

March 1, 2020

The WAGSA Handbook

Washington Area General Service Assembly

7th Edition
Approved February 2020

Serving groups in the Washington, DC metropolitan region

Area 13

RESPONSIBILITY DECLARATION

“I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that, I am responsible.”

No prior service Committee or Assembly decision, including those that led to the development of this handbook, shall be binding on future Committees or Assemblies. The group conscience has been and continues to be the guiding force in AA decision-making.

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1. Preface

1.1. The Spiritual Basis for WAGSA

The goal of WAGSA/Area 13, as part of the General Service Conference, is to enhance Twelfth Step work, acting through an informed group conscience. With this objective in mind, WAGSA strives to:

- Stimulate AA group involvement and participation in the Assembly.
- Allow for free, open and unrestricted dialogue among AA groups in Area 13.
- Guarantee that the voice of the AA groups is heard within the AA service structure.
- Protect against “railroading” and “log rolling” of one individual’s or group’s specific agenda or course of action.
- Ensure the right of the minority to be heard.
- Make sure that the Area Assembly does not act as a governing body over anyone.
- Protect the Twelve Traditions of AA.
- Be knowledgeable in service matters by studying the AA Service Manual, *AA Comes of Age* and the *Language of the Heart*.
- Foster awareness and understanding of the Twelve Concepts of World Service.

1.2. Organization of Handbook and intended purpose

This handbook is a basic outline of how our Area operates. The Washington Area General Service Assembly abides by the principles reflected in the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous. We also follow the current AA Service Manual. However, over the course of our existence, we have developed practices and procedures unique to Area 13. This handbook, therefore, is an effort to describe those practices and procedures presently accepted in the working structure of the Area.

The Washington Area General Service Assembly formally endorsed the handbook in October 2003. The group conscience has been and continues to be the guiding force in AA decision-making, however, and no prior Committee or Assembly decision, including those that led to the development of this handbook, shall be binding on future Committees or Assemblies.

The handbook is meant to be used in conjunction with the AA Service Manual/Twelve Concepts for World Service and pamphlets describing various service units or activities such as

- *Circles of Love and Service*;
- *The 7th Tradition: Where Money and Spirituality Mix*;
- *The AA Group*;
- *The District Committee Member*;
- *The General Service Representative*;
- *The Twelve Concepts Illustrated*; and
- *The Twelve Traditions Illustrated*.

For information about the basic terminology used in the handbook (e.g., District, Area, Region, General Service Office), please consult Appendix A of this document.

2. Area 13 Structure

2.1. Districts and Groups

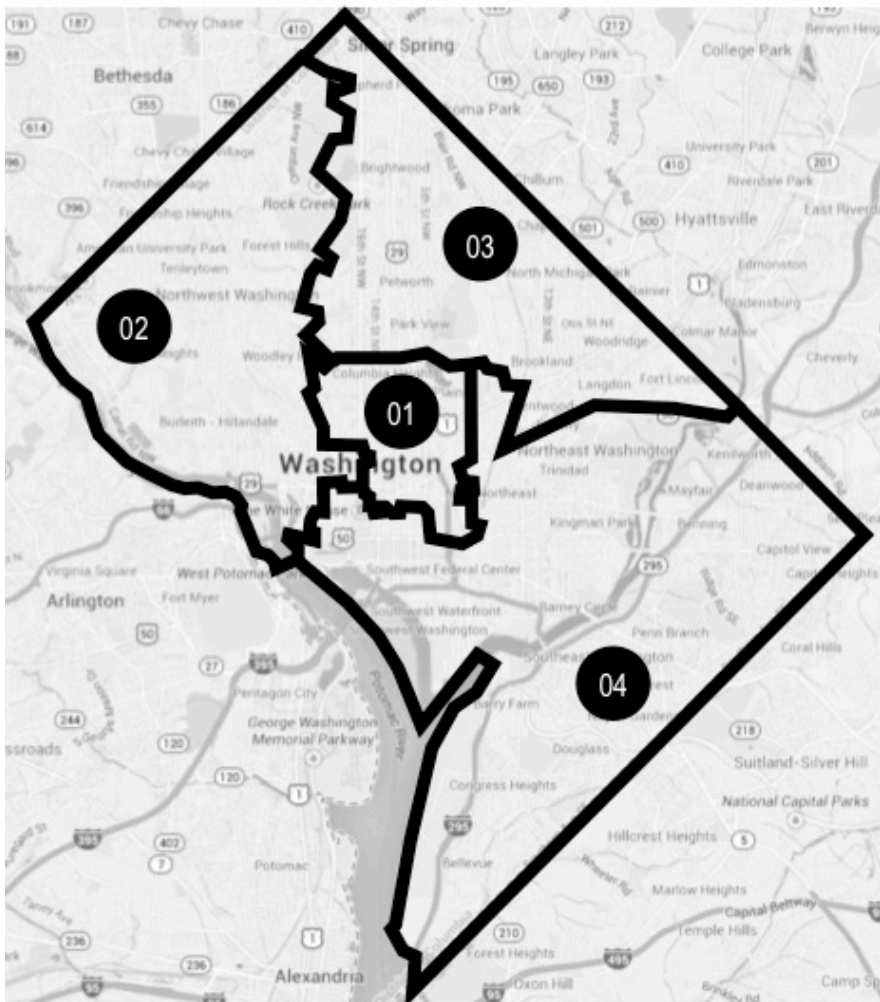
Our Area, known as Area 13 in the AA service structure, also is called the Washington Area General Service Assembly (WAGSA).

Area 13 is divided into 14 Districts: 11 English-language Districts and 3 Spanish-language Districts. In Area 13, a Group's meeting location determines the District.

English-language Districts are organized by zip code. Spanish-language Districts follow the District of Columbia, Maryland and Virginia boundaries.

2.2. Maps of Area 13 Districts (with most recent redistricted dates)

District of Columbia (redistricted 2014)

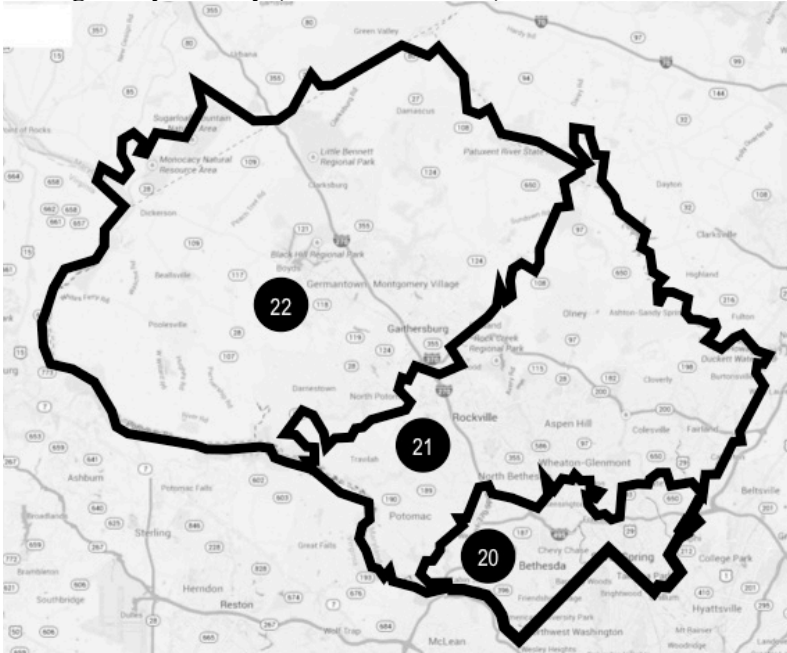


Districts / Zip Codes

District 01	District 04
20001	20002
20005	20003
20006	20004
20009	20019
	20020
District 02	20024
20007	20032
20008	20319
20015	20332
20016	20336
20036	20374
20037	20375
District 03	District 61
20010	Spanish language
20011	groups throughout
20012	the District of
20017	Columbia.
20018	

Note:
District 62
Includes Spanish-speaking groups in parts of Virginia, including: Alexandria, Arlington, Culpeper, Falls Church, Fredericksburg, Manassas, Norfolk, Richmond, Sterling, Woodbridge

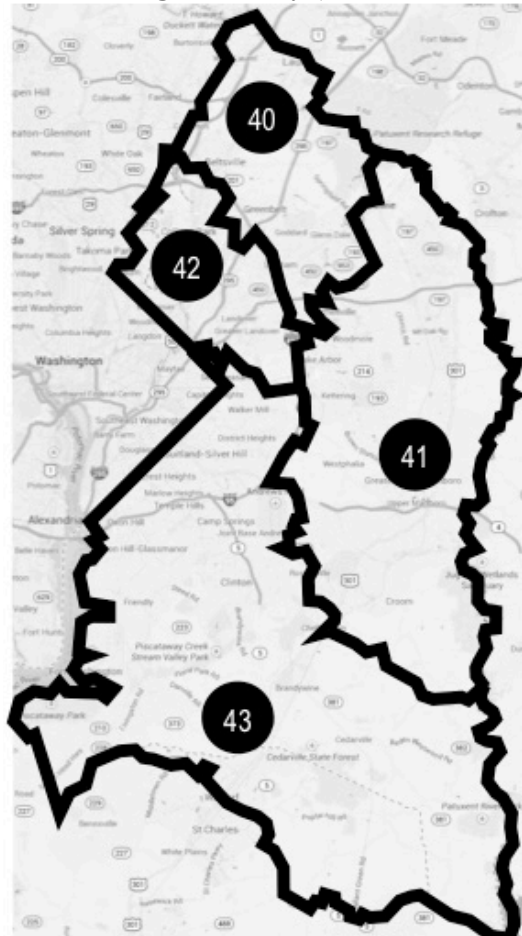
Montgomery County (redistricted 2014)



Districts / Zip Codes

District 20	District 21	District 22
20814	20833	20832
20815	20850	20837
20816	20851	20838
20817	20852	20839
20818	20853	20841
20889	20854	20842
20892	20855	20871
20895	20860	20872
20896	20861	20874
20901	20862	20876
20903	20866	20877
20910	20868	20878
20912	20902	20880
	20904	20882
	20905	20886
	20906	

Prince George's County (redistricted 2014)



District 63
Spanish language
groups in Maryland

District 40	District 43
20705	20601
20706	20607
20707	20608
20769	20613
20770	20623
20771	20735
District 41	20743
20715	20744
20716	20745
20720	20746
20721	20747
20772	20748
20774	20762
District 42	
20710	
20712	
20722	
20740	
20742	
20781	
20782	
20783	
20784	
20785	

Note:
District 62
Includes Spanish-speaking
groups in parts of Virginia,
including: Alexandria,
Arlington, Culpeper, Falls
Church, Fredericksburg,
Manassas, Norfolk,
Richmond, Sterling,
Woodbridge

3. Elections

The Area elects a Delegate, whom we send to the General Service Conference. DCMs, GSRs, and Area committee members are invited to share their district and group consciences at committee meetings, Area assemblies, and other area activities. At Area events, the Delegate shares information about activities at GSO, A.A. World Services, Inc., AA Grapevine, Inc., and in other areas.

3.1. The Third Legacy Election Procedure

- **What is an election?**

Every two years, on the even numbered years, Area 13 elects a panel of officers to serve the Area for two years. Each two-year period is called a panel, numbered from the first one in 1951. The positions up for election are: Delegate, Alternate Delegate, Area Chairperson, Treasurer, and Secretary. Ideally, candidates should be present to stand for elected office. However, in extreme emergency situations, eligible candidates can stand for election in absentia but must contact the Area Chairperson, prior to the election. The spirit of rotation is best. No Area 13 elected officer who has served a full term will be re-elected for a second consecutive term.

