

ANNAPOLIS AREA INTERGROUP OF
ALCOHOLICS ANONYMOUS



HANDBOOK

(410)268-5441

www.annapolisareaintergroup.org

168 DUKE OF GLOUCESTER STREET

ANNAPOLIS, MD 21401

TABLE OF CONTENTS

What is an Intergroup 4

Functions of an Intergroup Office 4

Are Intergroups a Part of the Service Structure in Alcoholics Anonymous? 4-5

What is the Annapolis Area Intergroup? 6

AAIG Boundaries 6

Annapolis Area Intergroup 6

 Purpose of the Executive Committee 6

 Composition of the Executive Committee 7

 Composition of the Intergroup Council 7

 Role of an Intergroup Representative 7

 Suggested Meeting Formats 7-8

 Summary of AAIG Intergroup Council Procedures 8-9

Election of AAIG Service Position..... 9

 Voting Procedures 9

 Officers 9

 Chairperson 9

 Vice Chairperson 10

 Treasurer 10-11

 Secretary 11

Maintenance of Corporate Documents and Services 12

Annapolis Area Intergroup Committees 13

Purpose, Duties & Responsibilities of the Intergroup Service Committees..... 14

 Activities Committee 14

 Bulletin Committee 15

 Cooperation with the Professional Community Committee (CPC) 16

 Corrections Committee 17

 Facilities Committee 18-19

 Finance Committee 20

 Grapevine Committee 21

 Literature Committee 22

 Outreach Committee..... 23

 Public Information Committee (PI) 24

 Red House Desk Committee 25

 Red House Rollover Phone Committee 26

 Technology Committee 27

 Webmaster 27

 Treatment Committee 28

ANNAPOLIS AREA INTERGROUP HANDBOOK

AAIG Matters of Finance	29
Guiding Principles	29
Financial Internal Control Policy	30
Secure Area	30
Fiscal Year	30
Cash Controls	29
Bank Accounts	31
Bank Statements	31
Cash Receipts	31
Credit and Debit Cards	31
Accounts Payable	31
Electronic Transfer of Funds	32
The Budget	32
The Prudent Reserve	32
Financial Review	32
Expense Reimbursement for AAIG Officers & Committee Chairs	33
 Annapolis Area Intergroup, Inc. Revised Bylaws (2023)	 34-38

WHAT IS AN AA INTERGROUP?

An Intergroup is an A.A. service office that involves partnership among groups in a community. An intergroup office is established to carry out certain functions common to all the groups, and exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

Functions of an Intergroup Office

- A.A. Inquiries — By providing an Alcoholics Anonymous listing in the local telephone directory and on appropriate websites, the intergroup office may receive inquiries from those seeking help.
- Meeting Lists and Other Information — The intergroup office may publish and distribute up-to-date lists of meetings and other information about local A.A. services.
- A.A. Literature — offers literature for sale.
- Other – may publish a Bulletin, act as an information exchange for local groups, Public Information and Cooperation with the Professional Community, take meetings to Correction Facilities, publicize or sponsor local Events, maintain a list of meetings for special needs, such as wheelchairs, special languages, etc.

(paraphrased from A.A.® Guidelines Central or Intergroup Offices)

https://www.aa.org/sites/default/files/literature/assets/mg-02_centralorinter.pdf

Are Intergroups a Part of the Service Structure in Alcoholics Anonymous?

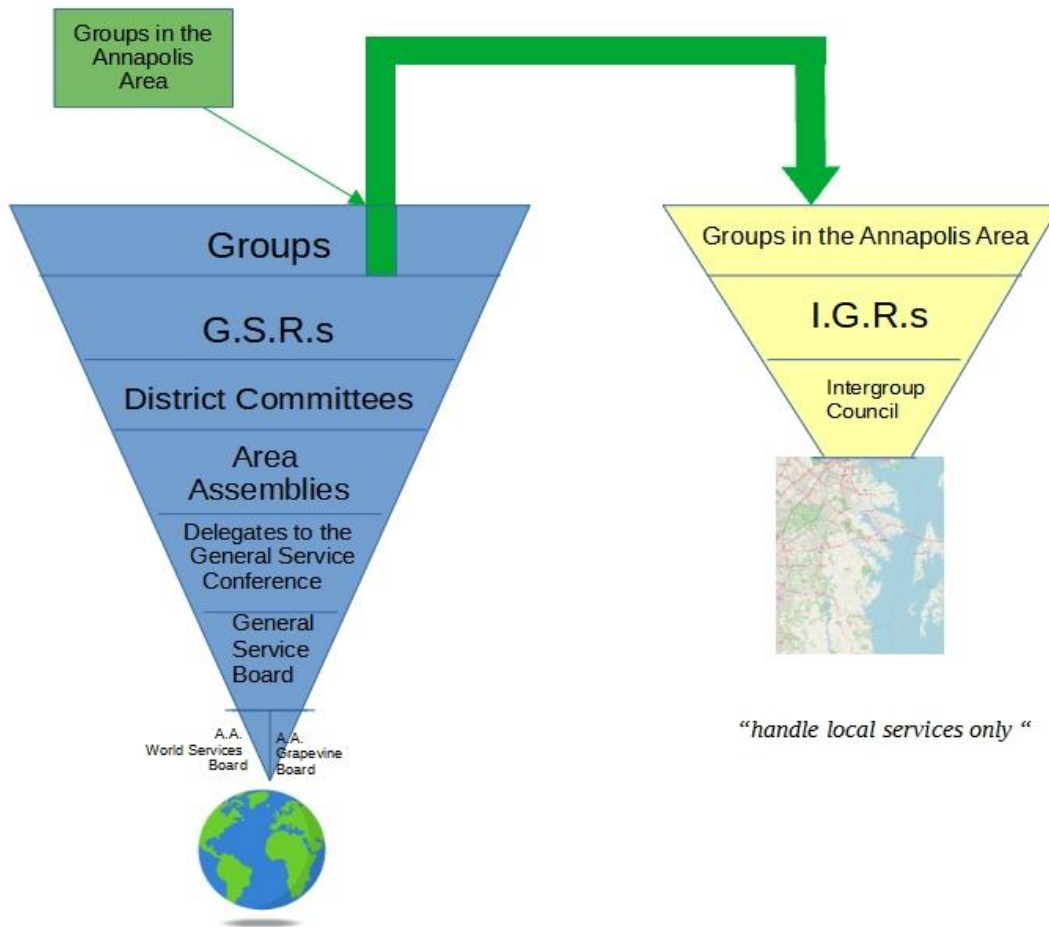
While G.S.R.s, D.C.M.s, Area Committees, Area Assemblies, and the General Service Conference are concerned with matters affecting A.A. as a whole, Intergroups fill a different need. They handle local services only — such as coordinating local Twelfth Step calls, providing meeting lists, and in some places furnishing public information speakers for non-A.A. groups and for A.A. meetings in institutions. Intergroups are complementary, rather than competitive, A.A. operations.

(AA Pamphlet p-45 Circles of Love) https://www.aa.org/sites/default/files/literature/assets/p-45_circleoflove.pdf

Intergroup/central offices and General Service Area Committees are complementary, rather than competitive, A.A. operations. Both exist to help insure A.A. unity and to fulfil A.A.'s primary purpose of carrying the message.

