

The WAGSA Handbook

Washington
Area
General
Service
Assembly

6th Edition
December 2014

Serving groups in the Washington, DC metropolitan region

Area 13

Group name: _____

Group number: _____

District number: _____

D.C.M.: _____

D.C.M. phone number: _____

D.C.M. email: _____

RESPONSIBILITY DECLARATION

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

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 A.A. decision-making.

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| Note: a vertical line in left margin indicates substantive revisions in most recent update (2014)

WASHINGTON AREA GENERAL SERVICE ASSEMBLY

AREA 13

THE WAGSA HANDBOOK, SIXTH EDITION, DECEMBER 2014

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1.0 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 A.A. group involvement and participation in the assembly.
- Allow for free, open and unrestricted dialogue among A.A. groups in Area 13.
- Guarantee that the voice of the A.A. groups is heard within the A.A. 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 A.A.
- Be knowledgeable in service matters by studying the A.A. Service Manual, *A.A. 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 A.A. 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 A.A. 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 A.A. 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 A.A. Group.*
- *The District Committee Member*
- *The General Service Representative*
- *The Twelve Concepts Illustrated.*
- *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.

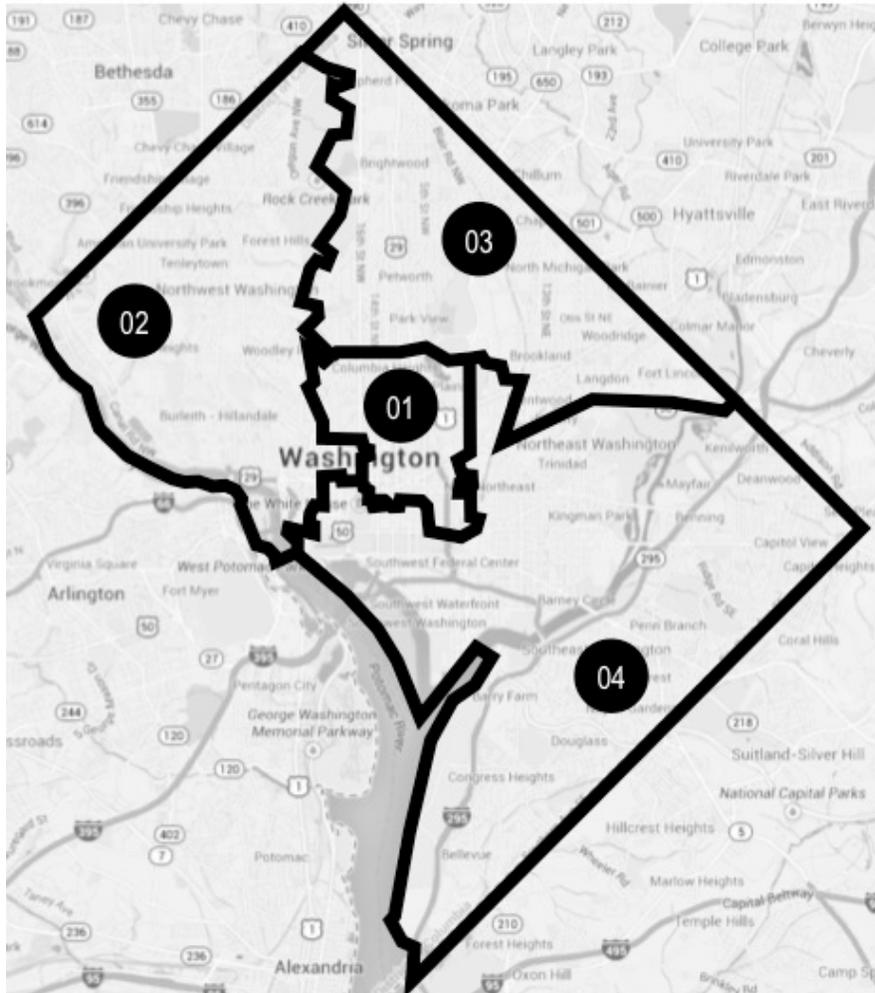
2.0 Area 13 Structure

2.1 Districts and Groups

Our Area, known as Area 13 in the A.A. service structure, also is called the Washington Area General Service Assembly (WAGSA). Area 13 encompasses groups in the District of Columbia and Prince Georges and Montgomery Counties in Maryland. It also includes Spanish-language groups in the District of Columbia, Maryland and Virginia.

