, Duties and Responsibilities of Area Service 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

- 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
- 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
- Works with the Finance Committee to prepare 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 29 Handbook
- Initiates change in financial policies and procedures when necessary
- Assists each Committee of the Area in the preparation, presentation and management of Area budgets
- Works with Area Treasurer to select 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
- Provide oversight and email verification of bank reconciliation to the Area Treasurer
- 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
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Grapevine/LaViña Committee

The purpose of the Grapevine/LaViña 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/LaViña 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
- Chairs Grapevine Committee meetings, as needed
- May coordinate any 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
- May open bank accounts as referenced in Internal Financial Control Policy of this handbook
- Coordinates A.A. Grapevine display and sales for the Area 29 State Convention 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
- Provides timely financial information to the Treasurer that is necessary to prepare consolidated financial reports
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- 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

## Purpose, Duties and Responsibilities of Area Service 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; encourage communication among the Intergroups in Area 29; assist Area 29 Intergroups in carrying A.A.'s message of recovery.

**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

- 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
- 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
- Subscribes to newsletters from all Intergroups within Area 29, and mails or emails the Area Newsletter to Intergroups
- Invites Intergroup Liaison Committee members to attend Area Assembly and Area Committee meetings and address issues 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
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 provide a report back to the Assembly and Intergroups in Area 29 following the event
- Is encouraged to write and submit service-related articles for the Area Newsletter
- Is encouraged to attend at least one Conference Agenda Review Committee ("CARC") meeting and the Area Mini-Conference

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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, Area Committee, Mini-Conference, and Maryland State Convention.

**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

- Forms a working committee of A.A. members to assist in carrying out the performance of these responsibilities
- Attends the Area Assembly, Area Committee meetings, Mini-Conference, and Maryland State Convention
- 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 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
- Provides timely financial information to the Treasurer that is necessary to prepare consolidated financial reports
- May open bank accounts as referenced in the Internal Financial Control Policy found in this handbook
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end of this handbook and request reimbursement as provided in the Area 29 Budget for this committee and approved by the Area Assembly each year
- Attend 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 Area Newsletter
- 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

## Purpose, Duties and Responsibilities of Area Service Committees

### Maryland State Convention Committee

The purpose of the Maryland State Convention Committee is to plan and present a fully self-supporting Area 29 Maryland State Convention each year.

**Duties and Responsibilities of Maryland State Convention Chairperson** - appointed by the Area Chairperson for a term of one year, beginning after each prior year convention ends

- 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
- 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 Committee and Assembly for final approval and signature of the Area Chairperson
- Prepares an annual Maryland State Convention budget and submits it to the Area Finance Committee for review and comment. Following the A.A. Guideline MG-04, the budget should provide for the Convention registration fees and other income covering the entire cost of the event.
- May open bank accounts as referenced in the Internal Financial Control Policy found in this handbook
- 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 Area Newsletter

Is encouraged to attend at least one Conference Agenda Review Committee (“CARC”) meeting and the Area Mini-Conference

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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 is familiar with the Conference Agenda Review Committee (“CARC”) process, has attended at least one Northeast Regional A.A. Service Assembly (NERAASA), and has served as “Leader” for at least one CARC.

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

- 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
- Prepares the annual Mini-Conference budget request to be submitted to the Finance Committee in the fall of each year
- 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
- Is encouraged to write and submit service-related articles for the Area Newsletter
- Is encouraged to attend one or more Conference Agenda Review Committee (“CARC”) meetings

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Policies & Procedures Committee

The purpose of the Policies & Procedures Committee is to:

- Maintain, and update as needed, the "Maintenance of Corporate Documents and Services" document in the MGS Handbook (Handbook) to facilitate more effective oversight of corporate responsibilities and filing requirements
- Review and implement revisions proposed for the Handbook
- Review proposed amendments to the Amended Bylaws of Maryland General Service, Inc., when requested by the Area Chairperson, making recommendations as needed

**Duties and Responsibilities of the Policies & Procedures 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 committee responsibilities
- Attends the Area Assembly and Area Committee meetings
- Reviews proposed changes to the Amended Bylaws of Maryland General Service, Inc. document, when requested to do so by the Area Chairperson, making recommendations as needed
- Makes approved amendments to the Amended Bylaws of Maryland General Service, Inc. document for inclusion in the Area Assembly Handbook
- Communicates with each Committee of the Area in the final months of odd years to review what they do, with a goal of updating their Purpose, Duties and Responsibilities for the Handbook, if needed
- Is available to make suggestions or recommendations to any submitter of a Handbook change, to ensure clear, uniform, and consistent revisions
- Makes Handbook revisions, as approved, and coordinates printing for distribution bi-annually.
- Maintain and update as needed the "Maintenance of Corporate Documents and Services" document found in this handbook, which lists the corporate documents and services of MGS, the timeline for review and/or action, and the service position responsible
- Prepares the annual Policies & Procedures Committee budget request to be submitted to the Area Finance Committee in the fall
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end 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 Area Newsletter
- Is encouraged to attend at least one Conference Agenda Review Committee ("CARC") meeting and the Area Mini-Conference

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Public Information (PI) Committee

The purpose of the PI Committee is to inform the general public about the program of Alcoholics Anonymous by contacting and responding to the media, schools, industry, and other organizations that can report on the purpose of Alcoholics Anonymous and what it can do for alcoholics.