(AA Service Manual Pg. 161 https://www.aa.org/sites/default/files/literature/en_bm-31_3.pdf)

ANNAPOLIS AREA INTERGROUP HANDBOOK



"concerned with matters affecting A.A. as a whole"

A few groups listed by AAIG are also listed by the Washington DC Intergroup, some by the Baltimore Intergroup, and there are some that are not listed by any Intergroup. Listing in an Intergroup and listing with GSO are separate, but most groups choose to be listed by at least one Intergroup in addition to GSO.

AA's Meeting Guide (aka The Chair App) gets its information from the Intergroups. Any meeting's listing in AAIG's Where and When is sent to the Meeting Guide's database and will be listed there.

What is the Annapolis Area Intergroup?

The Annapolis Area Intergroup is a non-profit corporation, founded by groups to serve Annapolis and the surrounding areas, to provide services best handled by a central location. This includes:

1. Provide telephone service for alcoholics who need help.
2. Provide an office at which the business of the Intergroup is conducted.
3. Maintain and publish a meeting directory (online and printed).
4. Provide local public and professional relations activities, such as A.A. speakers, and assist the press and other public media (online and printed) in the development of articles and general publicity of A.A.
5. Cooperate with other community agencies that deal with the alcoholic.
6. Obtain the services of local AA members to assist alcoholics who require aid.
7. Take meetings to various public institutions at which alcoholics are resident.
8. Maintain listing of Intergroup Representatives and alternates.
9. Provide activities for members of Alcoholics Anonymous, their families, and friends.
10. Publish a monthly bulletin.
11. Distribute General Service Conference approved literature to individuals, groups, and institutions.
12. Participating groups can send a representative to form the Council, which oversees these functions and the Intergroup finances.

(From 2016 Bylaws <https://www.annapolisareaintergroup.org/aaig-bylaws>)

AAIG Boundaries

AAIG was founded to represent the “Annapolis area”. It generally includes Maryland Districts 6, 22, 23, 27, 31, and 42, but includes meetings from other Districts and even some from Area 13 as well.

ANNAPOLIS AREA INTERGROUP

Purpose of the Executive Committee

The purpose of AAIG’s Executive Committee is to conduct the business of AAIG in accordance with the stated purpose of AAIG by conducting Intergroup Council Meetings, conducting Executive Committee Meetings, and generally by operating the organization.

Composition of the Executive Committee

AAIG's Executive Committee is comprised of the elected Officers of the Corporation, the chairperson of each standing committee, and the chairperson of each Ad Hoc Committee. The elected Officers of the Corporation are the Chair, Vice Chair, Secretary, and Treasurer. The standing committees consist of the Activities, Bulletin, Cooperation with the Professional Community, Corrections, Facilities, Finance, Grapevine, Literature, Outreach, Public Information, Red House Desk, Red House Rollover Phones, Technology and Treatment.

Composition of the Intergroup Council

The AAIG membership body is comprised of the Intergroup Representatives, the Executive Committee, Committee Chairs and Co-Chairs, Ad Hoc Committee Chairs, and committee members. Each group within the Annapolis area may send one Intergroup Representative and an alternate representative. Any AA member may attend any Intergroup Council meeting, but may not vote.

Role of an Intergroup Representative

An Intergroup Representative (IGR) is an individual, typically elected by their respective home group, which acts as the trusted voice of their home group to the Intergroup Council. It is suggested that an Intergroup Representative attend all Intergroup Council Meetings in order to keep the home group informed. If the IGR is unable to attend, their Alternate IGR is encouraged to attend in their place. At the Intergroup Council Meetings, the Intergroup Representative or Alternate IGR (if IGR absent) may engage in discussion and may cast their vote on all matters before the Intergroup Council.

While the length of sobriety and length of time in office is properly decided by a respective A.A. group's conscience, it is suggested that the Intergroup Representative have one (1) year of continuous sobriety and hold the position for at least one (1) year.

It is suggested that an Intergroup Representative review this AAIG Handbook to familiarize themselves with the operations of AAIG.

It is suggested that the Intergroup Representative report back to their group the pertinent information presented at a given Intergroup Council Meeting, so that their group's voice may be heard and the issues discussed may be known. If a proposal comes up for a vote at any IG Council meeting, the IGR has the right of decision granted by their home group and may vote their conscience on behalf of their group.

Suggested Meeting Formats

Intergroup Council Meetings shall be held on the 3rd Tuesday of a month to conduct the business of the corporation. The Intergroup Council will conduct at least nine (9) meetings per calendar year, notice of which shall be published in the monthly bulletin and on the AAIG website.

ANNAPOLIS AREA INTERGROUP HANDBOOK

At an Intergroup Council Meeting, business shall generally be conducted in the following order:

1. Chair opens the meeting.
2. Secretary reads the Tradition of the month.
3. Secretary takes attendance and reads the Minutes of the preceding Intergroup meeting for approval with correction and amendment, if necessary.
4. Officers provide reports.
5. Committee Chairs provide reports.
6. Unfinished Business from prior Intergroup Council Meetings.
7. New Business.
8. Adjournment.
9. Closing.

Summary of AAIG Intergroup Council Procedures

Intergroup Council meetings generally follow Robert's Rules of Order. Any action taken by the Intergroup Council shall be on a motion made by an Intergroup Representative or Alternate, seconded, and debated. Decisions are then made by a majority vote of Intergroup Representatives and/or their Alternates, if at least ten (10) are present, and recorded with the Secretary. See Bylaws, Article 10.

Any member of the Intergroup Council may make a motion at an Intergroup Council Meeting. A motion is any item of business that calls for the Intergroup to take an action or refrain from taking an action. If the motion received a "second," then discussion ensues. Should any member of the Intergroup Council wish to join the discussion, they must raise their hand. During the discussion, people that wish to be heard, may be heard in the order that their hands were raised. An individual may speak for up to two (2) minutes. All voices should be heard prior to any person speaking for a second time.

After thorough discussion, the Chair or any voting member may call for a vote on the motion. The Chair may decline proceeding to a vote if the Chair feels the motion has not been thoroughly discussed.

Simple Majority: A simple majority is required to approve a motion in most cases. Some groups allow a point of order requesting substantial unanimity, which, if passed with majority vote, requires the pending motion (underlying motion) to receive 2/3 vote to pass.

Any voting member may make a motion to table (postpone) further discussion and/or voting until that next meeting of that body. The motion requires a second, but is not debatable. If the motion passes by a simple majority, then the tabled motion is placed on the "Old Business" agenda for the next meeting of that body.

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

After hearing the minority opinion, a member who voted in the prevailing side (majority opinion) may make a motion to reconsider or the Chair 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.

ANNAPOLIS AREA INTERGROUP HANDBOOK

After a deciding vote has been taken on a motion, an interval of three (3) months shall elapse before such motion can be resubmitted to the Intergroup Council for discussion unless there is an emergency demanding immediate action. An emergency shall be determined by a vote of two thirds (2/3) of group representatives present. Bylaws, Article 10.

ELECTION OF AAIG SERVICE POSITIONS

The Chairperson, Vice Chair Person, Treasurer and Secretary are elected officers. Nominations are made in the October and November Council meetings. The nominees must attend at least one of these two meetings to verify their willingness to serve and their eligibility (see below for details for each position).

The elections then happen at the December Council meeting.

Voting Procedure

- Intergroup representatives or their alternates are eligible to vote if their group has been represented at any Council meeting that year before the December meeting.
- The vote is by confidential ballot:
 - If there is only one candidate for a position, that candidate can be elected by acclamation.
 - If there are two candidates for a position, only a simple majority is needed (more than 50% of the votes)
 - If there are three or more candidates, a candidate winning a 2/3 majority is elected. If no candidate receives 2/3 of the votes, the top two candidates will be eligible for a second round of voting, where the simple majority will suffice.