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

District of Columbia (redistricted 2014)

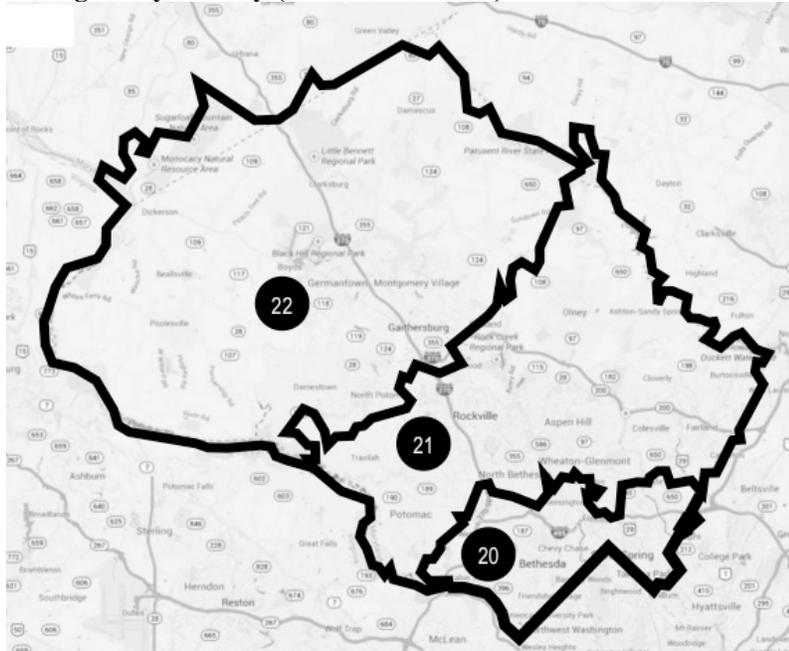


Districts / Zip Codes

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

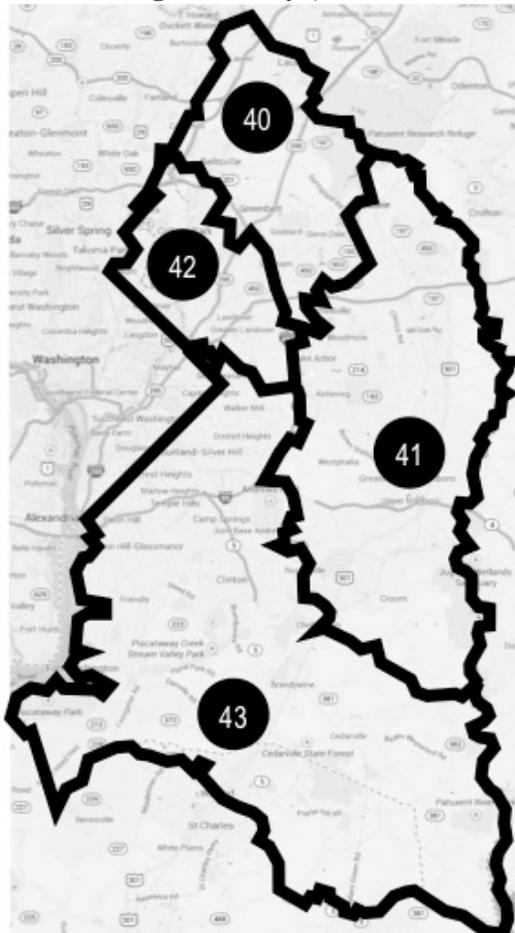
Montgomery County (redistricted 2014)



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

3.0 Elections, Qualifications, Area 13 Officers, and Responsibilities

As described on page 11, 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 the General Service Office, A.A. World Services, Inc., A.A. 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, Area Chairperson/Alternate Delegate, Treasurer, and Secretary. Ideally, candidates should be present to stand for elected office. However, in extreme emergency situations, eligible candidates can stand for election 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**

The area Past Delegates 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 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, Alt DCM's, GSR's, Alt GSR's of all AA groups, Committee Chairs 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