- **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
- Forms a working committee of A.A. members to assist in carrying out the performance of PI Committee responsibilities using the A.A. P.I. Kit/Workbook as a resource
- Organizes and chairs regular PI Committee meetings, coordinating information for monthly reports to the Area Assembly and Area Committee meetings
- Works closely with MGS Committees such as CPC, Treatment, Corrections, and Accessibilities on staffing and funding AA booths and public exhibitions to reach out to local professionals such as HR, Clergy, Legal, Correctional, Healthcare, as well as the general public through Universities and Colleges, Public Health, Wellness, and Safety Fairs
- Coordinates the use of Area 29 PI display racks, pamphlets, poster boards and displays provided by GSO for Area workshops, conferences, State conventions, days of sharing and at professional exhibits throughout Area 29
- Works with MGS Literature Committee to maintain an inventory of PI materials for exhibitions and other initiatives
- Works with Professionals and the public to inform them of our AA Deaf Community, how to reach those who are Deaf, and of available Deaf AA meetings
- Works with Professionals and the public to inform them of our AA Hispanic Community, how to reach those who are Hispanic, and of available Hispanic AA meetings
- Helps A.A. members become more informed about PI digital and printed information
- Prepares to give presentations about A.A. to schools and organizations
- Sends an email of introduction to local media offering to be a resource for information about A.A., ensuring the media has accurate information through Public Service Announcements (PSAs), anonymity protected interviews and press kits
- Keeps the PI Coordinator at GSO informed of Area 29 PI activities for their shared experience data
- Ensures that the PI Committee Workbook and Kit have the necessary updates from panel-to-panel
- Stays informed of the AA service pieces including PI pamphlets and MG-7 - A.A. Guidelines on Public Information
- Help committee members stay informed on A.A. and its history and stays prepared to give accurate and positive presentations to the public on Alcoholics Anonymous
- Assist Policies & Procedures in updating the PI Duties and Responsibilities every two years
- Periodically reviews and updates the Area website, via the Technology Committee, with relevant information
- Prepares the annual PI Committee budget request to be submitted to the Finance Committee
- May attend service functions or events as listed on the page entitled "Expense Reimbursement for Area Officers and Committee Chairs" at the end of this Handbook
- Attends one or more Conference Agenda Review Committee ("CARC") meetings and the Area Mini Conference
- Is encouraged to write service-related articles for the Area Newsletter
- Attends group, Intergroup, District or other Area A.A. events to share information and knowledge of PI and A.A.

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service Committees

### Technology Committee

The [www.marylandaa.org](http://www.marylandaa.org) website, along with other technological tools and platforms, are the Area's primary communication tools within the fellowship and the service structure.

The Technology Committee works to utilize information technology solutions in carrying the message of Alcoholics Anonymous and in facilitating the work of Area 29, as well as providing guidance to the service structure of the Area on technology related matters.

### **Structure:**

- Technology Committee Chair (eligible to vote in the Area Committee and Area Assembly) and Co-Chair (votes when Chair is absent), Technology Committee members as needed
- Webmaster and Co-Webmaster (position(s) may be filled by special workers where appropriate)

### **Purpose and Duties:**

- The primary purpose of this service committee is to set policy and guidelines for the content and structure of the MGS Area 29 website, as well as any additional and future use of electronic and other communication technologies, ensuring that the Twelve Traditions and Twelve Concepts are followed
- Provide consultation, information, direction, and support to Committees, Districts, Groups, and Members of Area 29 in the use of new and existing technologies, to better carry the message within the Twelve Traditions
- Implement and maintain new technologies that facilitate the use of technology for information exchange and storage, committee collaboration, data sharing, event registration, and e-commerce
- Maintain a current inventory of the location and condition of MGS owned technology equipment, software, and computer related manuals and documentation
- Ensure that the [www.marylandaa.org](http://www.marylandaa.org) website (and any other public-facing Area 29 websites) are functional and available to carry the message of Alcoholics Anonymous
- Facilitate the Hybrid portions of Area Assembly and Area Committee Meetings
- Ensure that Area 29 Panel, Board, and Committee e-mail addresses ([xxx@marylandaa.org](mailto:xxx@marylandaa.org)) are operational and maintained
- Collaborate with the registrar, as appropriate, to maintain the Area email distribution list
- Perform all maintenance and administrative duties on the shared Area platform (e.g., Office 365) for the use of the Area 29 Panel, Board, and Committee
- Provide training and tutorials to Area Committee members on Area technological resources
- Develop informed budget recommendations for the technology requirements of Area 29

**Duties and Responsibilities of the Technology Committee Chair:** 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
- Coordinate and manages the work of the Technology Committee
- 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
- 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)

## Maryland General Service Area 29 Assembly Handbook

- Monitors all license agreements to ensure they are current and there are no lapses in coverage (user must inform Technology Committee of upcoming license agreement expirations)
- Maintains and administers all collaborative software solutions for use by the Area Committee and
- Prepares the annual Technology Committee budget request, with collaboration from the Webmaster, to be submitted to the Finance Committee in the fall of each year
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Mini-Conference
- Is encouraged to write and submit service-related articles for the Area Newsletter

**Duties and Responsibilities of the Webmaster** – As a member of the Technology Committee, the Webmaster is appointed by the Technology Committee Chair, in consultation with the Area Chairperson, for a term of two years, beginning in January of even numbered years. The two-year term may be renewed at the end of the first term, for the purpose of website development continuity, or for the training of a new Webmaster.