OFFICERS - Eligibility for Nomination and Duties

CHAIRPERSON

Qualifications (suggested): Four (4) years of continuous sobriety at the time of nomination.

Term of Office: One year and may stand for a second successive term.

Duties:

1. Sets the agendas and conducts the meetings of the Executive Committee and Intergroup Council.
2. Votes only at Executive Committee and Intergroup Council meetings to break ties.
3. Appoints members to chair committees of AAIG.
4. Acts as or appoints liaison to Ad Hoc Committees.
5. Calls special meetings of the Executive Committee as needed.

VICE CHAIRPERSON

Qualifications (suggested): Four (4) years of continuous sobriety at the time of nomination.

Term of Office: One year and may stand for a second successive term.

Duties:

1. Serves as the Chairperson for the AAIG Executive Committee or Intergroup Council in the absence of the Chairperson.
2. Collaborates with the Chairperson to prepare the Intergroup Office Calendar and/or meeting Agendas.
3. Serves in partnership with Chairperson, thus preparing Vice Chair to execute any decisions, motions, etc. in the Chairperson's absence.
4. If the office of the Chairperson is vacated, serves as Chairperson for the balance of the Chairperson's term.
5. Serves as AAIG Facilities Chairperson.

TREASURER

Qualifications (suggested): Four (4) years of continuous sobriety at the time of nomination.

Term of Office: One year and may stand for a second successive term.

Duties:

1. Attend the Finance Committee, Executive Committee and Intergroup Council meetings.
2. Opens and maintains a checking account for the purpose of transacting all AAIG business. The account will have signature cards for the Treasurer and the Chairperson.
3. Opens and maintains an appropriate account for deposit of the AAIG prudent reserve funds.
4. Maintains records of supporting documentation for expenditures (e.g., receipts, invoices, purchase orders, literature transactions).
5. Maintains records of group contributions.

ANNAPOLIS AREA INTERGROUP HANDBOOK

6. Reports the opening balance, income, expense and closing balance for each fund at each Executive and Intergroup Council meeting with copies of the supporting detail made available for review by the membership.
7. Provides financial statements to Bulletin committee for inclusion in monthly AAIG Bulletin.
8. Provides to outside CPA firm a year-end financial report in sufficient detail to prepare State and Federal tax returns and ensures that the returns are signed by the AAIG Chairperson before they are filed.
9. Prepares the annual Vice Chairperson's budget request to be submitted to the Finance Committee in January of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process.
10. Participates with the Finance Committee in January of each year to prepare the AAIG budget for delivery at the February Intergroup Council meeting. Provide supporting documentation to assist in preparation of the budget.

SECRETARY

Qualifications (suggested): Two years continuous sobriety at the time of nomination.

Term of Office: One year and may stand for a second successive term.

Duties:

1. Records and distributes the minutes of the Executive Committee and Intergroup Council meetings.
2. Reads prior minutes into the record at Executive Committee and Intergroup Council meetings for review and approval.
3. Takes roll at all Intergroup meetings and maintains a record of Intergroup Representatives in attendance.

ANNAPOLIS AREA INTERGROUP HANDBOOK

Maintenance of Corporate Documents and Services

Document or Service	Action and Timeline	Responsible Position	Comments
Liability Insurance	Review and update annually in August	AAIG Chair and/or Vice Chair	
Officers Insurance	Review and renew annually in August	AAIG Chair and/or Vice Chair	
Corporation Documents 1. AAIG Bylaws 2. Articles of Incorp.	Review annually in January	AAIG Chair and/or Vice Chair	Review for status and compliance
Annual Tax Document – Business Personal Property Tax Return	Sign final document prior to April 15th	AAIG Chair and/or Vice Chair & Treasurer	Deadline to file is April 15th
Annual Tax Information for Accountant	Compile annually in January or February and send to accountant	AAIG Treasurer	
Annual Tax Document	Receive from accountant to obtain signature of AAIG Chair	AAIG Treasurer	Receive prior to May 15
Annual Tax Filing	Confirm annually that accountant has filed	AAIG Treasurer	Deadline to file is May 15
W-9 (Request for Taxpayer ID# and Certification)	Provide as requested	AAIG Treasurer	
AAIG Corporate Status	Review in January each year	AAIG Treasurer	Review on MDAT website
MD Business Personal Property Assessment	File annually by April 15	AAIG Treasurer	File on MDAT website
Tax Exempt Status and Certificate	Renew every 5 years		
MD Resident Agent	Renew Annually January	AAIG Treasurer	
Maryland Sales and Use Tax Exemption	Renew every 5 years; Last renewal September 2022	AAIG Treasurer	Comptroller of Maryland
Occupancy Agreement – First Presbyterian Church	5 years beginning January 1, 2021	AAIG Chair and/or Vice Chair & Treasurer	

Annapolis Area Intergroup Committees

The primary purpose of the Annapolis Area Intergroup Committees is to perform locally the vital services that carry the A.A. message to the alcoholic as informed by the group conscience of the Intergroup Council. Unless, otherwise specified, chairs of all committees are appointed “annually” by the Intergroup Chair and serve at the pleasure of the Executive Committee. A minimum of two (2) years of continuous sobriety at the time of appointment is suggested. Chairs do not vote in Council meetings unless they hold the position of Intergroup Representative in the AAIG.

Appointment is responsible for and is not limited to:

- Attends Executive Committee and Intergroup Council meetings and reports committee activities.
- Prepares a yearly budget request to be submitted to the Treasurer in February and supporting documentation to answer any questions which may be asked during the budget approval process.
- Encouraged to attend service functions or events, group or other area A.A. events to share and gain information knowledge of the A.A. fellowship. Such functions/events that have registration and other fees are reimbursable per request and/or recommendation of AAIG Executive Committee. Note: reimbursement for functions/events must be requested in advance
- Encouraged to write and submit service-related articles or be interviewed by the AAIG Bulletin committee for the monthly publication.
- Encouraged to form a working committee of A.A. members to assist in the performance of the committee’s duties and responsibilities.

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

Standing Committees

- Activities
- Bulletin
- Cooperation with the Professional Community (CPC)
- Corrections
- Facilities
- Finance
- Grapevine
- Literature
- Outreach
- Public Information (PI)
- Red House Desk
- Red House Rollover Phones
- Technology
- Treatment

Ad Hoc Committees - Committees created as needed and appointed by AAIG Chair, i.e., Bylaws, Safety, Handbook.

**PURPOSE, DUTIES AND RESPONSIBILITIES
OF THE
INTERGROUP SERVICE COMMITTEES**

Activities Committee

The purpose of the AAIG Activities Committee is to organize, promote and manage all local service workshops and social activities of the Intergroup as approved by the Executive Committee. The Activities Committee is generally self-supporting by using event “donations” for ongoing activities. Activities are meant to provide fellowship for members, relatives, and friends of Alcoholics Anonymous in the local area and may include and are not limited to alcathons, annual dinners, picnics, or workshops. Current contact for committee is activities@annapolisareaintergroup.org.