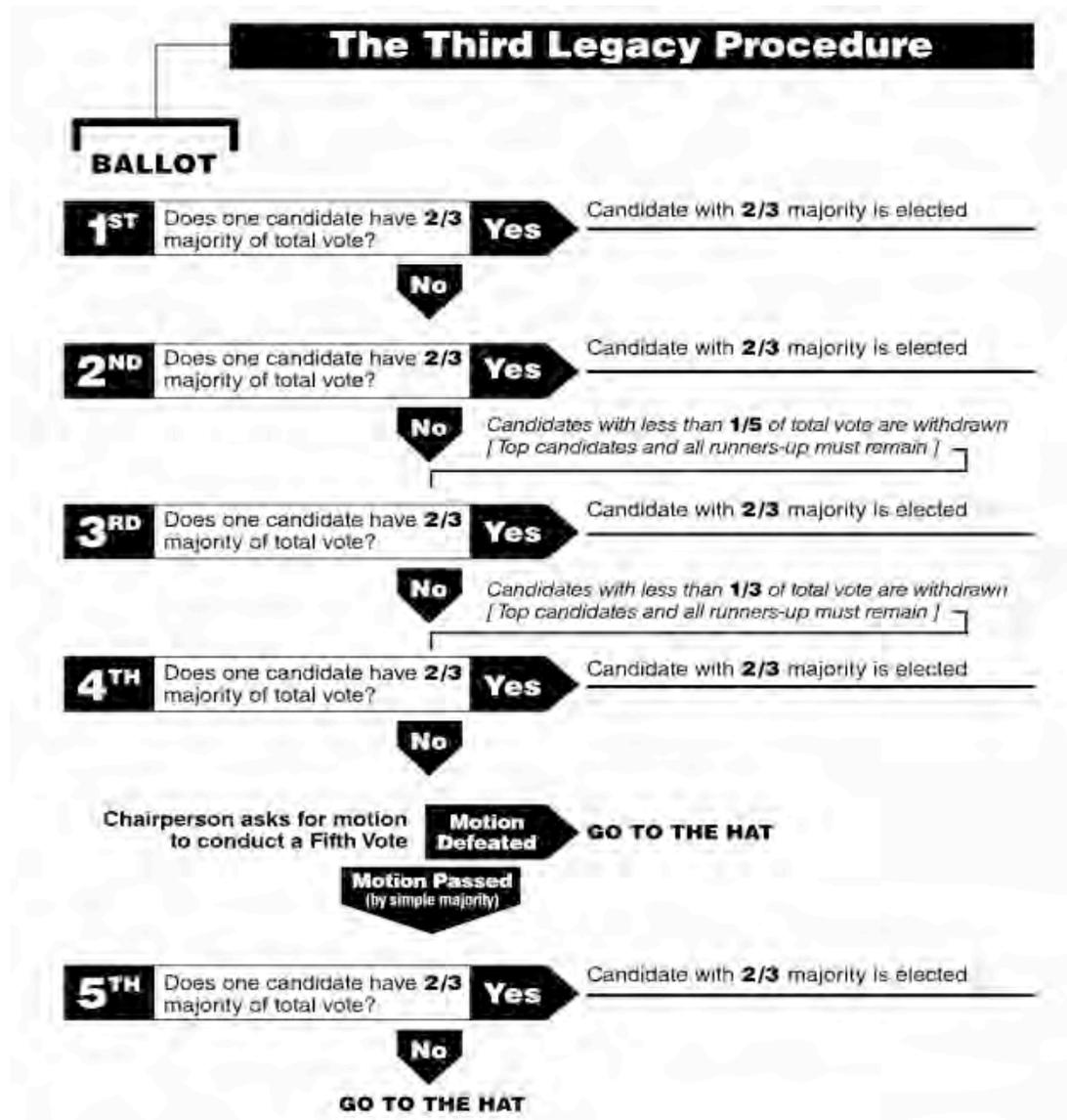
- **Sign-in** (*Note: Both registration and sign-in must be completed in order to cast a vote.*)

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.

AA Service Manual

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.