- May attend service functions or events as provided in the Technology 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)
- 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:
  1. Calendar and information of Area events, which includes Recognized Service Entities, Districts, Intergroup events, conventions, CARCs, and the Mini Conference
  2. Delegate Reports
  3. Agenda and directions to upcoming Area Assembly and Committee meetings
  4. Maryland General Service contact information
  5. The Area 29 newsletter
  6. Contact information for Intergroups within Area 29
  7. Information about the Area 29 service structure, including Committees and Districts
  8. Links to A.A. World Services, Inc. and the A.A. Grapevine, Inc.
- Maintains and monitors the website, in coherence with the Website Guidelines, including but not limited to:
  1. Designs, writes, tests and implements code (HTML, JAVA, etc.) for the website
  2. Includes informative comments in code to ensure proper transfer of knowledge to the next Webmaster
  3. Tests all links to ensure they are live and repairs or disables broken links
  4. Maintains backup files of the website in a secondary location (external hard drive, etc.) at least once a month
  5. Has a working knowledge of current Web Creations software
  6. Keeps software and language current, as needed, and within budgetary guidelines
  7. Provides anonymity protected e-mail forwarding for all members of the Area Committee, including Area officers, Committee Chairs and Co-Chairs, District Committee Members (DCMs) and Alternate DCMs, and the immediate Past Delegate
  8. Monitors contracts and registrations for hardware, software, ISP agreements and all applicable licenses regarding the MGS website and researches new service providers as needed
  9. Collaborates with Technology Committee Chairperson to formulate an informed technology related annual budget
  10. Turns over any purchased hardware or software to incoming Webmaster when position is vacated

# Maryland General Service Area 29 Assembly Handbook

## Purpose, Duties and Responsibilities of Area Service 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:

- Assist/facilitate Districts and Intergroup committees to take regular meetings into facilities
- Encourage A.A. group and Intergroup/district committee participation
- Communicate with Intergroups and Districts, and treatment facilities, being the link to ensure that individuals will be guided to a meeting at the time of their release
- Meet with administrators of institutions and agencies dealing with alcoholism to share information about Alcoholics Anonymous
- Upon request, educate and train those taking A.A. meetings into treatment facilities on their role as members of 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

- 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
- 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
- May attend service functions or events as listed on the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter
- 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

## Purpose, Duties and Responsibilities of Area Service 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 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 from Area groups, districts and Intergroups interested in putting on workshops
- Assists groups, districts, committees, Intergroups, and any AA member in Area 29 in preparations for workshops; providing handouts that suggest 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
- Encourages and helps groups, districts and Intergroups to provide upcoming workshop information and flyers to be published in the Area Newsletter and on the MGS website event page, and wherever else they deem necessary
- Archives and shares material which may be useful in future workshops
- Creates a Workshop information display
- As requested, attends Intergroup, District, or other Area events to share information and knowledge of the requested subject matter
- Prepares the annual Workshop Committee budget request to be submitted to the Finance Committee in the fall of each year
- 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 the page entitled “Expense Reimbursement for Area Officers and Committee Chairs” at the end 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 Area Newsletter

# Maryland General Service Area 29 Assembly Handbook

## **Matters of Finance**

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

## **Guiding Principles**

- The Seventh Tradition supports our primary purpose, described in the Fifth Tradition
- All officers and committees are endowed with the Third Concept "Right of Decision"
- Every service responsibility should be matched by an equal service authority with the scope of such authority well-defined<sup>1</sup>
- Final authority rests with an informed group conscience<sup>2</sup>
- We are an organization of volunteers who understand that service is its own reward
- For purposes of accurate budget development, expenses incurred while conducting business at the request of the Area should be fully reimbursed or duly noted
- The choice to be reimbursed should be left to the individual, however any anticipated expenses should be included in the budget
- 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 Concept XII Warranty Two, our prudent financial policy is to have sufficient operating funds, plus an ample Reserve<sup>3</sup>
- In the spirit of the Seventh Tradition, the Maryland General Service Area 29 Assembly should be self-supporting in all its affairs

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The three footnotes below refer to The A.A. Service Manual, 2024-2026 ed.

<sup>1</sup> From Concept X, p C33, Reprinted with permission of A.A. World Services, Inc.

<sup>2</sup> From Concept I, p C3, Reprinted with permission of A.A. World Services, Inc.

<sup>3</sup> From Concept XII, p C50, Reprinted with permission of A.A. World Services, Inc.

# Maryland General Service Area 29 Assembly Handbook

## **Maryland General Service, Inc. - Internal Financial Control Policy**

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**

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, Maryland State Convention). Secondary accounts must be approved by the Assembly prior to opening account.

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 be made by the Treasurer in a timely manner 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. The Finance Chairperson will provide oversight and email verification of the reconciliation to the Area Treasurer.

# Maryland General Service Area 29 Assembly Handbook

Checks outstanding for over sixty (60) 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 to be saved and available for review by the Finance Chairperson.

## Receipts

Mail with check receipts will be opened, date-stamped, and recorded on a Checks Received Log, (either in hard copy or in software) which will include the date of the check, the name of the payer/ group, the amount of the check, and an image of the check.

Check receipts will be endorsed as follows:

For Deposit Only Full Organization Name Bank Name Account Number
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All checks, app-based monies, and cash received will be deposited at regular intervals.

All receipts will be recorded and properly substantiated with supporting documentation.

All deposit slips will be dated and stored in numerical order in a marked envelope by the Treasurer.

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

A reconciled bank statement will be sent to the MGS Finance Chair monthly.

## Disbursements

An official MGS voucher form, with receipts attached, must be submitted to the MGS Treasurer for expense reimbursement.

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.

“Two signatures” can mean two authorizations via electronic method or two physical signatures on a traditional paper check. All disbursements or withdrawals, including non-check disbursements, 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.

# Maryland General Service Area 29 Assembly Handbook

## 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 any two MGS Officers. Automatically incurred online payments tied to the Area debit card (Zoom and MGS email accounts, for example) shall be tracked by the MGS Treasurer, after they have been approved by the Area Assembly as part of the Operating Budget.