- **Election Committee**

At the discretion of the Area Chair, Area 13's Past Delegates may serve as the election committee, without a personal vote. From time to time, Past Delegates from neighboring Areas may be asked to assist in conducting the election. The Area Chairperson will appoint the Chair of the Election Committee. Traditionally the Chair of the Election Committee is chosen from the list of available Past Delegates from Area 13.

- **Registration** (*Note: Both registration and sign-in must be completed in order to cast a vote.*)

Registration Required to Vote in the Election Assembly – you must register to vote with the Registrar by the close of the October Area Committee Meeting to be eligible to vote in the Election Assembly. This includes all DCMs (or Alternate DCMs), GSRs (or Alternate GSRs) of all AA groups, Committee Chairs (both Standing and Ad Hoc Committees), and Officers in Area 13. Those registered prior to the October Area Committee Meeting need not re-register. If eligible voters prefer to register by mail, registration forms must be received and/or postmarked by the second Monday in October, which is the DEADLINE to register. These forms should be mailed to:

Washington Area General Service Assembly
P.O. Box 5673
Friendship Station
Washington, D.C. 20016

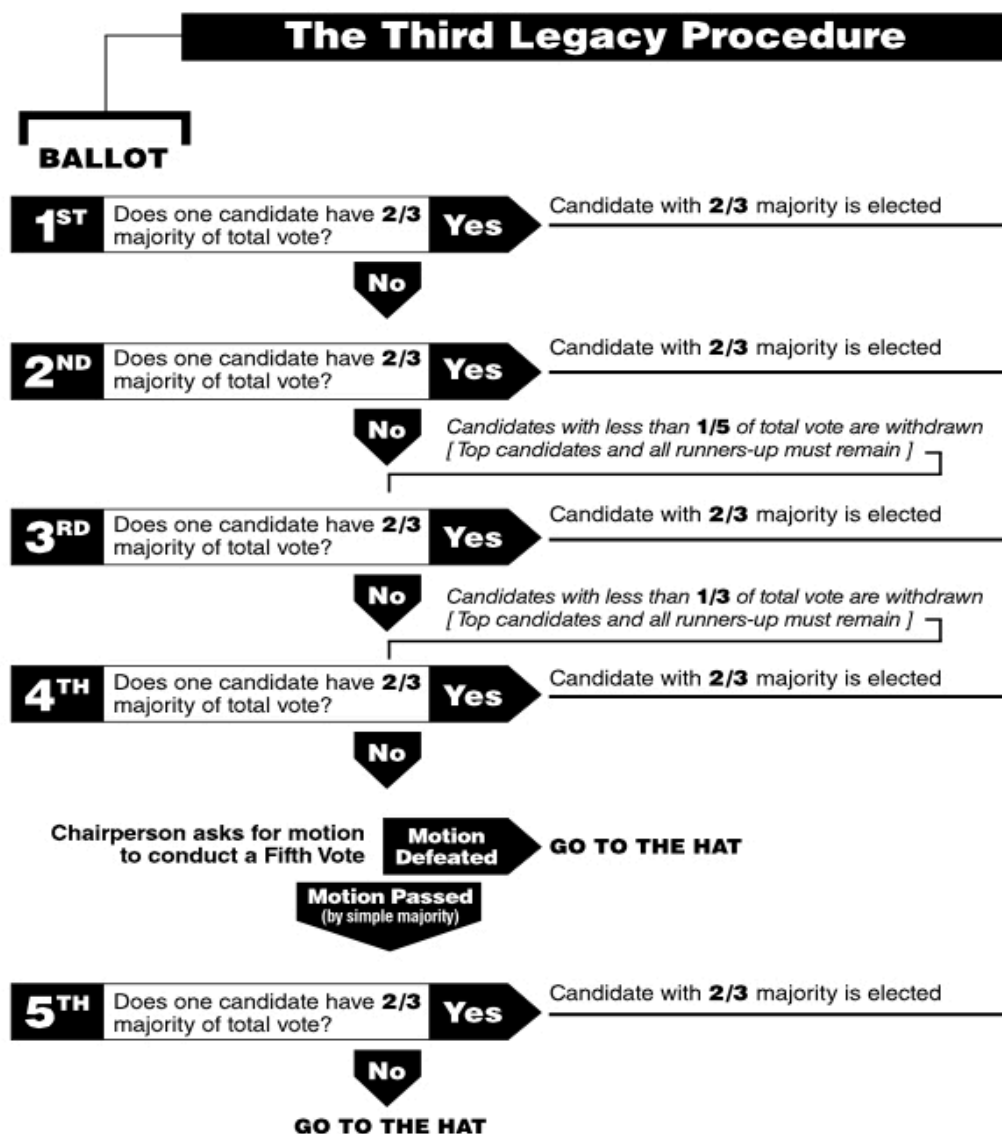
- **Sign-in** (*Note: Both registration and sign-in must be completed in order to cast a vote.*)

Election Assembly Sign-in Process: All eligible voters who have completed the above registration procedure **MUST** sign-in with the Registrar upon arrival at the Assembly. The Assembly sign-in will start **90 minutes before** the Assembly is scheduled to start. Registration will **close promptly at scheduled start of Assembly**. Late arrivals will NOT be able to sign-in for a ballot packet once the Assembly begins.

Note: Alternates will receive their ballot packets only after the person for whom they are the alternate has not signed-in and/or their absence is confirmed.

The Third Legacy Procedure

The AA Service Manual is our guidebook for these elections. It sets forth the procedure to be followed and is called “The Third Legacy Procedure.” A diagram of the procedure follows.



3.2. Elections

Starting with the position of Delegate, the election procedure is as follows:

- The Election Committee Chairperson reads from the AA Service Manual the qualifications for Delegate.
- The Election Chairperson asks for those that wish to serve to stand.
- The names of those standing are posted in a manner visible to all in the room.
- Each candidate for the position of Area Delegate is asked to speak for no longer than two (2) minutes on their qualifications for the position of Area Delegate. Candidates standing in absentia,

as approved by the Area Chair, may have a statement of qualifications read by the Area Chair on their behalf.

- All eligible voters (those who have completed the dual registration outlined above) and any alternate GSRs or DCMs who become eligible because the regular GSR or DCM is not present, may proceed to cast a written ballot, one choice to a ballot.
- Ballots will be pre-printed with the officer position title and will be different colors for each ballot (e.g., blue for first ballot, green for second ballot).
- No member will have more than one vote. For example, if a member is a DCM or GSR, but is also a Committee Chair or Area Officer, they still cast only one ballot.
- The tally for each candidate is posted near the candidates' names.
- The first candidate to receive TWO-THIRDS of the total vote is elected.
- After the second ballot (assuming no candidate receives the necessary two-thirds on the first ballot), any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the TWO TOP CANDIDATES remain. If there are ties for second place, the TOP TWO CANDIDATES TIED FOR SECOND PLACE REMAIN.
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the TWO TOP CANDIDATES remain. In case there is a tie for second place, the TOP TWO CANDIDATES TIED FOR SECOND PLACE remain.
- A fourth ballot is conducted.
- After the fourth ballot, if no candidate has two-thirds of the total vote, the chairperson asks for a motion, a second, and a simple majority of hands for conducting a fifth and final ballot.
- If this motion is defeated, balloting is over, and we go to the "hat" immediately. In case there are ties for second place, the top candidate and the tied second place candidates remain. If the motion carries, a fifth and final ballot will be conducted.
- If no candidate has two-thirds of the total vote at the end of the fifth and final ballot, the election chairperson announces that the choice will be made by lot (from the "hat"). At this point, balloting usually involves only the top two or three candidates.
- The teller then draws lots, one lot per candidate, and the first one "out of the hat" becomes the Delegate.

This same procedure will be followed for each of the other positions up for election: Area Chairperson, Alternate Delegate, Treasurer, and Secretary.

4. Area 13 Officers

4.1. Delegate (See Chapter VI of the AA Service Manual)

Qualifications:

- Several years of active participation in Area affairs, as a GSR and as a Committee Member; Time available, not only for week-long Conference meeting in Spring but also for all the efforts needed before and after the General Service Conference; At least 5-6 years of continuous sobriety; Ability to make and take suggestions—and criticisms, too; Experience in chairing meetings; Knowledge of AA affairs, and of where to find the correct information when they do not know the answers; Thorough familiarity with the 12 Traditions and 12 Concepts; The ability to be open-minded, to sit down with AAs in the Area and with other Delegates to discuss and act on matters vital to AA.

Responsibilities:

- Attends the General Service Conference prepared for discussions.
- Shares the Area's group conscience at the General Service Conference.
- Provides information about activities and issues at GSO, AAWS, AA Grapevine, Inc., and in other Areas.
- Cooperates with GSO in obtaining information (e.g., group contact information, the AA membership survey).
- Reminds everyone that the GSO is an information center on AA matters.
- Attempts to resolve local problems involving traditions.
- Co-signs checks from the Area bank account.
- Represents the Area at the Northeast Regional Delegates (NERD) weekend.
- Participates in Area and regional service meetings including the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA), the Northeast Regional Forum (NERF).
- Visits Area groups and Districts.
- Assumes added responsibility if the Area Chairperson is unable to serve.
- Works closely with Area Officers and Committee Chairs, sharing experience throughout the two-year term.
- Keeps the Alternate Delegate fully informed and uses the chairperson's help wherever possible so they can replace the delegate in an emergency.
- Serves as "Immediate Past Delegate" for the two years subsequent to holding position of Delegate.
- Works in conjunction with the Mini Conference Chair and Past Delegate Advisor to select discussion topics for the Mini Conference.
- Shares GSO contribution summaries of groups in Area with Treasurer.

4.2. Alternate Delegate (See Chapter VI of the AA Service Manual)

Qualifications:

- A solid period of sobriety (suggested 3-5 years); Experience in group, Intergroup (*i.e.*, WAIA), or Area affairs; A sound understanding and appreciation of the Steps, Traditions, and the Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the local Area are also important.

Responsibilities:

- See the AA Service Manual chapter "The Delegate."
- Assists the Delegate in all duties of that office.
- Assumes the duties of the Delegate if the Delegate is unable to serve.
- Serves as a member of the Budget & Finance Committee.

- Serves as Chair of the Mini Conference Committee, which includes planning and executing all aspects of the Mini Conference (details below).
- Assumes responsibility for the Area's translation equipment.
- Assists the Treasurer in completion of duties (e.g., count cash at Area Committee Meetings, make deposits), as needed.

Each spring the area hosts a Mini Conference to allow groups to exercise their "Right of Participation" (see Concept IV) in the Conference structure of Alcoholics Anonymous. The Mini Conference gives the Delegate the conscience of the Area to take with them to the General Service Conference.

Mini Conference Responsibilities:

- Along with the Area Chair, secures a location for the Mini Conference.
- Works with the Delegate and Past Delegates to identify discussion topics.
- Secures volunteers to serve as panelists/presenters, content recorders, and timers.
- Distributes background material, provided by the Delegate, to the panelists/presenters in sufficient time for them to prepare their presentations.
- Prepares flyers and other communications materials (e.g., emails) to promote awareness and importance of event.
- Coordinates with Treasurer on the budget and ensures payments and reimbursements are made in a timely manner.
- Arranges food and refreshments for the event (e.g., coffee, lunch).
- Prepares monthly briefings on the progress of the Committee.
- Provides a final report on attendance and finances at the Area Committee Meeting immediately following the Mini Conference.
- Prepares a final report/summary of the Mini Conference presentations, participant feedback, and other relevant materials for the Delegate in a timely manner that allows the Delegate to be fully prepared to attend the General Service Conference.