Duties and Responsibilities of the Activities Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Organizes, promotes, and manages the local service workshops and social activities of the Intergroup as approved by the Executive Committee, at least two events annually.
- Provides activities meant to provide fellowship for members, relatives, and friends of Alcoholics Anonymous in the local area and may include and are not limited to annual dinners, picnics, workshops, or conventions.
- Uses event “profits” to support the office (self-supporting).
- If an event is not planned to be self-supporting, prepares a formal proposal and submits it to the IG Council, preferably not less than 60 days prior to the event.
- Required to keep a formal accounting, including but not limited to physical receipts and email supporting documentation, documenting monies drawn following a “fiducial compass” in all respects and with ability to show “backup” of all monies spent that is allowed by budget constraints(receipts, etc.) ex: Beach Picnic Budget September 17 2023).
- Keeps AAIG Treasurer apprised of all possible fiduciary expenditures and plans.
- Ensures that the venue is appropriate for all audiences, safety is paramount, including food safety, accessibilities, environmental safety and fire safety per the laws and ordinances within the County. Reviews and puts into place Permits and Insurance where applicable.
- Clearly articulates all expenditures and explains how they benefit AAIG and AA in respect to spreading our message.

Bulletin Committee

The purpose of the AAIG Bulletin Committee is to prepare a publication for monthly distribution to local area AA groups and friends of AA. This includes planning, content, and formatting. The Bulletin includes AA sponsored news and events, local information about groups and committees, and reprinted material from A.A. literature. Current contact for the committee is bulletin@annapolisareaintergroup.org.

Duties and Responsibilities of the Bulletin Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Uses publishing and pdf software to generate periodicals for TechComm to post on AAIG website and for electronic distribution.
- Preparation of issue begins 1-month ahead of publication, (ex: prep begins May 1st for June issue of publication).
- Solicits, coordinates, edits, and organizes monthly bulletin including:
 - Anniversaries
 - Committee Information (i.e., Treasurer's monthly report)
 - AA-Only Sponsored Area Events (non-club, non-LLC, etc.)
 - Area Notices (i.e., AAIG meeting locations/times and AA Group information, special elections, amendments to Bylaws)
 - Open Service Positions, and
 - Other AA Related Materials
- Arranges for timely distribution and posting of Bulletin with AAIG TechComm Chair (ex: emailing pdf to TechComm the weekend prior to upcoming publication, a few days at a minimum.)
- Ensures timely publication in a current issue, by requesting submissions deadline by 18th of month.
- Is aware of copyright laws and reproduction of AA materials and referencing with proper citations (policies on AAWS website at aa.org).
- Grabbing pictures/images off the internet is fine, ensuring they are public domain, not an artist's copyrighted material.
- As committee chair, reserves the right to review all submissions for approval and possible editing prior to publication and will preserve the anonymity of each contributor (i.e., profanities, outside issues, all "Within the bounds of friendliness and good taste", Bill W., 1946, Grapevine.)

Cooperation with the Professional Community Committee (CPC)

The purpose of this committee is to inform professionals interested in the A.A. approach to recovery from alcoholism. It also will attempt to establish better communication between A.A.'s and professionals and to find productive and creative ways of cooperating without affiliating. The professional community may include and is not limited to physicians, nurses, scientists, lawyers, and other organizations. Members of the Cooperation with the Professional Community Committee shall use as a guide the CPC Workbook, as published by the General Service Office in New York City (aa.org). Current contact address for the committee is cpc@annapolisareaintergroup.org.

Duties and Responsibilities of the CPC Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, the CPC Chair may wish to attend Area 29 Assembly meetings for committee support, to share experiences, to report activity data and to avoid duplication of efforts and other difficulties (data will be compiled and reported to GSO).
- Arranges for volunteers to participate in CPC programs requested by the local physicians, nurses, lawyers, and other organizations.
- Presents seminars and workshops or other educational activities that assist the professional community in understanding A.A.
- May reach out to meet with administrators of professional institutions and agencies dealing with alcoholism regarding ways to work together without affiliating.
- May wish to work in partnership with PI committee to share responsibilities where they may overlap.
- Arrange purchase and distribution of CPC literature as may be required.
- Coordinates use of the CPC display provided by the General Service Office, as requested, at local professional exhibits.

Corrections Committee

The purpose of this committee is to carry the AA message of recovery to alcoholics in correctional facilities. Serving within the structure of the Intergroup, the committee will adhere to AA Guidelines on Corrections Committees provided by the General Service Office (aa.org). Members of the Corrections Committee shall use as a A.A. Guidelines and other service material on aa.org for shared experience in providing these services. Current contact address for the committee is corrections@annapolisareaintergroup.org

Duties and Responsibilities of the Corrections Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, reports at AAIG meetings, Executive and Intergroup Council, listing of facilities to be serviced by participating groups and/or individuals.
- Attend quarterly Group Leader Meetings with Volunteer Coordinator and other representatives from local programs at Jennifer Road and Ordnance Road facilities
- Arranges all necessary programs, AA pre-release contacts, meetings, speakers, and clearances.
- As approved by the Executive Committee shall provide literature and books (funded by the Intergroup) necessary for carrying the AA message to correctional facilities.
- May wish to work in partnership with Treatment committee to share responsibilities where they may overlap.
- May wish to form a partnership with Area 29 Corrections Committee for the following supports:
 - As a source of information for outside sponsors who hold meetings “inside the walls”.
 - To 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 “Bridging the Gap”.
 - Meet with administrators of prisons and other institutions to share information about Alcoholics Anonymous.

Facilities Committee

The purpose of this committee is to operate and maintain the Red House, where the business of the Intergroup is conducted. The AAIG Vice Chair concurrently serves as the Chair of the Facilities Committee. Current contact address for the committee is vicechair@annapolisareaintergroup.org.

Duties and Responsibilities of the Facilities Committee Chair

- As Facilities Chair, the Vice Chair is responsible for the day-to-day operations and facilities of the Annapolis Area Intergroup's headquarters, where the business of the Intergroup is conducted.
- Stays abreast of any facility issues by frequenting the Red House and developing clear channels of communication with Red House Desk volunteers.
- Provides contact information for easy access by Red House constituents, Red House Desk volunteers and meeting chairs.
- Maintain the monthly phone shift schedule, requests for substitutions and substitute list.
- Maintain electronic log of daily calls and their disposition (or type of call).
- Provide off-hours support with the rollover phone volunteers.
- Assist in follow up on queries requiring research or consultation.
- Maintain and update the 12th step list.
- Connecting 12th steppers with callers requesting assistance.
- Maintain and update the Desk Reference for the phone shift volunteers (Note: this is a binder and not everything is available electronically).
- Ensure that the phone and computer are in good working order.
- Ensure phone shift volunteers have adequate supplies and training.
- Ensure literature sales are documented.
- Restock literature for sale as needed.
- Ensure phone shift volunteers have a clean environment to fulfill service commitment.
- Assist with light administrative duties.
- Inspects the premises at reasonable times, such as the change of seasons, etc., to ensure the premises are safe, accessible, and clean.
- Acts as the liaison between the Red House (AAIG) and the church, working with First Presbyterian's facility manager (John Jameison at 443-223-7295 and by email facilities@annapolis-presbyterian.com). (In lieu of John, emergencies can be brought to the attention of Dan Arnold by text only 410-991-4732)

ANNAPOLIS AREA INTERGROUP HANDBOOK

- Ensures that plumbing, electric, heat and air conditioning and some hardware such as locks are in good working order.
- Ensures AAIG supplies in the basement are organized and orderly as that is shared space.
- Coordinates closely with volunteer service workers to ensure that the Red House is regularly cleaned, and supplies are well stocked.
- Conveys information from the church to the Red House fellowship through coordination of the desk shift volunteers and meeting chairs or secretaries.
- Requests to hire paid workers as may be required, on an as needed basis, and approved by the Executive Committee with the support of the Council. Also, must be coordinated with the church. Paid workers must be paid commensurate to private workers, including insurance.
- Uses AAIG budget to remedy matters within AAIG's control, as distinguished from those responsibilities remedied by the Church. This is done by assessing the type of damage and going through the appropriate channels of communication are established to report the defect.
- Remedies any defects or damage to church property expeditiously. If the defect is to a fixture under AAIG control, the Vice Chair should take appropriate measures to either repair or replace the defect.
- Contacts the First Presbyterian's facility manager, promptly, if the defect is structural. As the premises of the Red House are leased from the Church, structural defects fall within the Church's purview to remedy.