## 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 any two MGS Officers.

## 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.

## Budgeted Expense Reimbursements

When additional funds are needed which exceed the total amount of their approved budget, it is recommended that the Officer or Committee Chair inform the Finance Committee and bring their request to the Area Committee for authorization of additional expenditure.

# Maryland General Service Area 29 Assembly Handbook

## The Budget

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

The Finance Committee is responsible for preparing the next year's annual budget proposal by soliciting input from all of the Area officers, committee chairpersons, and other trusted servants. This is done in the fall of each year and presented for approval or disapproval at the Area Committee usually in November.

The proposed budget, as moved by the Area Committee will be emailed to DCMs and GSRs in a timely manner for discussion prior to the December Assembly.

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 March 2021 the Area Assembly approved a Prudent Reserve of \$20,000.<sup>4</sup> The Prudent Reserve is not money that should never be spent; it exists as a back-up fund.

In 2007, the Area Assembly specified that the Prudent Reserve should be kept in deposit accounts separate from the general operating funds. The prudent reserve is held in cash accounts at local banks. The Prudent Reserve account is net of, and does not include the Assembly's inventories of AAWS, Inc. or A.A. Grapevine literature. The Prudent Reserve account also does not include seed money for the annual Maryland State Convention, or any special reserves that 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 and the Finance Committee, and optionally by an accounting firm employed by the Area Assembly.

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

# Maryland General Service Area 29 Assembly Handbook

## Expense Reimbursement for Area Officers and Committee Chairs

The annual corporate budget shall be the general guide for reimbursement of expenses. Budgeted expenses will be reimbursed upon receipt of appropriate Expense Vouchers with receipts and supporting documentation. When additional funds are needed by any officer or committee, the Finance Committee should be informed and the request for additional funds brought to the Area Committee for recommendation to the Area Assembly for final approval.

## 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** (Northeast Regional Alcoholics Anonymous Service Assembly)  
The purpose of NERAASA is for GSRs, DCMs, Area Committee members and Intergroup/Central Office Representatives of the Northeast Region to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the Areas of the Northeast Region.<sup>5</sup> NERAASA is held annually in February
- **Maryland State Convention** – See Maryland State Convention page in this handbook
- **NERF** (Northeast Regional Forum)  
Regional Forums are weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the A.A. Grapevine Corporate Board, the A.A. Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure. Regional Forums are held every other year in each region on a rotating basis.<sup>6</sup>
- **NERD** (Northeast 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
- **Area 29 Mini-Conference** – See Area 29 Mini-Conference in this handbook
- **Area 29 Conference Agenda Review Committees (“CARCs”)** – See Purpose of CARC page in this handbook.
- **Other Events of Special Interest may include** Intergroup/Central Office/AAWS Seminar, National AA Archives Workshop, National Corrections Conference, National Technology Conference

## 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 may include items such as postage, virtual meeting expenses, copying, and office supplies. These are all reimbursable when accompanied by receipts.

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

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

# Maryland General Service Area 29 Assembly Handbook

## Appendix A—2024/2026 Handbook Updates

For previous updates, contact the Policies and Procedures Committee.

2024 Page #	2026 Page #	2024 Page Title	2026 Changes
Cover	Cover	Cover	Changed date at bottom of book cover to January 20
None	None	Title Page Front	New Page
None	None	Title Page Back	New Page; Added: A.A Preamble; Declaration of Unity; and Responsibility Statement
1	1	Foreword	Updated Foreword
2	None	Table of Contents	Remove Page Number and renumber pages Change date to 2024/2026 for Appendix A
3	None	Table of Contents	Remove Page Number and renumber pages
4	2	Spirituality in Action	Reformat the text at the bottom of the page and correct “23rd” to “23rd”.
5	3	Service Structure of the Conference	Correct date of Service Manual edition to “2024-2026” and change to pp 3 and 107.
6	4	The General Service Conference Structure	Correct date of Service Manual edition to “2024-2026” and change page 104 to page 108.
7	5	The A.A. Group	No change
8	6	The Group Conscience	Insert principle of rotation and center title. Use Group conscience wording from the pamphlet on the AA Group Add “*Reprinted with permission from page 28 of A.A. pamphlet P-16, The A.A. Group... where it all begins.
9	7	Area 29 Map of Districts	Add District 29 in order, followed by “Linguistic Groups in Area 29”
10	8	Area 29 Map of Districts and Zip Codes	No change
11	9	Structure inside the MGS Area Assembly	Replace “Margenser” with “Area Newsletter”
12	10	Role of GSR	Change “current” in the final sentence to “2024-2026”.; Add “Reprinted with permission of A.A. World Services; Update narrative from page #7 of the 2024-2026 AA Service
13	11	Role of DCM	In third paragraph, 3rd line, add “the DCM” after “Area Committee.”; In the 4th line, remove the dash between “and” and “keep”.; Add “Reprinted with permission of A.A. World Services”; 4th line extra space after word “and”; Updated narrative from the 2024 - 2026 A.A. Service Manual.
14	12	Purpose and Composition of the MGS Area Assembly	Second paragraph should begin “The areas hold an important position...” . Remove “Area Assembly”; In 4th bullet, add “, Inc,” after Maryland General Service.; In 8th bullet there is an extra space after the word “Pool”; At bottom of page, remove one * before “Per Amended Bylaws...” and remove “p65” at end of that line since that may not be the correct page in 2026.; At bottom of page, remove extra “*” in last line and change “2021-2023” to “2024-2026”.
15	13	Purpose and Composition of the MGS Area Committee	In last paragraph, add an “*” before the first line (so there are two *) and change the word “problems” to “challenges”. At the bottom of the page, first line, remove “p 67” since that may not be accurate in 2026. In second line, change “2021-2023” to “2024-2026”. In the bullets make the following changes: Remove “Area”; Add “jails” after prisons; Add a “?” after A.A. and remove “in the districts and the Area?”; “Capitalize Loners”
16	14	Suggested Area Assembly and Area Committee Meeting Formats	The word “Prayer” carried over to the next line and needs to be moved to the end of the first line to read “The Serenity Prayer”.
17	15	Summary of Area Assembly and Area Committee Procedures	Under General Rules of Debate, last sentence should read: “Voting is done by a show of hands, or electronic/online voting.” Next sentence begins “If the Chairperson requests a...”.
18	16	Purpose of Area 29 CARCs	Add District 29 to CARC 3
19	17	Suggested General Service Timetables with Suggested Training Schedule	In August and September, change deadline to Sept. 30. In June change “possible Agenda Items” to “Proposed Agenda Items (PAIs)”. Then, everywhere that agenda items are mentioned, use “PAIs” instead. In October, Area Assembly, add “Election of Northeast Regional Trustee (NERT) Candidate and Trustee at Large US Candidate every 4 years. (See bottom of page on Regional Trustee & Trustee-at-Large in this handbook).” Spell out NERD and NERAASA, September cell should read year’s, vice years’
20	18	Suggested Timetable for Area or District Training	January; Remove sentence “Rotation of badges (practicing Concept XI , viz. induction procedures); In June change “possible Agenda Items” to “Proposed Agenda Items (PAI) ‘
21	19	Election of Area 29 Officers	In Voting Procedure, change “pp 110 and 111” to “pg. 114 and 115”. Change “2021-2023” to “2024-2026”.