- **The Election**

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.
- It is suggested that all who stand for Delegate have: Several years of active participation in local and area affairs, as a GSR and as a committee member; Time available, not only for the week-long Conference meeting in April but also for all the efforts needed before and after the Conference; At least five or six years of continuous sobriety; The 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 Twelve Traditions and the Twelve 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.
- 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 his or her qualifications for the position of Area Delegate.
- All eligible voters (those who have completed the dual registration outlined above) and any alternate GSRs who become eligible because the regular GSR is not present, may proceed to cast a written ballot, one choice to a ballot.
- Ballots will be pre-printed with the office position title and will be different colors for each ballot, e.g., blue for first ballot, green for second ballot, etc.
- 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.
- It is suggested that all who stand for the position of Chairperson/Alternate Delegate should have: A solid period of sobriety (minimum 3-5 years); Experience in group, central office, 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.

- It is suggested that all who stand for the position of Treasurer should be: Responsible with a solid period of sobriety (3-5 years); Organized enough to keep good records and some accounting or bookkeeping experience is useful. Persuasiveness, firmness, and diplomacy will help the Treasurer do the job.
- It is suggested that all who stand for the position of Secretary should have: A reasonable period of sobriety (2-5 years); Some service experience in group, intergroup service, or general service is useful; A sense of order, and the ability to capture the essentials of what is happening at a meeting; Ample time available. The job is time-consuming and needs to be carried out on schedule.

3.2 Delegate (Elected)

Responsibilities include

- Attends the General Service Conference prepared for discussions
- Shares the area's group conscience at the General Service Conference.
- Provides information about activities at the General Service Office, A.A. World Services, Inc., A.A. Grapevine, Inc., and in other areas.
- Cooperates with the G.S.O. in obtaining information (e.g., group contact information, the A.A. survey).
- Reminds everyone that the G.S.O. is an information center on A.A. 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 Committee officers, sharing experience throughout the two-year term.
- Keeps the alternate delegate (i.e., area chairperson) fully informed and uses the chairperson's help wherever possible so he or she can replace the delegate in an emergency.
- Serves as "immediate past delegate" for the two years subsequent to holding the position of delegate.
- Works in conjunction with the mini-conference chair and Past Delegate Advisor to select discussion topics for the mini-conference.

3.3 Chairperson/Alternate Delegate (Elected)

Responsibilities include

- 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 (see Section 6.0, Area 13 Standing Committees) and the Registrar.
- Proposes and reviews objectives and goals for standing committees.
- Appoints Ad-hoc Committees if necessary
- Explores possibilities of cooperation with WAIA and the Spanish-language intergroups.
- Calls meetings of officers and standing committee chairs for informational and planning purposes.
- Requests changes and suggests new programs within the mandate of each committee.
- Sits on the Budget and Finance Committee
- Co-signs checks from 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 the speaker for the gratitude breakfast.
- Organizes/facilitates regular orientations and service workshops for General Service Representatives (GSRs) and District Committee Members (DCMs) and other members interested in Service.

- Resolves complaints and problems that arise with standing 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.
- Assumes added responsibility if the area delegate is unable to serve.

3.4 Secretary (Elected)

Responsibilities include

- Records the minutes of the area committee and board meetings, and assemblies.
- Responsible for ensuring the 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, and upon request.
- Sends copies of committee and assembly meeting minutes to the Regional Trustee and the General Service Office.
- Works closely with the Area Chair and the Area Registrar to maintain a master electronic mail (e-mail) list to notify Area members of upcoming meetings and 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 received.

Basic word processing, document conversion, and online e-mailing skills are suggested, but not required.

3.5 Treasurer (Elected)

Responsibilities include

- Accounts for all contributions and acknowledges them in writing (i.e., 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 WAGSA bank account.
- Co-signs checks from area operating bank account.
- Makes deposits at bank.
- Administers online access to operating bank account. Provides access to the area chair and read-only access to the budget and finance committee chair.
- Prepares monthly (for committee meetings) and quarterly (for assemblies) financial statements.
- Sits on the Budget and Finance Committee.
- 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 in the event of the death of a Past Delegate or Trustees in an amount determined by the area chairperson, not to exceed 5% of the annual individual contribution limit to GSO..

3.7 Registrar (Appointed)

Responsibilities include

- 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 General Service Representatives, District Committee Members, area officers/alternates and area committee members/alternates.
- Creates sign-in rosters for trusted servants for area committee meetings and assemblies.
- 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 FNV.
- Manages both US Mail and email distribution lists for distribution of announcements, when needed.
- Computer knowledge is helpful, i.e., Microsoft Word, Excel.

The database for group records is maintained through the FNV (Fellowship New Vision) program. It is an on-line Internet program maintained by the General Service Office 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.