Note: The Immediate Past Delegate can be a valuable resource and should be included in all stages of the planning process. An additional resource should be the GSO-published "AA Guidelines on Conferences, Conventions, and Roundups."

It is essential that the Delegate and Alternate Delegate attend the Mini-Conference.

4.3. Chairperson (See Chapter V of the AA Service Manual)

Qualifications:

- A solid period of sobriety (suggested 3-5 years); Experience in group, Intergroup (i.e., WAIA), or Area affairs; A sound understanding and appreciation of the Steps, Traditions, and the Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the local Area are also important.

Responsibilities:

- Secures sites for Area Committee meetings, assemblies, Mini Conference, and Gratitude Breakfast.
- Develops agendas for Area Committee meetings and Assemblies.
- Chairs Area Committee meetings and assemblies.
- Appoints Committee Chairs and the Registrar.
- Proposes and reviews objectives and goals for standing Committees.
- Appoints Ad-hoc Committees and Ad Hoc Committee Chairs, as needed.
- Explores possibilities of cooperation with WAIA and the Spanish-language Intergroups.

- Calls meetings of Officers and standing and Ad Hoc (if applicable) Committee Chairs for informational and planning purposes.
- Requests changes and suggests new programs within the scope of each Committee.
- Sits on the Budget and Finance Committee.
- Co-signs checks from the Area operating bank account and is provided on-line access by the Treasurer.
- Signs contracts in accordance with fiscal policies.
- Works with the Gratitude Breakfast Committee Chair to select speaker for the Gratitude Breakfast.
- Organizes/facilitates regular orientations and service workshops for GSRs, DCMs and other members interested in service.
- Resolves complaints and problems that arise with standing and Ad Hoc Committees and attempts to help in the resolution of difficulties, mediating where necessary, between Committees and/or Officers.
- Attends District or group meetings upon request.
- Encourages and supports District and inter-District activities.
- Keeps the Delegate informed of Area concerns through regular discussions.
- Attends Area and regional functions, including NERAASA, NERF, and NERD.

4.4. Secretary (See Chapter V of the AA Service Manual)

Qualifications:

- A solid period of sobriety (suggested 2-5 years); Some service experience in group, Intergroup service, or General Service is useful; Sense of order, and the ability to quickly capture the essentials of what is happening at an Area Committee Meeting and Area Assembly; Ample time available to complete tasks (e.g., composing, editing, and distributing minutes) in a timely manner. Basic word processing, document conversion, and Internet/e-mail skills suggested, not required. Regular access to the Internet is critical.

Responsibilities:

- Records the minutes of the Area Committee meetings, Officer meetings, and Area Assemblies.
- Responsible for ensuring all recorded minutes are translated to Spanish.
- Makes copies of the previous meeting's minutes available in both English and Spanish at Area Committee meetings and Assemblies.
- Sends copies of Area Committee and Area Assembly meeting minutes to the Regional Trustee and GSO.
- Works closely with the Area Chair and the Area Registrar to maintain a master e-mail list to notify Area members of upcoming meetings and Area or Area-sponsored events.
- Sends by e-mail a reminder of Area Committee Meetings and Assemblies at least 72 hours prior.
- Works closely with the Area Archivist to ensure that all minutes are maintained in the Area's Archive.

4.5. Treasurer (See Chapter V of the AA Service Manual)

Qualifications:

- A solid period of sobriety (suggested 3-5 years); Organized enough to keep good records and some accounting or bookkeeping experience is useful; Experience in AA-related finance matters at the group, District, or Area, or Intergroup level; Ability to regularly make in-person bank deposits. Familiarity with financial software (e.g., MS Excel, QuickBooks) and computer access and experience is critical. Adaptability, integrity, and diplomacy will help the Treasurer succeed in this high-profile position.

Responsibilities:

- Accounts for all contributions and acknowledges them in writing (e.g., letter, receipt, or email).

- Receives operating bank account statements and provides copies monthly to the Area Chair, and Budget and Finance Committee Chair.
- Reconciles the Area operating bank account.
- Co-signs checks from Area operating bank account.
- Makes regular and timely deposits at the Area operating account bank.
- Administers online access to Area operating bank account. Provides access to the Area Chair and read-only access to the Budget and Finance Committee Chair.
- Prepares monthly reports for Area Committee Meetings and quarterly reports for Area Assemblies, to include financial statements.
- Sits on the Budget and Finance Committee and regularly works with the Budget and Finance Committee Chair to accurately maintain Area finances and assess and create the annual budget.
- Dispenses funds in accordance with the annual budget approved by the Assembly.
- Receives monthly accounting reports on any prudent reserve bank account administered by WAGSA Board Members in accordance with WAGSA bylaws.
- Makes certain that all cash received—contributions or payments for gratitude tickets etc.—is counted by at least two individuals and noted by both before deposit.
- Maintains full financial records on all transactions.
- Prepares and/or reviews tax returns and filings with official accountants, auditors, and governmental authorities, in consultation with the Area Chair.
- Provides relevant AA service literature at Area Committee Meetings and Assemblies.
- Contributes to GSO on behalf of Area in the event of the death of a Past Delegate or Trustees in an amount determined by the Area Chair, not to exceed 5% of the annual individual contribution limit to GSO.
- Communicates changes in Area financial practices or GSO financial issues to Area (e.g., changes in contribution limits).
- Provides copies of contribution forms to Area members at Area Committee Meetings, Area Assemblies, or ad hoc via email.
- Serves as a resource on financial practices for groups and Districts, working closely with the Area Chair and Delegate.
- Provides AAWS materials on financial matters (e.g., Treasurer packets, Self-Support cards, birthday envelopes) to GSRs, DCMS, groups, and Districts, as able.
- Works with Gratitude Breakfast Chair to collect and count contributions to GSO, report amount to Area Chair, and submit contribution on behalf of the Area.

4.6. Registrar (See Chapter V of the AA Service Manual)

Note: The Registrar is appointed by the Area Chair to serve for a two-year term in alignment with the term of the panel.

Qualifications:

- A solid period of sobriety (suggested 3-5 years); Organized enough to keep good records. Experience in AA service at the group, District, or Area, or Intergroup level; Ability to regularly attend all Area Committee and Area Assemblies. Computer access and experience is critical. Availability and accountability are critical for success in this high-profile position.

Responsibilities:

- Updates and maintains the Area database, which includes distributing and collecting Group Information Change forms and distributing and collecting New Group Information forms.
- Works with GSO to make sure all data is current, which includes notifying GSO of any changes in group information and working with DCMs to verify information received from GSO.

- Is responsible for maintaining names, addresses and phone numbers of the GSRs, DCMs, Area Officers and Area Committee members, to include Alternates of all applicable positions.
- Creates sign-in rosters for attendees at Area Committee Meetings and Area Assemblies, to include pre-election registration process.
- Manages Area registration process for new GSRs, DCMs, and groups, to include coordinating materials from GSO (e.g., GSR packet)
- Checks periodically with GSRs and DCMs to confirm receipt of welcome packets (distributed by GSO in both English and Spanish). New welcome packets are generally received within 60 days of data input in the GSO database, Fellowship New Vision (FNV).
- Manages both US Mail and email distribution lists for distribution of announcements, when needed.

Note: The database for group records is maintained through the FNV (Fellowship New Vision) program. It is an online software maintained by GSO that allows the Registrar to correspond with GSO in real-time. The Registrar has the authority to reassign any group to the proper District, if the group has been mis-assigned in the past.

5. Area 13 Standing Committees

Standing Committee Chairs (Appointed)

- Area 13 has ten standing committees; the chairs of which are appointed by the Area Chair. Descriptions of the committees, their activities, and responsibilities of their respective chairs are listed below.
- Area 13 operates by a committee system similar to the system used by the General Service Conference. Committees are created by and responsible to the full Area Committee. They do not set policy or decide issues, but they may make recommendations to the Area by way of reports at Area Committee meetings and Assemblies.
- All committee chairs are encouraged to make sure that members of the committee are broadly representative of the Areas' membership. Anyone who is considering chairing a committee should have a solid appreciation for and commitment to the 12 Steps, 12 Traditions, and 12 Concepts as well as experience serving at the group, District, or Area level.
- **All Standing Committee Chairs are voting members of the Area Committee and of the Area Assembly, regardless of any other area or group service positions held. However, Committee Chairs serving in a role that would also be considered a voting position are only given a single vote; no person is allowed more than one vote.**

5.1. Archives Committee

Responsibilities include:

- Collects and preserves historical data pertinent to WAGSA.
- Shares bits of historical information at Area activities, as requested.
- Communicates with the Archives committee chair at the Washington Area Intergroup Association to explore opportunities for collaboration and to prevent duplication of efforts.

The Archives Committee Chair should be familiar with the Archives Workbook, the GSO's *AA Guidelines* on Archives and the AAWS book *AA Comes of Age*.

5.2. Bridging the Gap Committee

Purpose: "Bridge the Gap" between treatment and AA by helping the newcomer attend their first meeting in AA. Bridging the Gap is a temporary contact program to introduce the newcomer to AA books, pamphlets, meeting schedules, the importance of obtaining a sponsor, and introducing them to other AA's.

Responsibilities include:

- Makes contact with treatment facilities to inform them about the temporary contact program.
- Coordinates direct contact with persons before they are released from treatment.
- Keeps a list of volunteers willing to take persons to an AA meeting on the day of the person's release from treatment.
- Explains sponsorship to the newcomer and introduces them to fellow AA members.
- Sets up a contact system for newly released persons.
- Coordinates correspondence with AA inmates in correctional facilities and assists with connecting them to AA members upon release.

Committee members should be familiar with GSO's pamphlet "Bridging the Gap" along with *AA Guidelines* for Treatment Facilities committees. In addition to the *Guidelines*, GSO produces a Treatment Facilities Workbook, which provides information about how to run successful presentations in the respective facilities and how to establish positive relations with facility administrators and staff.

5.3. Budget and Finance Committee

Responsibilities include:

- Provides fiscal oversight of the Area's financial situation.
- Assists the Area Treasurer in the maintenance of sound accounting practices.
- Drafts the annual Area budget, which is presented to the Assembly for approval.
- Advises Assembly on financial decisions, such as the maintenance of a reasonable prudent reserve in accordance with Area financial policies.
- Encourages self-support for both Area needs and those of GSO.
- Monitors adherence to budget in consultation with the Treasurer.
- Communicates discrepancies in budgeted and actual expenditures to the Area.
- Announces at the August area committee meeting that the budget for the upcoming year will be generated during September and October and that copies will be provided out to all attendees at the October Assembly.
- Receives comments on the budget between October and January, to include November and December Area Committee Meetings, and discusses them with the committee.
- Presents the proposed budget for approval at the January Assembly.
- Should be familiar with GSO's *AA Guidelines* on Finance.