## Maryland General Service Area 29 Assembly Handbook

### Appendix A—2024/2026 Handbook Updates (continued)

2024 Page #	2026 Page #	2024 Page Title	2026 Changes
22	20	Third Legacy Procedure	Change “2021-2023” to 2024-2026” and “p 111” to “pg. 115”
23	21	Area Delegate	Change “Attends scheduled meetings hosted by the North East Regional Trustee” to “Participates in North East Regional service activities”.
24	22	Alternate Delegate	Add: “Mentors,” in bullet 4; Change “North East” to “Northeast” in bullet 5
25	23	Area Chairperson	Change “on p 29 of this handbook” in bullet 6 to “found in this handbook”; Change two year” to “two-year” in bullets 6 and 7.
26	24	Area Secretary	Change “Chart on p 29” in bullet 6 to “found in this handbook)
27	25	Area Treasurer	Change second sentence in bullet 2 to read “Check signing authorization for all MGS bank accounts will be executed and maintained by the Treasurer and the financial institution”; In bullet 6, change “”Office” to “Board”; In bullet 8 change “Grapevine to “Grapevine/LaVina.”; Change bullet 10 to read “Works with outside accountant to provide necessary year-end financial information for State and Federal tax preparation and ensures that completed returns are signed by the MGS Chairperson before they are filed”; Change “chart on p29” to read “found in this handbook”
28	26	Purpose, Duties and Responsibilities of the Maryland General Service, Inc. Board of Directors	Change “Grapevine” to “Grapevine/LaViña”
29	27	Maintenance of Corporate Documents and Services	Add “Review Articles of Incorporation for status and compliance on MDAT website *” to “Corporate Documents Comment”, Add line for “Area Inventory” after annual Tax Document” and add the following in this line: Actions and Timeline – “Maintained for each Biennial Inventory”; Responsible Position – “Area Chairperson”; Comments – “A living document maintained on the Area SharePoint”, Add “Work with outside accountant to provide necessary financial information for tax preparation” to the Actions and Timeline in the Annual Tax Information for Accountant row; Add “Outside accounting firm has access to MGS QuickBooks account. Tax Documents are prepared from documents accessed” to the Comments column,
30	28	Area Service Committees	No change
31	29	Accessibilities Committee	Entire Committee page updated to current practice
32	30	Archives Committee	No change
33	31	Area Meeting Host Committee	No change
34	32	Area Newsletter Committee	Change MARGENSER to Our Common Welfare in line 2 of the first paragraph
35	33	Area Registrar Committee	Change bullet point two to read; “especially excel, word, and other programs used to assist with Area 29 sign-in and voting procedures”.
36	34	Audio Committee	No change
37	35	CPC Committee	Entire Committee page updated to current practice. Enlarge titles to match handbook standards
38	36	Corrections Committee	Enlarge titles to match handbook standards
39	37	Finance Committee	No change
40	38	Grapevine Committee	Replace “Grapevine” with “Grapevine/LaViña”. Change bullet 7 to read: “May open bank accounts as referenced in the Internal Financial Control Policy found in this handbook.
41	39	Intergroup Committee	Third line should read: “assist Area 29 Intergroups”.
42	40	Literature Committee	Change bullet 7 to read: “May open bank accounts as referenced in the Internal Financial Control Policy found in this handbook”
43	41	Maryland State Convention Committee	Change bullet 7 to read:” Provides hotel/conference center contract to Area Committee and Assembly for final approval and signature of the Area Chairperson” Change bullet 9 to read: “May open bank accounts as referenced in the Internal Financial Control Policy found in this handbook”
44	42	Mini-Conference Committee	No change
45	43	Policies & Procedures Committee	Change bullet 3 under purpose to read “Review proposed amendments to” . Under Duties change “(p 29) to “found in this handbook,”
46	44	Public Information Committee	Entire Committee page updated to current practice