4.0 District Committee Members (DCMs)

What District Committee Members do ...

- Practices the 12 Steps, 12 Traditions, and 12 Concepts.
- Attends area committee meetings and area assemblies.
- Chairs and conducts District meetings.
- Participates in area committees and encourage others to do the same.
- Works closely with the area secretary to ensure that groups receive information from WAGSA and GSO
- Encourages each group to have an active General Service Representative and alternate.
- Brings 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.
- Helps new groups and new General Service Representatives become and stay involved in the General Service Assembly.

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

- Producing newsletters.
- Holding District Committee meetings and service workshops (sometimes in cooperation with other districts).
- Visiting their groups.
- Distributing monthly reports of Area activities.

5.0 General Service Representative (GSRs)

What General Service Representatives do ...

- Practice the 12 Steps.
- Value the 12 Traditions and 12 Concepts.
- Regularly attend group meetings, especially business meetings.
- Work with group treasurer to ensure that A.A. 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 Intergroup,¹ WAGSA, General Service Office (G.S.O.), and the District.
- Represent the group conscience at the area assemblies and District meetings.
- Are welcome to attend Area Committee meetings.
- Participate in various 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).
- 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 the District Committee Members (DCMs), and participate in district activities.

To better serve their groups, General Service Representatives should become familiar with the A.A. Service Manual, the Twelve Concepts for World Service, and the pamphlets *The A.A. 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 Registrar and received your new General Service Representative 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 G.S.O. G.S.O. 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 and district numbers of existing groups also may be found by consulting the Eastern U.S. A.A. Directory, or by asking the G.S.O. New groups will receive their service number directly from G.S.O. after completing and returning a “new group form” available from the registrar.

¹ The Washington Area Intergroup 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 intergroup.

- Please note that registration with your Intergroup using the form they supply is not enough. The records of WAGSA and the Intergroups are not interchangeable. Each General Service Representative should notify the above record keepers individually.

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 Twelve Steps and unity through the Twelve Traditions are equal sides to the A.A. triangle. Service in conformity with the Twelve 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

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.

mainstream of A.A. 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.

How can my group make contributions to support A.A. 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, G.S.O., 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 A.A. message.
- If your group wants its contribution to be distributed among the various A.A. service entities, the treasurer must send separate donations 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 the General Service Office, and 10 percent to the Washington Area General Service Assembly. 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 A.A. may be found in the following publications available through A.A. World Services (A.A.W.S.) by phone or through its literature catalogue, through your local intergroup, or from the WAGSA treasurer:

- *A.A. Service Manual/Twelve Concepts for World Service*
- *Self-Support: Where Money and Spirituality Mix (an A.A.W.S. pamphlet)*
- *G.S.O.'s A.A. Guidelines (i.e., the yellow sheet) on Finance.*
- *The A.A. Group Treasurer (an A.A.W.S. 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 Intergroup Association
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
Washington, DC 20011
Basement #BN
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

General Service Office

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

AA Grapevine

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

Washington Area General Service Assembly

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

Why do we need service entities other than the A.A. Group?

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

How much organization should an A.A. Group have?

- Because Tradition Four states that each group is autonomous except in matters affecting other groups or A.A. as a whole, there needs to be a mechanism through which a channel of communication can be established with other groups and the A.A. 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 A.A. 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 A.A.” is there.

6.0 Area 13 Standing Committees (Responsibilities and Associated Policies)

Standing Committee Chairs (appointed)

- The area has ten standing committees; the chairs of which are appointed by the area chairperson. Descriptions of the various committees, their activities, and the responsibilities of their respective chairs begin on page 20.
- WAGSA 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 Committee 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.

6.1 A.A. Grapevine Committee

The purpose of the A.A. Grapevine committee is to inform the area about the publication and to acquaint individuals with materials produced by A.A. Grapevine, Inc.

Responsibilities include:

- Disseminates information to the area committee about new Grapevine items.
- Staffs Grapevine/La Viña exhibits at group, district, and Area events.
- Reminds GENERAL SERVICE REPRESENTATIVES that the exhibits are available for group celebrations and other events.
- Has the A.A. Grapevine table available at all area committee meetings, assembly meetings and WAIA 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/La Viña exhibits at group, district, and area events

The Grapevine committee chair should be familiar with G.S.O.'s *A.A. Guidelines* (i.e., the yellow sheet) about Literature committees and the Guide to the A.A. Grapevine workbook.