Two examples to further illustrate the types of defects described above:

Example One: Constituents reported a fire in the smoking receptacle to the front desk. The front desk reports the burned receptacle to the Red House Desk Chair, who in turn passes on the information to the Vice Chair. The Vice Chair inspects the smoking receptacle, determined the receptacle could not be repaired and immediately ordered a new receptacle, which the Vice Chair installed promptly upon delivery.

Example Two: Front Desk volunteer noticed pooling water at the back door and took pictures, which were provided to the Red House Desk Chair. The Red House Desk Chair reports the flooding to the Vice Chair. The Vice Chair immediately passes the information onto the Church, who took action to remedy the flooding.

Finance Committee

The purpose of the Finance Committee is to assist and help guide Annapolis Area Intergroup (AAIG) in applying the Seventh Tradition of Alcoholics Anonymous to AAIG business activities. Current contact for the committee is finance@annapolisareaintergroup.org.

Duties and Responsibilities of the Finance Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Appointed by the AAIG Chairperson for a term of one year.
- Attends the AAIG Executive Committee and Intergroup Council meetings.
- Chairs Finance Committee meetings and reports back to the AAIG Executive Council.
- Provides leadership and initiates changes in financial policies and procedures as necessary.
- Prepares the annual Finance Committee budget request to be submitted to the Finance Committee in Assists the Treasurer in the performance of the Treasurer's duties.
- Assists the Treasurer in preparation, presentation, and management of AAIG budgets for current and accurate financial records of collections and disbursements for Council oversight.
- Prepares financial guidelines to facilitate decision-making to eliminate the need for the AAIG Council to approve detailed expenditures.
- Works with Treasurer to prepare an annual operating budget showing income and expenses to be presented to the IG Council for approval.
- Documents the financial policy and procedure decisions, including their rationale, for inclusion in the AAIG Handbook.
- Works with 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.
- Resident Agent maintenance and renewal, annually in January.
- Files Maryland Sales and Use tax exemption every 5 years; most recent renewal September, 2022.
- Prepares financial guidelines to facilitate AAIG decision-making to eliminate the need for the AAIG Council to approve every detailed expenditure.
- Initiates changes in financial policies and procedures when necessary.
- Archives financial materials for the future use of AAIG.
- Prepares the budget in the fall of each year and is prepared with supporting documentation to answer any questions which may be asked during the budget approval process.

Grapevine Committee

The purpose of this committee is to promote awareness of A.A. Grapevine, Inc., its various literatures, projects, and the A.A. Grapevine and LaViña, the international magazines of Alcoholics Anonymous (known as our meeting “in-print”). The committee also encourages AA members to submit articles to the AAGV magazine. Current contact for the committee is grapevine@annapolisareaintergroup.org.

Duties and Responsibilities of the Grapevine Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, as needed, provides timely financial information to the Treasurer that is necessary to prepare consolidated financial reports for the Council.
- Specific to this committee, the Grapevine Chair may wish to attend Area 29 Assembly meetings for committee support, to share experiences,
- Coordinates information received from either the Area Assembly or A.A. Grapevine, Inc.
- Coordinates use of the A.A. Grapevine display, as requested, at local professional exhibits.

Literature Committee

The purpose of this committee is to maintain appropriate levels of A.A. World Services, Inc. Conference-approved literature, and other service material at the Red House for sale to the general public, including individuals, groups, and institutions. Current contact for the committee is literature@annapolisareaintergroup.org

Duties and Responsibilities of the Literature Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Maintains adequate inventory of General Service Conference approved literature for purchase by individuals, groups, and institutions. These books, pamphlets, and other materials are generally sold at a “break even” cost; AAIG does not endeavor to make any profit on literature sales.
- Coordinates purchases and incomes with Treasurer.
- Provides timely financial information to the Treasurer that is necessary to prepare consolidated financial reports.
- Establishes order quantities based on volume discounts and sets resale prices to provide the lowest possible price to the groups in Annapolis Area Intergroup.
- Coordinates Literature display and sales for events, conventions, as well as other A.A. functions as requested by the Intergroup.

Outreach Committee

The purpose of this committee is to promote AAIG participation and cooperation with AA groups and meetings in the Annapolis area. It also assists in maintaining local AA group and meeting data and in providing an adequate supply of AAIG “Where and When” Meeting Guides for distribution and purchase. Current contact for the committee is outreach@annapolisareaintergroup.org.

Duties and Responsibilities of the Outreach Chair

The following duties are specific to this committee and also include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Contacts and/or visits AA groups and meetings in the AAIG service area to share with them the Intergroup’s function, encourage participation in Intergroup business, promote AAIG workshops/events and to gather AA group and meeting data.
- Assists in providing updates of AA group and meeting data to Technology Committee for the purpose of maintaining the Meeting Guide database.
- Coordinates periodically with Technology Committee to order and purchase of AAIG “Where and When” Meeting Guides.
- Coordinates AA group updates for website with Technology Committee.
- Coordinates publishing and printing of the “Where and When”
- Maintains adequate supply of AAIG “Where and When” Meeting Guides for their distribution and purchase.

Public Information Committee (PI)

The purpose of this committee is to provide informational programs for the general public regarding the A.A. approach to recovery from alcoholism. It also attempts to establish better communication between A.A.'s and the general public and to find productive and creative ways of cooperating without affiliating. The general public may include and is not limited to, schools, businesses, law enforcement agencies and other organizations. Members of the Public Information Committee shall use as a guide the Public Information Kit and Workbook, published by the General Service Office in New York City (aa.org). Current contact address for the committee is pi@annapolisareaintergroup.org.

Duties and Responsibilities of the Public Information Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, the PI Chair may wish to attend Area 29 Assembly meetings for committee support, to share experiences, to report activity data and to avoid duplication of efforts and other difficulties (data will be compiled and reported to GSO).
- Arranges for volunteers to participate in public information programs as requested by schools, businesses, law enforcement agencies and other organizations.
- Committee may staff booths at health fairs, symposiums, conferences, and other events.
- May distribute public services announcements produced by G.S.O.
- Presents seminars and workshops or other educational activities that assist the professional community in understanding A.A.
- May reach out to meet with administrators of institutions and agencies regarding ways to work together without affiliating, including, providing literature, contact information, and answers to questions about A.A. at various venues and health fairs and alcohol awareness programs.
- May wish to work in partnership with CPC committee to share responsibilities where they may overlap.
- Arranges purchase and distribution of PI literature as may be required.
- Coordinates use of the PI display provided by the General Service Office, as requested, at local professional exhibits.

Red House Desk Committee

The purpose of this committee is to manage the AAIG office. The office serves as a clearinghouse for the circulation and exchange of information among all the A.A. groups in the community, as such it regularly distributes information and/or materials. The desk also provides telephone service, answering inquiries and acting as the local AA hotline for those seeking help. The committee also provides off-hours support via rollover phone as a service for people who have problems related to alcohol. Current contact for the committee is desk@annapolisareaintergroup.org.