Membership

- The committee consists of the Budget and Finance Committee Chairperson, Treasurer, Alternate Delegate, and any member of the assembly willing to participate in the budget and finance process. A background in accounting, finance, or bookkeeping, while helpful, is not a requirement.
- The committee meets as necessary, which means that the committee meets frequently (monthly or more) in the fall during the preparation of the budget and then on an occasional basis throughout the year to address specific financial concerns as they arise.

Ongoing activities

- Throughout the year the Budget and Finance Committee Chairperson works very closely with the Treasurer to monitor the actual and budgeted monthly income and expenditures. If a major discrepancy arises at any time during the budget year, the Budget and Finance Committee can recommend an adjustment in the budget to the Area Committee. If approved by the Area Committee meeting or Area Assembly, the budget will be amended.
- During June of each year the Chairperson of the Budget and Finance Committee conducts a committee meeting to review the status of the actual income and expenditures as compared to the budgeted amounts. If necessary, the committee can make adjustments to the budget figures to compensate for any shortfalls of either income or expenses. If adjustments are necessary, the changes to the budget are brought to the floor of the Area Committee meeting in August for approval.

5.4. Cooperation with the Professional Community (CPC) Committee

Purpose: To inform professionals about AA—what we are, where we are, what we can do and what we cannot do. The CPC committee attempts to establish better communication between AA's and professionals, and to find ways of cooperating without affiliating.

Responsibilities include:

- Provides staffing and literature for exhibition at professional meetings, as requested by GSO.
- Works closely with the corresponding intergroup committees and GSO.
- Contacts professionals that work with alcoholics to give presentations.
- Coordinates distribution and training of CPC materials from GSO.

Membership is open to any AA member willing to be of service.

5.5. Grapevine Committee

Purpose: To inform area members about publication and acquaint individuals with materials produced by AA Grapevine, Inc.

Responsibilities include:

- Disseminates information to the Area Committee and Assembly about new Grapevine items.
- Staffs Grapevine/La Viña exhibits at Group, District, and Area events.
- Reminds GSRs that the exhibits are available for group celebrations and other events.
- Has AA Grapevine table available at Area Committee meetings, Assemblies and Washington Area Intergroup Association meetings.
- Encourages groups to subscribe to the Grapevine and La Viña and to purchase subscriptions for institutions.
- Ensures that an adequate inventory is maintained and kept in a secure location.
- Works closely with the Area Treasurer to make sure that the area has accurate records of the committee's inventory, income, and expenses.
- Coordinates Grapevine and La Viña exhibits at group, district, and area events.

The Grapevine Committee Chair should be familiar with GSO's *AA Guidelines* about Literature committees and the Guide to the AA Grapevine workbook.

5.6. Gratitude Breakfast Committee

Each November, the area hosts a breakfast meeting. Tickets are priced such that the Area at least "breaks even" on the event. Contributions collected by "passing the basket" are donated to the General Service Office, known as a Special Contribution.

Responsibilities include:

- Solicits volunteers to serve on various sub-committees (e.g., ticket chair and hosts/hostesses chair).
- Prints tickets available for sale by June Area Committee Meeting.
- Develops flyers in English and Spanish and having sufficient copies made available by the June Area Committee Meeting.
- Facilitates developing the Gratitude Breakfast program.
- Has Grapevine items and Conference Approved literature (sold by WAIA) made available for raffling at the Gratitude Breakfast.
- Works in consultation with the Area Chair to choose the speaker for the Gratitude Breakfast.
- If the speaker for the Gratitude Breakfast is chosen within Area 13, the Chair of the Gratitude Breakfast Committee ensures that the necessary logistical arrangements for the speaker are made.
- If the speaker for the Gratitude Breakfast is chosen outside Area 13, the Delegate makes necessary logistical arrangements for the speaker.
- Serves as liaison with selected site for the event.
- Monitors sub-committees' assignments to ensure timelines are being met.
- Arranges for the audio recording of the Gratitude Breakfast.
- Arranges for the Spanish and Sign Language interpretations.
- Monitors ticket sales progress in collaboration with the Ticket Chair/Co-Chair.
- Chair of the Gratitude Breakfast Committee or Ticket Chair/Co-Chair works closely with the Treasurer to ensure proper accounting of ticket sales.
- Makes certain all cash and checks received (e.g., ticket sales) are counted by at least two individuals before transferring monies to the Treasurer to ensure accurate accountability

The Committee Chair and co-chairs should be familiar with GSO's *AA Guidelines* on Conferences and Conventions. When appointing co-chairs, the Gratitude Breakfast Chair should make sure that the different

populations of Area 13 have representation; for example, if the Gratitude Breakfast Chairperson is from Prince Georges County, he or she should have co-chairs from Montgomery County, D.C., and one of the Spanish-language districts. The area maintains a workbook of tasks and responsibilities for the GB chair, along with a compilation from previous breakfasts.

5.7. Hospitality Committee

Responsibilities include:

- Makes sure that someone arrives at the Area Assemblies and Committee meetings in sufficient time to have light refreshments (e.g., coffee, tea) ready before most members begin to arrive.
- Maintains adequate inventory of supplies (e.g., coffee, tea, creamer, sugar, paper products).
- Keeps coffee pots and other Area equipment and supplies in a secure location.
- Works with Area Chairperson to arrange for lunch and/or breakfast at Area Assemblies.

5.8. Policy and Procedure Committee

Purpose: Identify policy and procedure issues of the area committee and to review the previous election procedures.

Responsibilities include:

- Identifies policy and procedural issues in Area 13.
- Proposes decision-making processes to address these issues.
- Establishes the process for the creation, revision, and termination of policies and procedures that represent the work of the Area 13 Committee.
- Maintains the Area 13 Handbook and proposes needed revisions and updates on a regular basis.

5.9. Public Information (PI) Committee

Purpose: To carry the message of recovery to the still-suffering alcoholic by informing the general public about the AA program. The committee carries the message by getting in touch with the media, schools, industry and other organizations, and can report on the nature of AA and what it can and cannot do for alcoholics.

Responsibilities include:

- Stays familiar with the PI materials from GSO.
- Works closely with the corresponding intergroup committees and GSO.
- Responds to requests for speakers from area professional programs and schools.
- Responds to media requests, such as television and radio appearances, while keeping in mind AA's Twelve Traditions, most especially the tradition of anonymity at the level of press, radio, television, and film.

5.10. Website Committee

Purpose: To serve the Area 13 groups of Alcoholics Anonymous; and to encourage participation of AA members, groups, and committees in AA services and activities.

Responsibilities include:

- Oversight of the Area Website (area13aa.org) will be the responsibility of WAGSA, acting through its Website Committee and in accordance with the 12 Traditions of Alcoholics Anonymous.
- The Website will provide, whenever practical, information in two languages: English and Spanish.
- The Website will make use of existing AA materials whenever practical.
- The Website will provide links to the websites of WAIA, AA Grapevine, AAWS, and GSO.

- The Website will only post events directly related to Area 13 WAGSA, its Districts, AAWS, AA Grapevine, and Northeast Regional AA activities. These include NERAASA, NERD, NERF, Area 13 WAGSA Gratitude Breakfast, and the Area 13 WAGSA Mini Conference.
 - The Website will welcome users to make suggestions about the Website design and content.
 - The Website will include a disclaimer before linking to any external Web page.
 - This Policy will be reviewed annually at the January Area Committee Meeting and presented to the January Assembly.
 - The Website will follow AA Guidelines on the Internet (GSO Website Guide) published by GSO. The Website will not publish any traceable information of members, including but not limited to personal phone numbers or personal emails.
1. The purpose of the Area 13 website as a public information tool is:
 - a. To provide accurate and consistent information about Alcoholics Anonymous.
 - b. To facilitate the communication of AA services and activities provided in Area 13.
 - c. To encourage participation of members, groups and committees in AA services and activities in Area 13 and the Northeast Region.
 - d. To provide a link to the Area meeting schedules provided by the Washington Area Intergroup Association (WAIA) site at www.aa-dc.org, and
 - e. To provide links to AAWS at www.aa.org and to the AA Grapevine at www.aagrapevine.org.
 - f. To provide links and information regarding regional events including Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA), Northeast Regional Delegates' Reunion (NERD) and the Northeast Regional Forum (NERF).
 2. The Area 13 website is registered by an Internet Service Provider (ISP) in the name of the Washington Area General Service Assembly, with the domain name of ***area13aa.org***
 3. The website reflects the principles outlined in the Steps, Traditions and Concepts for World Service of Alcoholics Anonymous. To preserve anonymity, no full personal names will be used.
 - a. To preserve anonymity the following will not be posted.
 1. Full personal names
 2. Personal telephone numbers
 3. Personal email addresses
 4. Any traceable information not included in the above list
 - b. To preserve anonymity the following will be required of contact information.
 1. Anonymous event specific email addresses
 2. Phone numbers should be specific to the event
 3. Event specific mailing addresses
 4. Content will be available in both English and Spanish.
 5. The Website Committee, a Standing Committee of the Assembly, will have the following responsibilities:
 - a. To register, establish, maintain, and oversee the website;
 - b. To determine the content for the website;
 - c. To report to the Area Committee and Area Assembly; and
 - d. To operate within the budget established by the Assembly.
 6. The Chairperson of the Website Committee, appointed by the Area Chairperson, shall serve as Administrative Contact and the Webservant shall serve as the Technical Contact to the ISP account for a two-year period in keeping with the current Panel of service, and may be reappointed. Other members are encouraged to volunteer to serve on the Committee for a two-year period.

6. Ad Hoc Committees

Separate from Area Standing Committees, the Area Chairperson may create an ad hoc committee to examine a specific issue or project that falls outside the scope of any of the standing committees. Ad hoc committees exist for only the period of time in which they are examining the issue or item for which they were created. Generally, an ad hoc committee is charged with carrying out a specific task or gathering information that presents its findings to the area.

The Area Chairperson appoints the chairperson of an Ad hoc committee, generally a member of the Area Committee or a GSR. Ad hoc committee chairpersons are voting members of the Assembly. Ad hoc committee membership and size are flexible to accommodate the scope of the issue or project. Anyone wanting to participate in an ad hoc committee should contact the ad hoc committee chair.

7. Washington Area Intergroup Association (WAIA) Liaison

A new WAIA Liaison may find the GSO's *AA Guidelines* on Central or Intergroup Offices to be a useful resource. The WAIA website is www.aa-dc.org. The WAIA liaison is not a voting member of the Area Committee or Assembly and serves as an independent communication link between WAIA and Area 13.

Responsibilities include:

- Attends WAIA monthly meetings, Area Assemblies, and Area Committee meetings.
- Informs WAGSA and WAIA of the other's activities and opportunities for cooperation.

8. District Committee Members (DCMs)

The district committee member (D.C.M) is an essential link between the groups' G.S.R.s and the area's delegate to the General Service Conference. As the leader of the district committee, made up of all G.S.R.'s in the district, the D.C.M is exposed to the group conscience of the district. As a member of the area committee, he or she is able to pass on the district's thinking to the area delegate and the area committee.

Page S 52 (1997-1998), The AA Service Manual.

The duties of a qualified district committee member, range from a few to a lot, depending on how far along an area is in general service work. But there is general agreement throughout all areas that duties should be spelled out in detail. Not only does this help clarify what DCM's should or should not be doing- it also has a strong morale effect; it makes each of them aware that a DCM is an essential wing of the area committee.

Page S55 (1997/1998), The AA Service Manual.

What District Committee Members do...