## Maryland General Service Area 29 Assembly Handbook

### Appendix A—2024/2026 Handbook Updates (continued)

2024 Page #	2026 Page #	2024 Page Title	2026 Changes
47-49	45-46	Technology Committee and Webmaster	Entire Committee pages updated current practice and now fits on two pages vice three. Add to second bullet under Structure "...when Chair is absent}; Technology Committee members as needed "and remove third bullet "Technology Committee Members". Change bullet to read "Area Committee members", vice "members" Under "Duties and Responsibilities of the Webmaster" change bullet 1 to read "Calendar and information of Area events, which includes Recognized Service Entities, Districts, Intergroup events, conventions, CARCs, and the Mini Conference". Change bullet 8 under "maintains and monitors..." to read "Monitors contracts and registrations for hardware, software, ISP agreements and all applicable licenses regarding the MGS website and researches new service providers as needed"
50	47	Treatment Committee	No change
51	48	Workshop Committee	Change bullet point 3 to read: "Assists groups, districts, committees, intergroups, and any AA member in Area 29"
52	49	Matters of Finance	Change reference to Service Manual to read "2024-2026" referencing the footnotes. In footnote 2 change "p C4" to "p C3
53-55	50-52	Internal Financial Control Policy	<b>Bank Statement Reconciliation:</b> In current statement "Checks outstanding for over thirty (30) days shall be investigated and resolved in a timely manner." "thirty (30) days" was changed to "sixty (60) days". <b>Receipts</b> – Removed the sentence "All deposit slips will be numbered." And replaced it with "All deposit slips will be dated and stored in numerical order in a marked envelope by the Treasurer." Also removed the statement: "The Checks Received Log and deposit slips will be forwarded to the MGS Financial Chair monthly" and replaced it with "A reconciled bank statement will be sent to the MGS Finance Chair monthly." <b>Credit and Debit Cards</b> – Removed the last sentence "Secondary accounts, as needed, may have debit cards." and added "Automatically incurred online payments tied to the Area debit card (Zoom and MGS email accounts, for example) shall be tracked by the MGS Treasurer, after they have been approved by the Area Assembly as part of the Operating Budget". <b>Budgeted Expense Reimbursements</b> – This new section was added: "When additional funds are needed which exceed the total amount of their approved budget, it is recommended that the Officer or Committee Chair inform the Finance Committee and bring their request to the Area Committee for authorization of additional expenditure.
55	53	The Budget	No change
56	54	Expense Reimbursement for Area Officers & Committee Chairs	Change "North East" to "Northeast" for NERAASA, NERF, and NERD
58-59	55-57	Appendix A-Handbook Updates	Replaced 2023/2024 Handbook Updates with 2024/2026 Handbook Updates. Change column headers to correct dates: Column 1 to "2024"; Column 2 to "2026"; Column 3 to "2024 Page Title"; and Column 4 to "2026 Changes"
60	58	Appendix B	Added "Terry P., Panel 74 2024-2025/"
61-63	59-61	Appendix C - Principals of A.A.	No Change
64-73	62-71	Amended MGS Bylaws	No Change

## Maryland General Service Area 29 Assembly Handbook

### Appendix B—Maryland General Service Area 29 Delegates

NAMES	PANEL	YEARS SERVED
*Charles S.	02	1952-53
*Henry M.	04	1954-55
*Michael L.	06	1956-57
*Clarence M.	08	1958-59
*Thomas H.	10	1960-61
*John V.	12	1962-63
*Milton H.	14	1964-65
*Ginny D.	16	1966-67
*Ben V.	18	1968-69
*John O.	20	1970-71
*William C.	22	1972-73
Thomas S.	24	1974-75
*Paul W.	26	1976-77
*Ed E.	28	1978-79
*Sunny N.	30	1980-81
*Frank Y.	32	1982-83
*Thomas E.	34	1984-85
Gene R.	36	1986-87
*Dick R.	38	1988-89
*Thomas C.	40	1990-91
John C.	42	1992-93
Valerie W.	44	1994-95
Arnold R.	46	1996-97
Peggy R.	48	1998-99
*Morgan J.	50	2000-01
*Victor L.	52	2002-03
Nancy K.	54	2004-05
Barbara B.	56	2006-07
Tom R.	58	2008-09
Nancy B.	60	2010-11
Bob C.	62	2012-13
*Ron M.	64	2014-15
Linda J.	66	2016-17
Don B.	68	2018-19
Cynthia T.	70	2020-21
Kurt W.	72	2022-23
Terry P.	74	2024-25
Lori M.	76	2026-27

\*Deceased

## Maryland General Service Area 29 Assembly Handbook

### Appendix C – The Principles of Alcoholics Anonymous

#### The Twelve Steps of Alcoholics Anonymous

1. We admitted 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.

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## Maryland General Service Area 29 Assembly Handbook

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

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

# Maryland General Service Area 29 Assembly Handbook

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

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



# Maryland General Service Area 29 Assembly Handbook

## AMENDED BYLAWS MARYLAND GENERAL SERVICE, INC.

### PREAMBLE

Maryland General Service, Inc., will follow the spirit of ARTICLE THREE of the Articles of Incorporation of this Corporation, and will use for its basic guide of conduct, in all corporate matters unless otherwise stated, the current A.A. Service Manual – Combined With Twelve Concepts for World Service, as published by Alcoholics Anonymous World Services, Inc., New York, NY 10016, as the same may be amended, modified or supplemented by the General Service Conference. These Amended Bylaws supersede in their entirety all previous versions of the Bylaws.

We are an organization whose purpose 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 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 A.A. groups in Area 29, as defined by the General Service Conference.

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

### ARTICLE ONE

#### Name, Seal, and Offices

- 1.01. Name. The name of this Corporation is Maryland General Service, Inc.
- 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.”, 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.
- 1.03. Offices. The principal office of the Corporation shall be the address of the Maryland General Service, Inc. archives. The corporation may have offices at such other places as the Area Assembly may from time to time designate.