Duties and Responsibilities of the Desk Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Maintains a volunteer list for Desk support at the Red House.
- Phone coverage shifts run from 8am to 10pm.
- Provides off-hours support with the rollover phone.
- Maintains a 12th Step call list.
- Maintains and updates handbook of procedures for the volunteer desk/telephone service, how to:
 - Log incoming calls and their disposition (or type of call).
 - Refer callers to nearby A.A. groups, where sponsorship may be arranged, or have a Twelfth Step volunteer contact them.
 - Provide Standing Committee Chairs with messages received at the Desk.
 - Have Twelfth Step volunteers contact callers.
 - Keep on hand and distribute AA area information and literature purchases.
 - Assist with light administrative work.

Red House Roll-Over Phone

The purpose of this committee is to function as backup for the intergroup office, taking off-hour and unanswered calls from the Red House. Current contact for the committee is digitalcommunications@annapolisareaintergroup.org.

Duties and Responsibilities of the Roll-Over Phone Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Communicates with Desk (phone) Committee Chair to ensure coverage.
- Maintains a volunteer list for Roll-Over Phone support (typically, seven dedicated volunteers, in 24-hour shifts).
- Manages digital communication call transfer through AAIG choice of phone service and troubleshoots any issues involved with service.
- Ensures phone service bills are paid.
- Using Call-Forwarding feature, sets up calls from Red House phone to automatically forward to a volunteer's "most convenient" phone number (example: personal or business), during the time the volunteer has committed to, typically 10 pm to 8 am, and sometimes when Desk volunteer is unable to keep their commitment.
- Using the developed Desk handbook, volunteers also answer inquiries and serve as the local AA hotline for those seeking help. (Handbook includes, 12 Step List, Treatment Centers, and Meeting Lists, etc.)

Technology Committee

The purpose of this committee is to manage the AAIG websites, to provide data and input on technical matters to the Intergroup and its committees, and the support the operations at the Red House. The contact address for the committee is techcomm@annapolisareaintergroup.org.

Duties and Responsibilities of the Technology Committee Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, the Technology Chair works in collaboration with the Webmaster to prepare the committee's yearly budget request.
- Encouraged to form a working committee of A.A. members by implementing the following committee structure, to assist in carrying out the performance of the committee's duties and responsibilities:
 - Technology Committee Chair and Co-Chair (heads committee)
 - Webmaster and Co-Webmaster (works within structure of committee)
 - Technology Committee Members
- Sets policy and guidelines for the AAIG websites, as well as any additional and future use of electronic and other communication technologies, performing all duties in accordance with the Twelve Steps, Twelve Traditions, Twelve Concepts for World Service, and the A.A. Guidelines on the Internet (aa.org, MG-18).
- Investigates, implements, and maintains new technologies for the Intergroup and its committees for information exchange and storage, committee collaboration, data sharing, etc.
- Manages the content of the AAIG websites, to be implemented by the Webmaster.
- Downloads the data for the Where & When and provides it as a document for Outreach.
- Managing the subscription list for the Bulletin and emailing monthly issues to its subscribers.
- Supports the Red House Facility committee's computer operations, Internet/Wifi at the Red House.
- Ensures payments of fees associated are made on time regarding domain registration, web hosting, etc.
- Monitors all domain registrations and hosting contracts to ensure they are current and there are no lapses in coverage.

Duties and Responsibilities of the Webmaster – As a member of the Technology Committee

The following duties are specific to this service position.

- Appointed annually by the Technology Committee Chair, in consultation with the Chairperson.
- 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, aa.org).
- Provides and maintains AAIG website for the posting of general information regarding Alcoholics Anonymous and information specific to AAIG, which includes, but is not limited to:
 - Notices of upcoming AA events relevant to the Annapolis area, as provided by a variety of sources.
 - Posts the AAIG Council meeting minutes monthly, provided by the Secretary.
 - Posts the AAIG Bulletin monthly provided by the Bulletin committee.
 - Maintains the information about the Intergroup (By Laws, address, etc. as provided by the Council and Executive Committee).
 - Ensures interface to the Meeting Guide and maintains the Meeting Search page.
 - Gives access to other members for updates of the WIX site as needed.
- Maintains a database of the area AA groups that wish to be listed.
- Provides anonymity protected e-mail forwarding for all Officers, Standing Committee Chairs and the immediate past Chair of the AAIG and updates the forwarding addresses as requested when these change.

Treatment Committee

The purpose of this committee is to carry the A.A. to outpatient settings, and treatment and rehabilitation centers. Serving within the structure of the Intergroup, the committee will adhere to AA Guidelines on Treatment Committees provided by the General Service Office (aa.org). Current contact address for the committee is treatment@annapolisareaintergroup.org.

Duties and Responsibilities of the Treatment Chair

The following duties are specific to this committee and include the broad duties of all Annapolis Area Intergroup Committee chairs (see page titled, Annapolis Area Intergroup Committees).

- Specific to this committee, at the AAIG Executive Committee and Intergroup Council Meetings, the Chair (or Co-Chair, Chair Assistant, etc.) reports the list of facilities being serviced and how.
- Reaches out and meets with administrators of institutions and agencies regarding ways to work together without affiliating, including, providing literature, contact information, and holding meetings.
- Arranges AA commitments such as, AA meetings, speakers, and some pre-release contacts.
- Most importantly, ensures that commitments are filled by reliable contacts, while managing a schedule of those commitments along with a list of potential backups in case of emergency cancelations.
- Requests funds from the Executive Committee, such that the committee may provide literature and books necessary for carrying the AA message to treatment facilities and outpatient settings.
- May wish to work in partnership with Corrections Committee to share responsibilities where they may overlap.
- May wish to form a partnership and collaborate with Area 29 Treatment Committee.
- May be a valuable source of information for other AA Committees, such as “Bridging the Gap”.

*Bridging the Gap committees coordinate temporary contacts between individuals and A.A. groups to ensure that individuals will be guided to an AA meeting at the time of their release from treatment facilities and outpatient settings.

AAIG Matters of Finance

Typical of most undertakings in A.A., AAIG strives to be self-supporting through the contributions of the A.A. groups within the Intergroup area. Refer to Article Six of the Revised AAIG Bylaws 2023.

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-defined¹
- Final authority rests with an informed group (group referred to here is the Intergroup Council) conscience²
- We are an organization of volunteers who understand that service is its own reward
- Expenses incurred while conducting business at the request of AAIG should be fully reimbursed or duly noted for purposes of accurate budget development
- The choice to request reimbursement should be left to the individual?
- The intent of AAIG is to encourage anyone who is willing and able to perform service to do so by removing personal finances as a limiting factor
- The AAIG 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 Reserve³
- In the spirit of the Seventh Tradition, AAIG should be self- supporting in all its affairs

1 From Concept X in The A.A. Service Manual combined with Twelve Concepts for World Service, page C33, Reprinted with permission of A.A. World Services, Inc.

2 From Concept I in The A.A. Service Manual combined with Twelve Concepts for World Service, page C3, Reprinted with permission of A.A. World Services, Inc.

3 From Concept XII in The A.A. Service Manual combined with Twelve Concepts for World Service, page C50, Reprinted with permission of A.A. World Services, Inc.

FINANCIAL INTERNAL CONTROL POLICY

The organization, Annapolis Area Intergroup, Inc., 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.