- Practice the 12 Steps, 12 Traditions, and 12 Concepts.
- Attend Area Committee meetings and Area Assemblies.
- Chair and conduct District meetings.
- Participate on Area committees and encourage others in their District to do the same.
- Work closely with the Area Secretary to ensure that groups receive information from WAGSA and GSO.
- Encourage each group to have an active General Service Representative (GSR) and Alternate GSR.
- Bring to the Assembly those District problems, solutions, and activities that may help others.
- Are available to help with group inventories, settle Traditions questions, and discusses Tradition breaks.
- Help new groups and new General Service Representatives become and stay involved in the General Service Assembly.
- Are voting members of the Area Committee and the Area Assembly.

Some District Committee Members communicate with their groups by ...

- Holding regular District Committee meetings
- Holding occasional service workshops (sometimes in cooperation with other districts).
- Visiting all groups within their District
- Distributing monthly reports of Area activities to their District, as well as reporting District activities back to the Area.
- Producing newsletters.

9. General Service Representative (GSRs)

What General Service Representatives do...

- Practice the 12 Steps.
- Value and study the 12 Traditions and 12 Concepts.
- Regularly attend group meetings, especially business meetings.
- Work with group treasurer to ensure that AA is self-supporting through its own contributions, first at the group level, and, once the group conscience has determined that the group has a sufficient prudent reserve, by contributing to Intergrupp,¹ WAGSA, GSO, and the District.
- Represent the group conscience at the Area Assemblies and District meetings.
- Are welcome to attend Area Committee meetings.
- Participate as members on Area committees
- Inform group of District and Area activities (e.g., make a brief report during “half-time”, take copies of flyers and minutes back to the group, and communicate about relevant Conference agenda items).
- Encourage group members to participate in various service opportunities (e.g., signing up for a CPC committee event, working with the Hospitals and Institutions committee to sponsor a meeting or send Grapevine/La Vina subscriptions to institutions).
- Perform other duties, as determined by the group (e.g., working with the secretary to lead business meetings, maintaining an adequate supply of literature, preparing “welcome packets” for new members).
- Elect District Committee Members (DCMs), and participate in District activities.
- Vote at Assemblies on Area business and, in even years, to elect a new Area 13 Delegate and Area Officers.
- Consider getting a service sponsor if your current sponsor is not experienced in General Service.

To better serve their groups, GSRs should become familiar with the AA Service Manual, the Twelve Concepts for World Service, and the pamphlets *The AA Group* and *The G.S.R.*

Remember, a good servant is not necessarily the one that takes more than one service position at a time but the one that does one service job and does it well.

Getting started as a new General Service Representative...

- If you are reading this booklet, you probably have already spoken with the WAGSA (Area 13) Registrar and received your new GSR welcome packet and a group information form. Please complete the form and return it to the Registrar, who will make sure that you are sent notices of area assemblies. Since attendance at Area Assemblies is one of the most important functions of a General Service Representative, this notice is fundamental to effective service. If you miss an assembly, your group does not have a voice or know what happened at the Assembly.
- The Registrar also will forward the form to the GSO. GSO will provide additional service materials for your group.
- The registration form asks for your group service number. The Registrar can provide the group service numbers for existing groups. The service numbers of existing groups also may be found by consulting the Eastern U.S. AA Directory, or by asking the GSO. New groups will receive their service number directly from GSO after completing and returning a “new group form” available from the registrar.

¹ The Washington Area Intergrupp Association (WAIA) serves all of the English-language groups. The Spanish-language groups in Maryland, the District of Columbia, and Virginia each have their own intergrupp.

Please note that registration with your Intergroup, using the form they supply, does not register your group with Area 13 (WAGSA) or the GSO. The records of WAGSA and the Intergroups are not interchangeable.

A new General Service Representative asks ...

What have I gotten myself into?

Probably nothing that you can't handle with help. Please keep reading and keep coming back. Ask your sponsor, your service sponsor, or the person sitting next to you what they do and how they do it.

What is a service sponsor?²

- A service sponsor is a person who takes on the role of guide to the person new to service, sharing experience, strength and hope in service. It is a long-term relationship, usually initiated at the request of the person to be sponsored. The relationship is can provide the experience of a shared journey in carrying the message to the still suffering alcoholic.
- At a workshop held at the 1991 General Service Conference, it was noted that although service sponsorship has *"been in existence a long time, 'very little has been addressed to formalize the work of service sponsorship!'"*³
- In selecting a service sponsor the new General Service Representative should try to find someone whose service attitudes, experience and style s/he admires. It is always helpful to remember that we have three Legacies, and that Recovery through the 12 Steps and Unity through 12 Traditions are equal sides to the AA triangle. Service in conformity with the 12 Concepts should always be seen as closely related to recovery and unity. So, one question to ask in selecting a service sponsor is whether you admire the recovery and adherence to the Traditions shown by the prospective sponsor.
- The same attitudes necessary for a General Service Representative should be present in a prospective service sponsor: courage, thick skin, self-humor, and emotional maturity. A service sponsor should be as kind, non-judgmental, and willing to share as a recovery sponsor would be with a newcomer.

What if my group isn't interested in Area news?⁴

- One common experience shared by new GSRs, particularly those from groups which have not had active GSRs in the past, is a lack of interest in general service. All too frequently, the inactive group has come to focus on personal recovery.
- Information can be conveyed in a number of ways. The GSR can request time for a report at the group's business meeting. Announcements of upcoming events, workshops, etc., can be made in conjunction with the secretary's break at meetings. The GSR can try to develop a report that is interesting, to the point and informative, rather than boring and repetitive. If necessary, the report can be a short-written summary, distributed at the group's regular meeting.
- The important thing is that an attempt be made. Simply by talking about service in our one-on-one conversations, we can stimulate interest and eventually succeed in bringing the group into the mainstream of AA. It may be a slow process; it may provide lessons in patience, tolerance and humility; but it does help us to practice these principles in all of our affairs. And, after all, our own continued sobriety is what service is all about.

² From the SENY Service Handbook and Articles of Association and By-Laws, 2001, p. 33.

³ From, *Sponsorship-Gratitude in Action: The Forty- First Annual Meeting of the General Service Conference of Alcoholics Anonymous*, 1991, Final Report, p. 9.

⁴ From the SENY Service Handbook and Articles of Association and By-Laws, 2001, p. 34.

How can my group make contributions to support AA service activities?⁵

- Many groups have asked about the handling of contributions. How much to contribute, when and to which level of service (Intergroup, district, GSO, WAGSA) is entirely a group decision. Some groups contribute monthly, others quarterly or annually and still others when they feel their prudent reserve has grown too large. In general, however, any amount given at any time is appreciated and helps carry the AA message.
- If your group wants its contribution to be distributed among the various AA service entities, the Treasurer must send separate contributions to each entity. Many groups in districts that do not have annual budgets choose to send 60 percent of their excess funds to their Intergroup, 30 percent to GSO, and 10 percent to WAGSA. However, as with all issues, the individual group conscience needs to decide how to apportion their contributions. For example, some groups may decide to send some money to their districts.

Additional information concerning finances in AA may be found in the following publications available through AAWS by phone or through its literature catalogue, through your local intergroup, or from the WAGSA treasurer:

- *AA Service Manual/Twelve Concepts for World Service*;
- *Self-Support: Where Money and Spirituality Mix (an AAWS pamphlet)*;
- *GSO's AA Guidelines (i.e., the yellow sheet) on Finance*;
- *The AA Group Treasurer (an AAWS pamphlet)*.

After the group decides how to divide the money in its treasury over and above necessary current expenses and a prudent reserve, excess funds may be sent to:

Washington Area General Service Assembly (WAGSA)

P.O. Box 5673
Friendship Station
Washington, DC 20016
www.area13aa.org

General Service Office

P.O. Box 459
Grand Central Station
New York, N.Y. 10163
www.aa.org

Washington Area Intergroup Association (WAIA)

WAIA Central Office⁶
4530 Connecticut Ave., NW Suite 111
Washington, DC 20008
www.aa-dc.org

Spanish Intergroup Offices

District 61 – Washington, DC Spanish Intergroup Office

4027 13th Street, NW (Basement #BN)
Washington, DC 20011
Telephone: 202-545-1050

⁵ From the SENY Service Handbook and Articles of Association and By-Laws, 2001, p. 33.

⁶ All English-language groups are served by the WAIA.

District 62 – Virginia Spanish Intergroup Office

8143 Richmond Highway (lower level)

Alexandria, VA 22309

Telephone: 703-360-5447

District 63 – Maryland Spanish Intergroup Office

7930 Georgia Avenue – Ste 3

Silver Spring, MD 30910

Telephone: 301-587-6191

AA Grapevine/La Vina

475 Riverside Drive

Suite 1040

New York, NY 10115

La Vina Committee (local)

7930 Georgia Avenue, #103

Silver Spring, MD 20910

Telephone: 301-587-6191

Why do we need service entities other than the AA Group?

Other service entities are needed within the Fellowship to perform the services that the groups cannot perform for themselves (e.g., publishing and distributing literature, providing public information about AA, helping new groups get started, handling pleas for help, etc.).

How much organization should an AA Group have?

- Because Tradition Four states that each group is autonomous except in matters affecting other groups or AA as a whole, there needs to be a mechanism through which a channel of communication can be established with other groups and the AA service structure. Organization of this communication channel begins when group officers and committees are selected or elected within the structure of the group.
- These trusted servants, or “officers,” hold group service/business meetings. In some instances, the officers make up the group “steering committee” that conducts routine business of the group and reports its activities to the group. Other groups conduct their business with input from all members who are in attendance when an issue needs to be addressed.
- As described in the pamphlet *The AA Group*, some groups fill a comprehensive slate of service positions. At the opposite end of the spectrum, other groups select one person to make the coffee, another to get speakers or discussion leaders, a treasurer, a WAIA representative, and a General Service Representative. In brief, all are as organized as they need to be to make sure that “when anyone, anywhere, reaches out for help” the “hand of AA” is there.

10. Area 13 Committee Meetings

Area Committee meetings are held the second Monday of every month, with the exception of July, at Silver Spring Presbyterian Church (580 University Boulevard East, Silver Spring, Maryland 20910). Meetings begin at 7:30 p.m., although individual committees often meet earlier. All interested AA members are welcome. If Montgomery County schools are closed due to inclement weather, the meeting will not be held. At these meetings, DCMs or their alternates, Committee Chairs or their co-chairs, and Area Officers may vote.

****basket?**

11. Area 13 Assemblies

11.1. Winter Assembly (January)

Topics

Traditionally in January, the chair of the Budget and Finance committee presents the Area budget for the upcoming year. Committees present their goals and objectives for the coming year, and other area business is brought to the floor.

Participation

All AA members are welcome. However, only DCMs or their alternates, GSRs or their alternates, Committee Chairs (including ad hoc committees), and Area Officers may vote.

11.2. Spring Assembly

Topics

Traditionally 3-6 weeks after the General Service Conference, the Delegate gives a report back on the annual meeting of the General Service Conference. Other business may be brought to the floor for discussion and vote, time permitting.

Participation

All AA members are welcome. However, only DCMs or their alternates, GSRs or their alternates, Committee Chairs (including ad hoc committees), and Area Officers may vote.

11.3. Fall Assembly (October), Area Elections (Even Years)

Participation

In fall of even-numbered years, the DCMs, GSRs, Area Officers, and Committee Chairs gather to elect the next panel of trusted servants (*i.e.*, the Delegate, Alternate Delegate, Area Chairperson, Treasurer, and Secretary). The election process is described in detail under the Third Legacy Procedure.