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## ARTICLE TWO

### Members and Organizational Structure of the Corporation

#### 2.01. Members of the Corporation shall consist of:

- (a) GSR - the General Service Representative (GSR) elected by and listed for each A.A. Group in Area 29 as each is defined in the Preamble of this document. In the absence of the GSR, the Alternate GSR elected by the A.A. Group may exercise all rights and responsibilities of the GSR. The GSR carries the A.A. Group's conscience to the Area Assembly (as defined in Article 2.04); votes on behalf of the Group on all issues brought to the floor; and reports back to the Group on the business conducted.
- (b) DCM - GSRs from a district recognized by the Area Assembly shall elect one of their members as a District Committee Member (DCM) and an alternate that will serve in the absence of the DCM. The DCM carries the district's conscience to the Area Assembly and the Area Committee (as defined in Article 2.05). The DCM holds district meetings to inform the GSRs as to what occurred at the Area Committee.
- (c) Officers - The Officers of the Corporation elected by the Area Assembly shall be members of the Corporation during their term of office.
- (d) Committee Chairpersons - Each Chairperson of an Area Service Committee shall be a member of the Corporation while so serving, subject to removal at any time by the Area Chairperson or vote of the Area Assembly.
- (e) Board of Directors – The Board of Directors as defined in ARTICLE THREE shall be members of the Corporation.

#### 2.02. Rights of Members of the Corporation

- (a) Voting Rights and Procedure
  1. Each member of the Corporation shall have one (1) vote in person at any corporate meeting that they are designated to attend. The exception is the members of the Board of Directors (who have a vote at Area Assemblies only if fulfilling other positions that do have voting rights).
  2. No proxy voting shall be allowed. The vote for Officers of the Corporation (Chairperson, Delegate, Alternate Delegate, Secretary, Treasurer) shall otherwise be conducted by written ballot as prescribed by the Third Legacy Procedure defined in The A.A. Service Manual.
  3. All actions, determined to be major actions by the Area Chairperson or the Area Assembly, will require a vote of substantial unanimity (normally 2/3 of the votes); all other business requires a simple majority vote.
  4. The right of a member of the Corporation to vote shall cease on the termination of membership.

## Maryland General Service Area 29 Assembly Handbook

- (b) Compensation - No member shall receive any compensation from the Corporation for any service rendered nor shall they be entitled to share in the distribution of the corporate assets upon the dissolution of the Corporation.

### 2.03. Resignation or Termination

- (a) Any member of the Corporation as previously defined may resign from the Corporation by written notice to the Area Secretary and the Area Chairperson.
- (b) The Area Chairperson may terminate any appointed Area Service Committee Chairperson at any time by written notice to that Chairperson and the Area Secretary.
- (c) All member's rights, titles and interest in or to the Corporation shall cease on termination of membership.

### 2.04. Area Assembly

- (a) Meetings of the Members – 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 regular Area Assembly meetings during each calendar year, held approximately bi-monthly. The Area Chairperson of the Corporation currently in office shall designate the date and place of each Area Assembly, giving due regard to the requirements of these Bylaws, 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 and defined.
- (b) Notice of Regular Area Assembly - Notice of the time, place, and purpose or purposes of a regular Area Assembly shall be served by publication on the Area 29 website, and through U.S. Mail or electronic delivery to each member of the Corporation at their address as it then appears in the membership database of the Registrar, not less than ten (10) days before the meeting.
- (c) Annual Meeting - The first regular Area Assembly in each calendar year shall be designated as the Annual Meeting of the Corporation, called by the Area Chairperson approximately in March.
- (d) Election Assembly - Elections of Officers of the Corporation shall be held at a regular Area Assembly in October of each odd-numbered year. The Officers of the Corporation elected shall serve for a period of two (2) years beginning January 1 after their election.
- (e) Special Meetings – Special meetings of the Area Assembly may be called at any time by the Area Chairperson or Delegate, or by three (3) Officers, and must be called by the Area Chairperson or Area 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.

## Maryland General Service Area 29 Assembly Handbook

- (f) Notice of Special Meetings – Notice of a Special Area Assembly will follow the same procedure as in Section 2.04(b) of these Bylaws.
- (g) Annual Corporate Budget – The annual corporate budget as approved by the Area Assembly shall be the general guide for reimbursement of expenses.
- (h) Quorum – At any Area Assembly, the presence in person of a majority of the registered members of the Corporation on that day shall constitute a quorum for all votes, 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 Bylaws. 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.

### 2.05. Area Committee

The Area Committee shall consist of the DCMs, all elected Officers, all Area Service Committee Chairpersons and the Board of Directors as defined in ARTICLE THREE. 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. In accordance with Concept IV, members of the Board of Directors will have a vote at the Area Committee.

## ARTICLE THREE

### Board of Directors

- 3.01. Members of the Board of Directors – On January 1 following the Area Election Assembly, the Immediate Past Delegate shall become a member of the Board of Directors. The Board of Directors shall consist of the Immediate Past Delegate, who shall act as President of the Corporation, the current Delegate, the Area Chairperson, and the two (2) most recent Past Delegates who are willing to serve. When the Immediate Past Delegate is seated on the Board, the longest serving member will vacate his or her seat. The Board of Directors shall designate a recording secretary.
- 3.02. Number – The number of Directors shall be five (5). Each Director in office shall serve until resignation or removal as herein 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, or his/her designee, shall preside at all meetings of the Board of Directors as President.