Fiscal Year

AAIG maintains a calendar fiscal year, beginning January 1 and ending December 31.

CASH CONTROLS

Bank Accounts

AAIG practice provides Chairperson and Treasurer authorization for all bank accounts, they may sign checks, drafts or other orders for payment of money against the corporation checking, demand and time deposit accounts.

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

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

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. 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 Statements

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

Checks outstanding for over thirty (30) days shall be investigated and resolved in a timely manner. Voided checks and stop payments shall be recorded and restored to cash balance in the general ledger in a timely manner.

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

Cash Receipts

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

All checks received will be deposited at regular intervals.

All Cash Receipts will be recorded and properly substantiated with supporting documentation. The cash deposit slip will be numbered.

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

Credit and Debit Cards

The AAIG debit cards are authorized for use by the AAIG Chair and the AAIG Treasurer. ALL purchases made with the AAIG debit cards shall be authorized in writing (paper or electronic), in advance, by the AAIG Chairperson. All disbursements made via electronic funds transfer shall be authorized in writing (paper or electronic), in advance, by the AAIG Chairperson.

Accounts Payable

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

ANNAPOLIS AREA INTERGROUP HANDBOOK

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.

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 AAIG Treasurer's documentation by substantiated expense vouchers and receipts.

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. This eliminates the need for the AAIG Council 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 AAIG officers, committee chairpersons, and other trusted servants. This is done January/February of each year and presented for approval or disapproval at the February Intergroup Council meeting.

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. AAIG bylaws Article Nineteen states: "AAIG will strive to maintain a prudent reserve of fifty percent (50%) of the annual budgeted operating expenses not including generally self-supporting expenses (Literature and Activities)." The Prudent Reserve is not money that should never be spent; it exists as a back-up fund.

Financial Review

At the end of each year, the financial records of AAIG are reviewed by the Treasurer, the Finance Committee, and/or an accounting firm employed by AAIG.

Expense Reimbursement for AAIG Officers and Committee Chairs

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

All disbursements will be tracked according to the originating source.

The AAIG Treasurer and one (1) other AAIG Officer must approve non-check disbursements.

Disbursements shall be made on a regular schedule established by the AAIG Treasurer.

The annual corporate budget shall be the general guide for reimbursement of expenses. Budgeted expenses will be reimbursed upon receipt of appropriate Expense Vouchers/supporting documentation with receipts.

Annapolis Area Intergroup, Inc. Revised Bylaws (2023)

PREAMBLE

Annapolis Area Intergroup, Inc. is a body of people whose purpose is to provide services to those individuals or groups of individuals in the greater Annapolis area who seek the means of arresting the disease of alcoholism through the Twelve Steps of Alcoholics Anonymous.

ARTICLE ONE - NAME

The name of this organization is the Annapolis Area Intergroup, Inc. (AAIG) which is a 501(c)(3) non-profit, non-stock corporation organized under the laws of the State of Maryland for the purpose set forth in the above Preamble and the Articles of Incorporation.

ARTICLE TWO – Objectives

The objectives of AAIG are to serve Annapolis and the surrounding areas by providing a means for suffering alcoholics to contact Alcoholics Anonymous; to take the program of Alcoholics Anonymous to various institutions; to acquaint the public with both the services of Alcoholics Anonymous and the way to contact the fellowship; to provide activities from time to time for the members of Alcoholics Anonymous; and to promote unity and cooperation among Alcoholics Anonymous groups in the area.

ARTICLE THREE – Tax Code

The AAIG is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE FOUR – Principles

AAIG shall conduct its activities in accordance with the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Alcoholics Anonymous.

ARTICLE FIVE- Intergroup Council

AAIG will be directed by an Intergroup Council consisting of assembled Intergroup Representatives, one from each group that wishes to participate. Any A.A. member is welcome to attend Intergroup Council meetings as observers, but only Intergroup Representatives or, in their absence, their alternates, may make motions, take part in the discussion, or vote. The Council shall have the responsibility for making all decisions affecting the Intergroup. In addition, the Council shall have the sole authority to approve capital expenditures in excess of five hundred dollars (\$500.00), and must approve all leases and contracts.

ANNAPOLIS AREA INTERGROUP HANDBOOK

ARTICLE SIX – Purposes of the Intergroup Council

The purposes of the Intergroup Council are to:

Section 1. Provide telephone service for alcoholics who need help.

Section 2. Provide an office at which the business of the Intergroup is conducted.

Section 3. Maintain and publish a meeting directory (online and printed).

Section 4. Provide local public and professional relations activities, such as A.A. speakers, and assist the press and other public media (online and printed) in the development of articles and general publicity of A.A..

Section 5. Cooperate with other community agencies that deal with the alcoholic.

Section 6. Obtain the services of local AA members to assist alcoholics who require aid.

Section 7. Take meetings to various public institutions at which alcoholics are resident.

Section 8. Maintain listing of Intergroup Representatives and alternates.

Section 9. Provide activities for members of Alcoholics Anonymous, their families, and friends.

Section 10. Publish a monthly bulletin.

Section 11. Distribute General Service Conference approved literature to individuals, groups, and institutions.

Section 12. Treasurer and/or Finance Committee will regularly provide a current and accurate financial record of collections and disbursements for Intergroup Council oversight.

Section 13. Treasurer and/or Finance Committee will present an annual operating Budget for adoption at the February Intergroup Council meeting.

Section 14. Any deviation from these purposes must be approved by a vote of two - thirds (2/3) of the Intergroup Council.

ARTICLE SEVEN – Intergroup Representatives

The length of time in office and length of sobriety of the Intergroup Representatives is properly decided by the A.A. group's conscience, but it is suggested that a minimum of one (1) year of continuous sobriety and a term of at least one (1) year would be desirable. A group may designate an alternate to act in the absence of the Intergroup Representative.

ARTICLE EIGHT – Intergroup Council Meetings

Intergroup Council meetings shall be held on the 3rd Tuesday of the month to conduct the business of the Corporation. The Intergroup Council will conduct at least nine (9) meetings per calendar year. Notice of time and place of meetings shall be published in the monthly bulletin and on the AAIG website.

ARTICLE NINE – Order of Business

At an Intergroup Council meeting, business shall be generally conducted in the following order **:

1. Reading the Tradition of the month.
2. Attendance & Approval of minutes of the preceding Intergroup meeting with correction and amendment, if necessary.
3. Officer Reports.
4. Committee Reports.
5. Unfinished Business.
6. New Business.
7. Adjournment.
8. Closing.

**AAIG Budget is presented for adoption in February; Officer Nominations are accepted in October and November; Officer Elections are held in December.

ANNAPOLIS AREA INTERGROUP HANDBOOK

ARTICLE TEN– Conduct of Meeting

The meeting shall be conducted generally following Robert's Rules of Order. Any action taken by the Intergroup Council shall be on a motion made by an Intergroup Representative or Alternate, seconded, and debated. Decisions are then made by a majority vote of Intergroup Representatives and/or their Alternates, if at least ten (10) are present, and recorded with the Secretary.

After a deciding vote has been taken on a motion, an interval of three (3) months shall elapse before such motion can be resubmitted to the Intergroup Council for discussion unless there is an emergency demanding immediate action. An emergency shall be determined by a vote of two thirds (2/3) of group representatives present.

ARTICLE ELEVEN – Officers of the Corporation

Section 1. The elected Officers of the Corporation shall be elected annually, and include a Chairperson, Vice Chairperson, Treasurer, and Secretary. It is suggested that each rotating Officer participate in an advisory role for two months following the conclusion of their term. In matters of business the Officers of the Intergroup Council may not vote unless they are representatives of a group and are recorded with the Secretary.