Elected Positions

All members who are considering standing for an elected service position should have a solid appreciation for and commitment to the 12 Steps, 12 Traditions, and 12 Concepts. Suggested qualifications for each position are outlined in the AA Service Manual and in this handbook.

11.4. Fall Assembly (October) (Odd Years)

Historically, the Fall Assembly in odd-numbered years has been reserved for approval of the Area Handbook and discussion of any Area business. In 2001, the Area held its first Area Inventory. Responses were not recorded verbatim, but the Secretary took copious notes that were given to the Chair. After many years, a bi-annual Area inventory was reintroduced in 2013. It was held again in 2015, 2017, and 2019. It is generally chaired by a Past Delegate or Trustee from another Area, selected and arranged for by the Area 13 Chair.

Participation

All AA members are welcome. However, only DCMs or their alternates, GSRs or their alternates, Committee Chairs (including ad hoc committees), and Area Officers may vote.

12. Area Activities

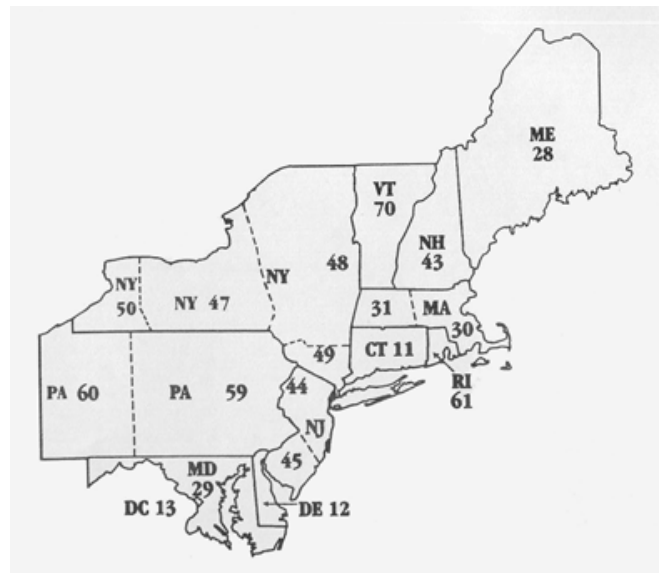
From time to time, the Area hosts workshops on various service topics (e.g., “the General Service Representative” or “the Group Treasurer”). Often, workshops are held immediately before Area Assemblies. The Area Chair leads the workshop or selects the leader. For example, the Area Chair and Past Delegates may facilitate “General Service Representative Workshops”. The Area Treasurer has led a workshop for group treasurers. Groups and Districts may also consider hosting workshops on various service topics.

13. Regional Activities

Area 13 is one of 18 Areas in the Northeast Region, consisting of Washington, D.C., Montgomery and Prince George’s Counties in Maryland and the Hispanic groups in the District of Columbia, Maryland and Virginia.

The other Areas in the Northeast Region are:

- Area 11 (Connecticut)
- Area 12 (Delaware)
- Area 28 (Maine)
- Area 29 (Maryland, with the exception of Montgomery and Prince Georges Counties)
- Area 30 (Eastern Massachusetts)
- Area 31 (Western Massachusetts)
- Area 43 (New Hampshire)
- Area 44 (Northern New Jersey)
- Area 45 (Southern New Jersey)
- Area 47 (Central New York)
- Area 48 (Hudson, Mohawk, Berkshire New York, HMB)
- Area 49 (South Eastern New York, SENY)
- Area 50 (Western New York)
- Area 59 (Eastern Pennsylvania)
- Area 60 (Western Pennsylvania)
- Area 61 (Rhode Island)
- Area 70 (Vermont)



13.1. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)

NERAASA is held every year is traditionally the last full weekend in February. At NERAASA, you will be able to interact with others who have your same service positions (e.g., GSRs, DCMs, Committee Chairs, Area Officers) through round-table discussions. It is a wonderful training opportunity.

13.2. Northeast Regional Forum (NERF)

NERF is sponsored by GSO, led by GSO staff members, and held every other summer in odd numbered years. At the Forum, interested AAs can meet GSO staff and Board of Trustees, learn about the AA service structure, and find out firsthand what activities are going on at the GSO and elsewhere in AA.

13.3. Northeast Regional Delegates (NERD)

The Northeast Regional Delegates weekend is generally held in March and rotates throughout the northeast region. All Delegates, their Alternates, and Past Delegates from their respective areas usually attend.

14. Financial Matters and Policies

14.1. Considering Finances

Where our money comes from ...

- Our money comes from you, through the generous contributions of the groups you support. In accordance with the Seventh Tradition, AA accepts no outside contributions at any level.
- **The maximum annual contribution from an individual as set by the General Service Conference (\$5,000 in 2018).**

Where our money goes ...

- In accordance with the Sixth Tradition, AA makes no monetary contributions to any outside organization or cause, no matter how worthy.

Supporting our delegate

- Much of our income goes to support our Delegate. For example, we contribute money to GSO to defray the cost of the annual meeting of the General Service Conference; we reimburse our Delegate for expenses incurred at the Conference and other meetings (e.g., NERAASA, NERF, and NERD). The Area hosts the Mini-Conference and welcomes participation by all groups, regardless of their ability to contribute. We also support our Area Officers in attending regional events.

Supporting our Area's Trusted Servants:

Carrying the message to the still suffering alcoholic

- Your contributions also go to support the work of the Area's standing and ad hoc committees. Other line items in the Area budget include literature and service workshops. Money collected at the annual Gratitude Breakfast is contributed directly to the General Service Office in New York.

Operating expenses

- Other items that are considered when creating the budget include the costs of holding 11 Area Committee meetings, 3 Assemblies, and the annual Mini-Conference (e.g., rent, refreshments, copying, and postage) as well as possible expenses associated with engaging legal and accounting services as required by law.

14.2. Money Management Policy

Operating Account Management:

The Area 13 Money Management policy was developed based on the collective experience of Area 13 Trusted Servants regarding the maximum amount of money the Area may need to operate. It should be noted that the Area has a regular cycle of income (contributions) and expenses which work towards creating a steady balance of funds. In the spirit of Concept Twelve, Area 13 will regularly assess that it has no more than 50% of its projected annual budget in the operating account. The exact dollar amount will be set upon the approval of the annual budget by the Area 13 Assembly. Line items for breakeven events or activities,⁷ including but not limited to the Gratitude Breakfast and Grapevine Committee, will not be included in the calculation of the operating maximum account balance.

⁷ Breakeven events and activities are defined as line items which have an annual net balance of zero; meaning the income generated equals the amount spent.

If the amount of money in the operating account exceeds the maximum set forth at the time of approval of the annual budget, the excess amount will be transferred to the Prudent Reserve account, unless the Prudent Reserve is at its pre-set maximum amount. If the operating account does not exceed the pre-set maximum, no money will be transferred to the Prudent Reserve (see below).

The operating account pre-set maximum takes into account the approved expenses necessary for Area 13 activities. Therefore, setting an account maximum does not prevent Area 13 activities and expenses, such as Committee activity, events, or purchases. It also does not change any of the budget line items approved by the Area Assembly.

The operating account balance will be reviewed by the Budget and Finance Committee during the mid-year review. At that time, the operating account balance may be modified. If the amount of money in the operating account exceeds the maximum set at the time of the mid-year review in June, the excess amount will be transferred to the Prudent Reserve account, unless the Prudent Reserve is at its pre-set maximum amount (see below).

If the amount of money in the Prudent Reserve account is already at the maximum set at the time of approval of the annual budget, the Budget and Finance Committee will report the amount of excess in the operating account to the Area and suggest options for using the funds. The ultimate decision for how to disperse the excess operating account funds lies with the Area Assembly.

The Area Assembly has the ultimate authority and approval in all instances to add funds from the Prudent Reserve to the operating account when the operating account balance is in jeopardy of carrying an insufficient balance to continue authorized Area 13 events or activities. A Special Assembly will be convened or during a regularly scheduled assembly the matter of a prudent reserve transfer will be decided by the voting members of the Assembly.

Only in emergency situations where time does not permit convening an Assembly, the Treasurer will follow the below Prudent Reserve request/withdrawal process.

Prudent Reserve Management:

Every AA organization needs a prudent reserve to protect it from unforeseen expenses and give it the financial flexibility it needs to carry out its primary spiritual mission. While it may be unwise to permit the accumulation of more money than needed, it may similarly be unwise to permit our groups and services to financially struggle when doing so can be avoided.

Therefore, Area 13 will maintain a Prudent Reserve under the charge of the WAGSA Inc. Board of Directors. The composition and responsibilities of the Corporate Board of Directors are outlined in the WAGSA Inc. bylaws. To ensure ease of financial transfers, the Prudent Reserve will be a checking account.

Area 13 will keep no more than 50% of annual budgeted expenses in the Prudent Reserve account at all times. The exact dollar amount will be set upon the approval of the annual budget by the Area 13 Assembly. Line items for breakeven events or activities,⁸ including but not limited to the Gratitude Breakfast and Grapevine Committee, will not be included in the calculation of the Prudent Reserve maximum account balance.

If the amount of money in the Prudent Reserve account exceeds the maximum balance set at the time of approval of the annual budget, the Budget and Finance Committee will report the amount of excess to the

⁸ Breakeven events and activities are defined as line items which have an annual net balance of zero; meaning the income generated equals the amount spent.

Area. Similar to the above circumstances, the Budget and Finance Committee will suggest options for using the funds. The ultimate decision for how to disperse the excess Prudent Reserve funds lies with the Area Assembly.

In emergency situations—due to unforeseen circumstances—the operating account balance is in jeopardy of carrying an insufficient balance to continue authorized Area 13 events or activities, the Treasurer may send a request to the Area Chair for funds to be transferred from the Prudent Reserve to the operating account. Prudent Reserve fund transfers should not be requested to fulfill expenses not authorized by the Area Assembly.

The emergency Prudent Reserve request/withdrawal process is as follows:

1. The Treasurer sends a request to the Area Chair to authorize a transfer of Prudent Reserve funds to the operating account. The Treasurer shall include a justification for the transfer request outlining the expense authorized by the Area Assembly for which the funds are needed.
2. The Area Chair decides to fulfill, partially fulfill, or deny the request to transfer funds from the Prudent Reserve to the operating account. For transparency purposes, the Area Chair notifies the Budget and Finance Committee of the request and decision regarding the transfer of funds.
3. If the Area Chair agrees to the request – whether fully or partially - he/she will inform the Prudent Reserve account managers and request a transfer of funds from the Prudent Reserve to the operating account. The funds transfer should be made either electronically or via check. The Area Chair is responsible for alerting the Treasurer of the incoming funds.
4. If the fund transfer request is denied, the Area Chair will inform the Treasurer of the denial.
5. The Area Chair will report the Prudent Reserve withdrawal request and decision to the Area members present at the next Area Committee meeting or Area Assembly (whichever is first) and provide rationale for the decision.

This request process does not authorize the Area Chair to approve or spend any new expenses. It only allows for the Area Chair to approve a transfer of existing funds from the Prudent Reserve account to the operating account. The Area 13 Assembly is the ultimate authority for determining how Area funds are spent.