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- 3.03. Duties – The Board of Directors of the Corporation shall have such powers and duties as are prescribed in these Bylaws and shall meet at such times as they may deem necessary to carry out their duties, subject to review by the Area Assembly. Duties shall include:
- (a) advise and guide the Area Assembly through their past experience, service and wisdom;
  - (b) function on behalf of the Corporation as described in ARTICLE NINE, dissolution;
  - (c) make the final recommendation to the Area Assembly on all investments of corporate assets over fifteen hundred dollars (\$1,500.00);
  - (d) facilitate the biennial election and may appoint two (2) persons (who need not be members) to serve as inspectors of the election that is occurring;
  - (e) provide oversight of the Area Rotation Meeting typically scheduled in December following elections; and
  - (f) perform any and all duties assigned by the Area Assembly or Area Committee that are not contrary to these Bylaws or State or Federal statutes.
- 3.04. Election Transition Meeting – Prior to January 1 following the Election Assembly, the incoming Board of Directors, as determined by the incoming President of the Board, 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 President of the Board of Directors.
- 3.05. Resignation – Any Director may resign at any time by giving written notice of such resignation to the Board of Directors.
- 3.06. Vacancies – Any vacancy in the Board of Directors shall be filled for the unexpired portion of the term by majority vote of the Directors then serving by affirmative vote of the majority thereof.
- 3.07. Special Meetings – Special meetings of the Board of Directors may be called by the presiding President of the Board or by any three (3) board members.

### ARTICLE FOUR

#### Officers

- 4.01. Designation. The Offices of the Corporation shall be an Area Chairperson, a Delegate, an Alternate Delegate, a Secretary, and a Treasurer. No person may simultaneously hold the offices of both Area Chairperson and Secretary, nor of both Area Chairperson and Delegate.

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- 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 a member of the Area Assembly to fill such vacancy. The member 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 determines an election process is in order.
- 4.03. Area Chairperson. The Area Chairperson shall:
- (a) preside over all Area Assembly and Area Committee meetings;
  - (b) have the general charge and supervision of the business of the Corporation;
  - (c) have the authority to 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 have been expressly delegated to some other officer or agent of the Corporation;
  - (d) see that the Annual Report is filed with the records of the Corporation, and an abstract thereof entered into minutes of the Annual Meeting;
  - (e) assure that all required Area taxes and legal filings are accomplished as required by law; and
  - (f) otherwise perform all duties incident to the office of Chairperson, and such other duties as may be assigned by the Area Assembly.
- 4.04. Delegate. The Delegate shall:
- (a) represent the Corporation and its members at the annual General Service Conference of Alcoholics Anonymous, and
  - (b) bring back to the Corporation and its members the results of the Conference meeting.
  - (c) at the request or in the absence of the Area Chairperson, perform the duties and exercise the functions of the Area Chairperson.
- 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:
- (a) produce and ensure distribution of the minutes of the meetings of the members;
  - (b) see that all notices are duly given in accordance with the provisions of the bylaws or as required by law;

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- (c) be custodian of the records of the Corporation; and
- (d) otherwise perform all duties incident to the Office of a secretary of a corporation, and such other duties as may be assigned by the Area Assembly.

### 4.07. Treasurer. The Treasurer shall:

- (a) have charge and be responsible for all funds, securities, receipts and disbursements of the Corporation;
- (b) deposit, or cause to be deposited, in the name of the Corporation, all monies or other valuable effects in Federally insured banks, trusts, companies, or other depositories as shall from time to time be selected by the Area Assembly (or by substantial unanimity of Area Officers and the Board of Directors in case of an emergency);
- (c) provide at each Area meeting a current consolidated financial report;
- (d) provide financial information and guidance to assist in preparation and presentation of the annual Area budget;
- (e) using the approved budget as a general guide, tender expenses to those entitled, upon receipt of appropriate supporting documentation; and
- (f) otherwise 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.

### 4.08. Removal of Officers and Directors. Any Officer or Director may be removed by the affirmative vote of two-thirds (2/3) of those voting at any regular or special Area Assembly, 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 Officer or Director proposed to be removed shall be entitled to reasonable notice, in person or in writing with documentation of delivery, at or prior to the meeting at which such removal is to be voted upon. Any Officer or Director so notified shall be entitled to appear before and be heard at such meeting.

## ARTICLE FIVE

### Agents and Representatives

- 5.01. The Resident Agent of the Corporation shall be selected by the Board of Directors. Other agents or representatives may be appointed by the Board of Directors, with subsequent notification to 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 Bylaws.

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## ARTICLE SIX

### Contracts

- 6.01. The Area Committee, except as in these Bylaws 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 SEVEN

### Committees

- 7.01. Area Service Committees. The Area Chairperson may appoint one or more Committee Chairpersons 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 Committee Chairpersons and the Area Assembly. Such Committee Chairpersons shall advise and aid the membership in all matters designated by the Area Chairperson or the Area Assembly. Each Area Service Committee may, subject to the approval of the Area Chairperson, prescribe goals and the procedures by which it will function.
- 7.02. Ad Hoc Committee. The Area Chairperson may form and dissolve such committees as may be needed to perform a specific purpose for the Corporation.

## ARTICLE EIGHT

### Fiscal Year

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

## ARTICLE NINE

### 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

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

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 TEN**

#### **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 ELEVEN**

#### **Exempt Activities**

- 11.01. Notwithstanding any other provisions of these Bylaws, 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 TWELVE**

#### **Indemnification**

- 12.01. The Corporation shall indemnify its directors, employees, and agents in accordance with the provision of ARTICLE TWELVE of the Second Amended Articles of Incorporation of Maryland General Service, Inc.

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## ARTICLE THIRTEEN

### Amendments

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

### ADOPTION

These Amended Bylaws of Maryland General Service, Inc. were adopted at the Area Assembly held on December 15, 2018, at Severna Park, Maryland.