Section 2. The Officers shall not hold office in any recovery club.

Section 3. In the event of a vacancy in the office of Vice Chairperson, Treasurer, or Secretary, the Chairperson shall appoint a replacement. This appointment is contingent upon certification by a majority vote of the Intergroup Representatives at the next Intergroup Council Meeting. If this appointment is not certified, the Intergroup Council would subsequently hold an election for the vacancy.

Section 4. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall become Chairperson for the balance of the term.

Section 5. If both the Chairperson and Vice Chairperson positions are vacated, there would be an immediate election during the following Intergroup Council meeting.

Section 6. Any elected or appointed Officer may be removed for just cause by a vote of two-thirds of the members present and eligible to vote.

ARTICLE TWELVE – Elections

The election shall be held at the December Intergroup Council meeting by confidential ballot. Nominations from the floor will be received during the October and November regularly scheduled Intergroup Council meetings. All nominees must attend at least one of these two meetings to verify their eligibility and willingness to serve.

No additional nominees shall be accepted for an Intergroup office after adjournment of the regularly scheduled November Intergroup Council meeting.

To be eligible to vote in Intergroup Council Elections, an Intergroup Representative or alternate must be from a group that has had a Representative in attendance at a meeting and recorded with the Secretary during the calendar year of the election.

No person shall be eligible for nomination to an office who has served in that office for the two (2) preceding, consecutive terms.

The electoral process for election of Officers for each office shall be:

Ballot #1: In the event of three or more candidates for office, a 2/3 majority of the total vote is needed for election. If a 2/3 vote is not recorded, only the top two candidates by vote shall remain for Ballot #2.

Ballot #2: The candidate receiving a simple majority of the votes cast shall be elected to office.

ANNAPOLIS AREA INTERGROUP HANDBOOK

Special Elections

Special elections to fill Officer vacancies shall be held when necessary. At least thirty (30) days' advance notice of said Special Election shall be given to all Intergroup Representatives via the monthly bulletin.

ARTICLE THIRTEEN – Executive Committee

Section 1. The Executive Committee consists of the elected Officers of the Corporation and the chairperson of each AAIG committee. The Chairperson shall preside over the Executive Committee. The Executive Committee shall be held on the 1st Tuesday of a month. There shall be at least nine (9) meetings per calendar year. The term of office of this committee shall coincide with that of the Chairperson of the Intergroup Council.

Section 2. Except as specifically provided in these Bylaws, the Executive Committee shall make no decisions reserved to the Council.

Section 3. Regular Executive Committee meetings shall be on the first (1st) Tuesday of a month. There shall be at least nine (9) meetings per calendar year. Notice of time and place of meetings shall be published in the monthly bulletin and on the AAIG website. The Chairperson may convene additional meetings if necessary.

ARTICLE FOURTEEN – Chairperson

The Chairperson shall have a minimum of four (4) years of continuous sobriety at the time of nomination. The Chairperson is the executive officer of the AAIG and shall preside over all Intergroup Council and Executive Committee meetings.

The Chairperson shall appoint committee chairs to all standing committees and ad hoc committees as needed. The Chairperson shall oversee all AAIG committees which serve at the pleasure of the Chairperson.

ARTICLE FIFTEEN – Vice Chairperson

The Vice Chairperson shall substitute for the Chairperson if the Chairperson is absent or unavailable. The Vice Chairperson shall have four (4) years of continuous sobriety at the time of nomination. If the office of Chairperson is vacated, the Vice Chairperson shall become Chairperson for the balance of the term.

The Vice Chairperson serves as the chair of the Facilities Committee which is responsible for the day-to-day operations of the Intergroup office

ARTICLE SIXTEEN – Secretary

The Secretary shall have a minimum of (2) years of continuous sobriety at the time of nomination.

The Secretary shall take roll call at all Intergroup meetings and maintain a record of Intergroup representation. The Secretary shall record and distribute minutes of the Executive Committee and Council meetings and shall submit them at the next corresponding meeting for approval or amendment.

Should the Secretary be absent from the monthly meeting, the Chairperson may appoint a Secretary pro tem for that particular meeting.

ANNAPOLIS AREA INTERGROUP HANDBOOK

ARTICLE SEVENTEEN – Treasurer

The Treasurer shall have a minimum of four (4) years of continuous sobriety at the time of nomination. The Treasurer shall have a knowledge of bookkeeping or accounting practices, including taxes, be familiar with computer programs utilized by AAIG.

The Treasurer shall be responsible for the proper handling of all AAIG funds, securities, timely deposits, disbursements and account reconciliations. The Treasurer is also responsible for preparing and providing accurate income & expense statements, including group contributions, for the Intergroup Council and the monthly bulletin, regularly and annually. The Treasurer shall manage the relationship with the tax preparer and be responsible for timely tax filings.

The Treasurer shall work with the Finance Committee to prepare an annual operating Budget showing income and expenses for adoption at the February Intergroup Council meeting.

ARTICLE EIGHTEEN – Finance Committee

The Finance Committee will advise and make recommendations to the Executive Committee on all matters related to AAIG finances, including but not limited to proposing a Budget to the Executive Committee no later than its last meeting prior to the February Intergroup Council meeting.

ARTICLE NINETEEN – Finances

AAIG shall be supported only by voluntary contributions of the members groups, by individual contributions of interested A.A. members, and by monies derived from any AAIG activities. AAIG will strive to maintain a prudent reserve of fifty percent (50%) of the annual budgeted operating expenses not including generally self-supporting expenses (Literature and Activities).

If the Budget proposal is not approved at the February Intergroup Council meeting, the AAIG will continue to function using the previous year's Budget until a new Budget is approved.

ARTICLE TWENTY – All Other Committees

Committees are formed, as needed, to perform the services required to fulfill the purposes of the Intergroup Council. Unless otherwise specified, the chairperson of all standing and ad hoc committees shall be appointed by and serve at the pleasure of the Intergroup Chairperson. A minimum of two (2) years of continuous sobriety at the time of appointment is suggested.

ARTICLE TWENTY-ONE – Administrative Employees

AAIG shall have the authority to hire administrative employee(s) for furthering Intergroup Objectives and facilitating the Purposes of the AAIG as enumerated in these Bylaws. An administrative employee shall be selected by the Chairperson and approved by the Intergroup Council at any regular meeting. Compensation for any administrative employee shall be provided in the Budget.

ARTICLE TWENTY-TWO – Amendments to Bylaws

A written notice of the proposed amendment(s) must be published in the regular monthly bulletin in the month preceding the month in which a vote is to be taken. These Bylaws may be amended by a two thirds (2/3) majority vote of the Intergroup Representatives or alternates registered with the Secretary at any regularly scheduled Intergroup Council meeting.

ANNAPOLIS AREA INTERGROUP HANDBOOK

ARTICLE TWENTY-THREE – Indemnification of Officers

The Corporation shall indemnify and hold harmless its Officers against any and all claims, actions, demands, liabilities, costs, expenses, damages and losses as a result of any allegation, claim or legal proceeding relating to any act or omission done or omitted while acting in the capacity of an Officer of the Corporation or its business, except to the extent that such act or omission for which indemnification is sought hereunder constitutes gross negligence, willful or wanton misconduct or an unlawful act.

These revised AAIG Bylaws approved by AAIG Council on February 21, 2023.