14.3. Reimbursement Policy and Expense Voucher

No money will be paid without proper documentation (copies of paid bills, canceled checks, receipts) attached to the WAGSA Expense Voucher, except:

Advances may be made upon receipt of an WAGSA Expense Voucher that reflects an estimate for budgeted items, with the understanding that an Area Committee Expense Voucher and receipts shall be submitted to the Treasurer within 60 days of the event for which the money was advanced, along with a check payable to WAGSA for the unused amount.

If the traveler does not have receipts for highway tolls, please provide documentation from the appropriate online toll calculator:

https://www.ezpassmd.com/en/info/toll_calculator.shtml

<http://www.deldot.gov/public.ejs?command=PublicTollRateCalc>

<http://www.paturnpike.com/toll/tollmileage.aspx>

Mileage should be documented using an online mapping service: <http://maps.google.com>.

14.4. Authorized Expenses Associated with Travel

Meals and incidental travel expenses will be reimbursed up to the amount specified by the United States General Services Administration for a particular location.⁹ In 2020, this amount ranges from \$55 to \$76 per day. Per the reimbursement policy above, receipts must be provided. Reimbursement requests that exceed the USGSA amount due to meals that are part of the event (e.g., a banquet) will be decided on a meeting-by-meeting basis by the current Area Chair in conjunction with the Budget and Finance committee and the current Delegate.

STIPENDS?

Receipts must be provided when claiming reimbursement for transportation-associated expenses such as airfare, train tickets, and parking fees. When traveling to events in a personal vehicle instead of by plane or train (e.g., NERAASA, NERF, NERD) the Area will reimburse for mileage. Mileage will be reimbursed at the Internal Revenue Service's standard mileage rate for the use of a vehicle in the service of charitable organizations.¹⁰ As noted above, an online mapping site should be used to document the distance between the traveler's home and the event.

The Area will reimburse hotel costs not to exceed the rate that the event organizers negotiated with the hotel where the event is being held. Exceptions may be granted in extenuating circumstances. Exceptions will be decided on by the Area Chair in conjunction with the Budget and Finance committee and the current Delegate.

⁹ In 2020, this amount ranges from \$55 to \$76 per day. (<http://www.gsa.gov/portal/category/104711>).

¹⁰ As of January 10, 2020, this amount is 14 cents per mile (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

APPENDIX A. ABBREVIATIONS AND DEFINITIONS OF TERMS

AAWS – Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.

Alternate – A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Appointed Committee Member – An AA member who serves on a specific trustees' committee (for example, public information or correctional facilities) because of their knowledge and experience in the field.

Area – A geographical division within a state or province. A Conference delegate comes from an area. Normally there is one area to a state or province, except in heavily AA-populated places, where there may be two, three, or more areas in a state or province. Some areas include portions of more than one state or province.

Area Assembly – A meeting of General Service Representatives and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

Area Committee – A committee made up of District Committee Members (elected by the General Service Representatives in each district) and area committee officers. The area committee generally serves as a “steering committee” for the area.

Conference – The General Service Conference; this can mean the structure involving committee members, General Service Representatives and delegates in an area, or the annual meeting of Conference delegates each April in New York.

Conference-approved literature, videos, and films – Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

CPC (Cooperation with the Professional Community) – CPC committees at the district, area, trustee, and Conference level help carry the message to professionals who work with alcoholics.

Delegate – The man or woman elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.

Director (nontrustee) – An AA member who serves on the corporate board of either AAWS or the Grapevine; directors are selected for business or professional experience that relates to the activities of the corporation. (The directorate of both corporate boards also includes trustees and AA staff.)

District – A division within an area, represented by committee member(s).

DCM (District Committee Member) – An experienced General Service Representative elected by other General Service Representatives to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District meetings – Meetings of the District Committee Members and General Service Representatives of groups in a district.

General services – Movement-wide services, performed by anyone in the general service structure.

GSO (General Service Office) – provides services to groups in the U.S. and Canada and publishes AA literature.

GSR (General Service Representative) – The group contact with the General Service Office; voting member of the area assembly.

Grapevine (GV) – The AA Grapevine, the international monthly journal of Alcoholics Anonymous. The AA Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.

GvR – Grapevine representative: the group or district contact with the Grapevine office.

La Viña – Bimonthly Spanish-language magazine published by the AA Grapevine.

P.I. – Public information. P.I. committees at the district, area, trustee, and Conference level help carry the message by working with the media.

Region – A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada.

Sharing session – A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on AA matters, and during which no actions are taken.

Third Legacy – AA's Third Legacy is Service, the sum total of all AA services, from a Twelfth Step call to coast-to-coast and worldwide service activities. The first two Legacies are Recovery and Unity.

Trustee – A member of AA's General Service Board. Fourteen trustees are AA members (Class B); seven are nonalcoholic (Class A).

WAIA – Washington Area Intergroup Association

WAGSA – Washington Area General Service Assembly

APPENDIX B. SUMMARY OF PARLIAMENTARY PROCEDURE

- The Area Assembly *generally* follows Robert's Rules of Order.
- Items of business to be voted on by the Area Assembly are brought to the floor in the form of a motion. The Chairperson will ask for a second to the motion. If a second to the motion is made, discussion will follow. A simple majority vote is required to approve the motion in most cases. Election voting is a separate procedure and requires more than a simple majority.
- All GSRs (or their alternates), DCMs (or their alternates), Area officers, and Chairpersons of Area Committees are eligible to vote.

APPENDIX C. ROLE OF PAST DELEGATES

THE ROLE OF PAST DELEGATES...

- Keep the institutional memory of Area 13.
- Serve as Past Delegate Advisors to various committees.
- Help the current panel of trusted servants by being a living example of 12 Step and all Traditions
- Act as “good old timers, not bleeding deacons.”

Immediate Past Delegate:

- Serve as Parliamentarian for Area Assemblies.
- Serve on the WAGSA Board of Directors.

APPENDIX D. CORPORATE BY-LAWS

By-Laws Washington Area General Service Assembly, Inc. Preamble

The Washington Area General Service Assembly Inc. will use for its basic guide of conduct, in all corporation matters unless otherwise stated, the current AA Service Manual – Combined with the 12 Concepts for World Service, as published by Alcoholics Anonymous World Services, Inc., New York, NY and any Addendums that follow each annual General Service Conference.

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

We will serve the collective conscience of the groups whose General Service Representatives (GSRs) attend the Area Assembly for Area 13 covering the District of Columbia, and Montgomery and Prince George's counties in Maryland, as well as the Spanish speaking groups' GSRs from parts of Virginia, known as District 62 and the Spanish speaking groups' GSRs from parts of Maryland, known as District 63.

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

The Directors of the Corporation shall have the sole duty of maintaining its legal status and making all necessary IRS and State filings. The Directors, acting as such, (they may have other offices) shall not participate in governance and shall only perform the duties outlined in 3.06 of these By-laws.

ARTICLE I Name, Seal, and Offices

1.01 Name.

The name of this Corporation is Washington Area General Service Assembly (WAGSA) Inc.

1.02 Seal.

The seal of the Corporation shall be circular in form and shall bear on its outer edges the words, "Washington Area General Service Assembly, Inc." and in the center the words and figures, "Corporate Seal 1986" "Maryland". The Area Assembly may change the form of the seal or the inscription thereon.

1.03 Offices.

The principal mailing address of the Corporation shall be the home address of a member of WAGSA or WAGSA Past Delegate who is a permanent resident of Maryland and who has agreed to act as the Resident Agent as outlined in 5.01 of these By-laws. The Corporation may have offices at such places as the Area Assembly may from time to time appoint for purposes the Corporation may require.

ARTICLE II Members and Organizational Structure

2.01 Members/Area Assembly.

- (a) The members of the Corporation shall consist of the General Service Representative (GSR) registered for each Alcoholics Anonymous Group in Area 13 (covering the District of Columbia, and Montgomery and Prince George's counties in Maryland, as well as the Spanish speaking groups' GSRs from parts of Virginia, known as District 62.) In the absence or unavailability of the GSR, the Alternate GSR for the Alcoholics Anonymous Group may exercise all rights and responsibilities of the GSR. These GSRs elect corporate members from

amongst themselves known as District Committee Members (DCMs) and an Alternate that will serve in the absence of the DCM. In addition to the GSRs and DCMs, the Officers of the Corporation elected by the Area Assembly hereinafter referred to shall be members of the Corporation even if they are not GSRs. Each Leader of a Special Advisory Committee (also referred to as a “Standing Committee Chairperson”) appointed by the Chairperson of the Corporation shall be a member of the Corporation while so serving, subject to removal by the Chairperson or vote of the Area Assembly, even if such Leader is not a GSR. Each member of the Corporation shall have one (1) vote in person at any corporate meeting they are designated to attend.

- (b) Meetings of the members of the Corporation shall be known as the Area Assembly, and it shall be the highest policy-making body of the Corporation. There shall be three (3) regular Area Assembly meetings during each calendar year, held in the winter, the spring, and the fall. The Chairperson of the Corporation currently in office shall designate the date and place of each of Area Assembly, giving due regard to the requirements of these By-Laws, the views of the Area Assembly, and the views of the Area Committee, a small segment of the Area Assembly, hereinafter referred to.

The first regular Area Assembly in each calendar year shall be designated as the Annual Meeting of the Corporation, but elections of Officers of the Corporation shall be held at a regular Area Assembly in the fall of every even-numbered year. The first regular Area Assembly in each year shall be called by the Chairperson approximately in January, and the Chairperson shall call a regular meeting of the Area Assembly for elections approximately in October of each even-numbered year. The Officers of the Corporation elected at the even-year fall Area Assembly meeting shall serve for a period of two (2) years beginning January 1st after their election.

At the same time as the Area Assembly elects Officers, it shall appoint the incoming elected Chairperson and Delegate to the Board of Directors as ex officio members and three (3) persons who have previously served as an Area 13 Delegate (also referred to as “Past Delegates”) all to begin service on the January 1st following the election. The term for all members of the Board of Directors will correspond with the two-year term for Corporate Officers prescribed in these By-laws. The outgoing ex officio Delegate member may continue to serve on the Board of Directors as the most recent Past Delegate member (also referred to as the “Immediate Past Delegate”) if so appointed by the Area Assembly. The most senior Past Delegate member of the Board of Directors will vacate their seat on January 1st following the election. A Past Delegate may thus serve as a member of the Board of Directors for up to three successive two-year terms, if so appointed by the Area Assembly as set forth above. In the event that three (3) Past Delegates are unavailable to serve as Board members, as successors, Alternate Delegate, Secretary, Treasurer, and Registrar, in that order, may be appointed to serve as ex officio Board members for the duration of that two-year term. The Board of Directors shall have such powers and duties as are prescribed in these By-Laws, and shall meet at such times as they may deem necessary to carry out their duties, subject to review by the Area Assembly.

2.02 GSR (General Service Representative).

Each Group in Area 13 listed with the General Service Office in NY shall elect a GSR and an Alternate. The GSR carries the Group’s conscience to the Area Assembly; votes on behalf of the Group on all issues brought to the floor; and reports back to the Group on the business conducted.

2.03 DCM (District Committee Member).

The GSRs from a duly-framed District shall elect one of their members as a District Committee Member (DCM) and an Alternate to carry the District’s conscience to the Area Committee meeting that usually meets monthly. The DCM holds district meetings to inform the GSRs what occurs at the Area Committee meeting.

2.04 The Area Committee.

The Area Committee shall consist of the DCMs, all Officers, all Special Advisory Committee Leaders (also referred to as “Standing Committee Chairpersons”), and all Ad-hoc Committee Leaders (also referred to as “Ad-hoc Committee Chairpersons”). The Area Committee shall provide such recommendations and/or information for action by the Area Assembly as the Area Committee may deem appropriate, or as the Area Assembly may specify, and shall carry out such other functions as the Area Assembly may designate.

- 2.05 (a) Special Advisory Leader.** (also referred to as a “Standing Committee Chairperson”) of a standing committee for a specific purpose who is appointed by the Chairperson.
- (b) Ad-hoc Committee Leader.** (also referred to as an “Ad-hoc Committee Chairperson”) of a temporary committee for a specific purpose who is appointed by the Chairperson.
- 2.06 Rights of Members.** The right of a member to vote, as defined in Section 2.13, and all rights, titles, and interest in or to the Corporation shall cease on the termination of membership. No member shall be entitled to share in the distribution of the corporate assets upon dissolution of the Corporation.
- 2.07 Resignation or Termination.**
- (a)** Any member of the Corporation may resign from the Corporation by written resignation to the Chairperson or Secretary of the Corporation.
- (b)** The Chairperson may terminate any appointed Leader or appointed Officer by verbal or written notification to that appointed Leader or appointed Officer.
- 2.08 Annual Meeting.**
The annual meeting of the Corporation shall be the first (1st) Area Assembly of the fiscal year for the purposes of transaction of such business as may properly come before the meeting.
- 2.09 Notice of Regular Meeting.**
Notice of the time, place, and purpose or purposes of the regular Area Assembly shall be served, either personally or by mail or email, not less than ten (10) days before the meeting upon each person who appears upon the books of the Corporation as a member and, if mailed or emailed, such notice shall be directed to the member as it appears on the books of the Corporation, unless there was filed with the Secretary of the Corporation a written request that such notices be mailed to some other address designated in such request.
- 2.10 Special Meetings.**
Special meetings of the Area Assembly may be called at any time by the Chairperson or Delegate, or by three (3) Officers, and must be called by the Chairperson or Secretary on receipt of the written request of one-third (1/3) of the members of the Corporation, or upon a majority vote of any Area Assembly.
- 2.11 Notice of Special Meetings.**
Notice of a special Area Assembly will follow the same procedure as in Section 2.09 of these By-Laws.
- 2.12 Quorum.**
At any Area Assembly the presence in person of any members shall constitute a quorum for all purposes, and the act or acts of a majority of the quorum shall be the act of the Corporation, except as may be otherwise specifically provided by statute or by these By-Laws. A meeting may be adjourned from time to time by majority vote without any notice other than by announcement at the meeting and without further notice to any absent members. Any business may be transacted at the next meeting which might have been transacted at the adjourned meeting.
- 2.13 Voting Procedures.**
No proxy voting shall be allowed. The vote for Officers of the Corporation shall be conducted by the Third Legacy Procedure as defined by in The A.A Service Manual by written ballot. All Major Actions will require a two-thirds (2/3) affirmative vote; regular business requires a simple majority.
- 2.14 Inspectors of Elections.**
The Board of Directors may at each election appoint two (2) persons (who need not be members) to serve as inspectors of the election that is occurring.
- 2.15 No Compensation for Service Rendered.**
No member shall receive any compensation from the Corporation for any service rendered.

2.16 Expense Reimbursement.

The annual corporate budget as presented by the Budget and Finance Special Advisory Leader (also referred to as the Budget and Finance “Committee Chairperson”) and approved by the Area Assembly shall be the general guide for reimbursement of expenses. Budgeted expenses will be tendered to those entitled upon receipt of appropriate supporting documentation. Unbudgeted discretionary corporate expenses must be authorized by the Chairperson, the Area Committee, or the Area Assembly.

ARTICLE III Board of Directors

3.01 Number.

The number of Directors shall be five (5), but such number may be increased or decreased (but shall never be less than four (4)) by amendment to these By-Laws, in the manner set forth in Article XII hereof. When the number of Directors is so increased or decreased by amendment adopted by the Area Assembly, each Director in office shall serve until the original term expires, or until resignation or removal as hereinafter provided. There shall be three (3) Past Delegates as Board members and the Delegate and Chairperson shall serve as ex officio Board members. In the event that three (3) Past Delegates are unavailable to serve as Board members, as successors, the Alternate Delegate, Secretary, Treasurer, and Registrar, in that order, may be appointed by the Assembly to serve as ex officio Board members for the duration of that term. The most recent Past Delegate (also referred to as the “Immediate Past Delegate”) on the Board shall preside at all meetings of the Board of Directors. If the Immediate Past Delegate is unavailable to serve, the next most recent Past Delegate Board member shall serve as the presiding Director. If no Past Delegate Board member is available to serve, the ex officio Delegate Board member shall preside.

3.02 Resignation.

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

3.03 Vacancies.

Any vacancy in the Board of Directors occurring during the year may be filled for the unexpired portion of the term by the Directors then serving, by affirmative vote of the majority thereof.

3.04 Election Transition Meeting

Prior to the Annual Meeting and following the elections, the incoming Board of Directors together with the outgoing and incoming Officers will meet for the purpose of communication and organization at a time and place to be determined by the newly elected Chairperson.

3.05 Special Meetings.

Special meetings of the Board of Directors may be called by the presiding Director (the Immediate Past Delegate) or by any three (3) Board members.

3.06 Duties.

- a) The Board shall advise and guide the Area Assembly through their past experience, service and wisdom; coordinate the biennial Election Area Assembly, and the Election Transition Meeting; function on behalf of the Corporation as described in Article IX, dissolution; and perform any and all duties assigned by the Area Assembly or Area Committee that are not contrary to these By-Laws, or State or Federal statutes.
- b) The Immediate Past Delegate member of the Board of Directors (or other Past Delegate or ex officio Board member if the Immediate Past Delegate cannot serve) shall have charge and be responsible for the corporate funds, securities, receipts or disbursements known as the Prudent Reserve; and shall deposit, or cause to be deposited, in the name of the Corporation, all Prudent Reserve monies or other valuable effects, in such banks, trust companies, or other depositories as shall from time to time be selected by the Area Assembly; and shall render to the Treasurer officer of the Corporation a monthly accounting of corporate financial matters pertaining to the Prudent Reserve, as well as to the Chairperson or Area Assembly whenever requested. All disbursements or withdrawals shall require the signatures of at least two (2) Past Delegate Board member signers on the respective Prudent Reserve account. Any bank account opened shall require the signatures of

at least two (2) Past Delegate Board members as signers on the initial bank application. If two (2) Past Delegate members are not available to serve as signers on the Prudent Reserve account, an ex officio Board member or elected Officer may be a signer on the Prudent Reserve account, but shall not also be a signer on the Operating Account. The Prudent Reserve account(s) shall always be opened and maintained at a separate bank, trust company, or depository than the Operating Account(s).

ARTICLE IV

Officers

4.01 Designation.

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

4.02 Vacancies.

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

4.03 Chairperson.

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

4.04 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.

4.05 Delegate.

The Delegate shall represent the Corporation and its members at the annual General Service Conference of Alcoholics Anonymous, and bring back to the Corporation and its members the results of the conference meeting. The Delegate, at the request or in the absence of the Chairperson, shall perform the duties and exercise the functions of the Chairperson. The Delegate shall be a signer on the Operating Account. The Corporate Resident Agent shall always serve at the pleasure of the Delegate.

4.06 Secretary.

The Secretary shall keep the minutes of the meetings of the members; shall see that all notices are duly given in accordance with the provisions of these By-laws or as required by law; shall be custodian of the records of the Corporation; and in general shall perform all duties incident to the office of a Secretary of a corporation, and such other duties as from time to time may be assigned by the Area Assembly.

4.07 Treasurer.

The Treasurer shall have charge and be responsible for the funds, securities, receipts, and disbursements of the Corporation known as the Operating Account; and shall deposit, or cause to be deposited, in the name of

the Corporation, all monies or other valuable effects in such banks, trust companies or other depositories as shall time to time be selected by the Area Assembly; shall render at each Annual Meeting a year-end accounting of ALL corporate financial matters (including any Prudent Reserve accounts overseen and administered by the Past Delegate members of the corporate Board of Directors as described in Article 306(b) of these By-laws), and to the Chairperson or the Area Assembly whenever requested, an account of the financial condition of the Corporation in relationship to ALL corporate liabilities and assets; and in general perform all the duties incident to the office of a Treasurer of a corporation, and such other duties as may be assigned by the Area Assembly. The Treasurer shall be a signer on the Operating Account. All disbursements or withdrawals shall require the signatures of at least two (2) Officer member signers on the respective Operating Account. Any bank account opened shall require the signatures of at least two (2) Officer members as signers on the initial bank application. The Operating account(s) shall always be opened and maintained at a separate bank, trust company, or depository than the Prudent Reserve account(s).

4.08 Registrar.

The Registrar shall work closely with the Secretary to notify members of upcoming events. The Registrar shall keep records and changes to the roster of Area groups and districts; keep the General Service Office informed as to the changes in such rosters; keep a record of contact information of the Area Officers and Standing Committee Chairpersons; and in general perform other such duties as may be assigned by the Area Assembly.

4.09 Removal of Officers and Directors.

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

ARTICLE V

Agents and Representatives

- 5.01** The Resident Agent of the Corporation shall be a member of WAGSA or a WAGSA Past Delegate who is a permanent resident of Maryland and who agrees to act as such. The Resident Agent shall serve from year to year at the pleasure of the then Delegate. Other agents or representatives may be appointed by the Area Assembly to perform such acts or duties on behalf of the Corporation as may be consistent with the Articles of Incorporation, these By-Laws, and State and Federal governing statutes.

ARTICLE VI

Contracts

- 6.01** 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 in such authority may be general or confined to a specific instance; and unless so authorized by the Area Assembly, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount.

ARTICLE VII

Committees

7.01 Special Advisory Committees.

The Chairperson of the Corporation may appoint one or more Advisory Leaders (also referred to as "Committee Chairpersons") to committees that have been duly established by the Area Assembly. The members of such committees shall serve at the direction of the Chairperson and the Area Assembly. Such Advisory Leaders shall advise and aid the membership in all matters designated by the Chairperson or the Area Assembly. Each Committee may, subject to the approval of the Chairperson, prescribe goals and procedures by which it will function.

7.02 Ad-hoc Committee.

The Chairperson may form and dissolve such committees as may be needed to perform a specific purpose for the Corporation.

ARTICLE VIII

Fiscal Year

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

ARTICLE IX

Prohibition Against Sharing in Corporate Earnings

- 9.01** No member, or employee, or member of a committee, or any person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operation of the Corporation, provided this shall not prevent the payment to any such person authorized expenses incurred; and no 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 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 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. Any distribution of the corporate assets shall conform to the rules then applying to non-profit corporations by the state of Maryland and the provisions of the IRS Code and regulations then applying to 501(c) 3 corporations.

ARTICLE X

Investments

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

ARTICLE XI

Exempt Activities

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

ARTICLE XII

Amendments

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

ADOPTION

These By-Laws of Washington Area General Service Assembly Inc. were recommended for adoption by the Area 13 Assembly held on

May 18, 2014 at Holy Cross Hospital 1500 Forest Glen Rd Silver Spring MD.
(date) (place)

These By-Laws of Washington Area General Service Assembly Inc. were adopted at the regular meeting of the Board of Directors held on

July 15, 2014 at teleconference to become effective on January 1, 2015.
(date) (place) (date)