6.2 Archives Committee

Responsibilities include:

- Collects and preserves historical data pertinent to WAGSA.
- Shares bits of historical information at area activities.
- Communicates with the Archives committee chair at WAIA to explore opportunities for collaboration and to prevent duplication of efforts.

The Archives committee chair should be familiar with the Archives Workbook, the G.S.O.'s *A.A. Guidelines* (i.e., the yellow sheet) on Archives and the A.A.W.S. book *A.A. Comes of Age*.

6.3 Bridging the Gap

The purpose of the Bridging the Gap committee is to “Bridge the Gap” between treatment and A.A. by helping the newcomer attend their first meeting in A.A. Bridging the Gap is a temporary contact program to introduce the newcomer to A.A. books, pamphlets, meeting schedules, the importance of obtaining a sponsor, and introducing them to other A.A.’s.

Responsibilities include:

- Visits treatment facilities to show the film “Hope: Alcoholics Anonymous.”
- Makes contact with treatment facilities to inform them about the temporary contact program.
- Makes direct personal contact with clients before they are released from treatment.
- Keeps a list of volunteers willing to take clients to an A.A. meeting on the day of the client’s release from treatment.
- Explains sponsorship to the newcomer and introduces them to fellow A.A.’s.
- Sets up a contact system for newly released clients.
- Corresponds with AA inmates in correctional facilities.

Committee members should be familiar with G.S.O.’s pamphlet “Bridging the Gap” along with *A.A. Guidelines* (i.e., the yellow sheets) for Treatment Facilities committees. In addition to the *Guidelines*, G.S.O. 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.

6.4 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 the Assembly on financial decisions, such as the maintenance of a reasonable prudent reserve.
- Encourages self-support for both Area needs and those of G.S.O.
- Monitors adherence to budget in consultation with the treasurer.
- Communicates discrepancies in budgeted and actual expenditures to the budget and finance committee.
- 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 passed out to all attendees at the October Assembly.
- Receives comments during November and December Area Committee meetings and discusses them with the committee.
- Presents the proposed budget for approval at the January Assembly.

The Budget and Finance committee chair should be familiar with G.S.O.’s *A.A. Guidelines* (i.e., the yellow sheet) on Finance.

Membership

- The budget and finance committee consists of the committee chairman, the treasurer, alternate treasurer, 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 chairman 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 chairman 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.

6.5 Cooperation with the Professional Community (CPC)

The purpose of the Cooperation with the Professional Community committee is to inform professionals about A.A. – what we are, where we are, what we can do and what we cannot do. The CPC committee attempts to establish better communication between A.A.’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 G.S.O.
- Works closely with the corresponding intergroup committees and G.S.O.
- Contacts professionals that work with alcoholics to give presentations.
- Is familiar with CPC materials from G.S.O.

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

6.6 Gratitude Breakfast

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, such as ticket chair and hosts/hostesses chair.
- Having tickets printed and available for sale by June Area Committee Meeting.
- Developing 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 WAIA literature 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 Gratitude Breakfast committee chair and co-chairs should be familiar with G.S.O.'s *A.A. Guidelines* (i.e., the yellow sheet) 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, the District of Columbia, 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.

6.7 Mini-Conference

Each spring the area hosts a mini-conference to allow groups to exercise their "Right of Participation" in the conference structure of Alcoholics Anonymous. The mini-conference gives our Delegate the conscience of the area to take with him or her to the General Service Conference.

Responsibilities include:

- 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, recorders, and timers.
- Copies background material given by the Delegate and gives it to the panelists in sufficient time for them to prepare their presentations.
- Prepares flyers and announces and distributes them to give notice of the event
- Arranges for coffee and donuts and lunch.
- Prepares monthly briefings on the progress of the committee.
- Provides a final report on attendance and finances at the next area committee meeting.

The Immediate Past Delegate can be a valuable resource and should be included in all stages of the planning process. G.S.O. publishes a set of *A.A. Guidelines* (i.e., the yellow sheet) on Conferences and Conventions. It is essential that the Delegate and Alternate Delegate/Chairperson attend the Mini-Conference. The area maintains a workbook of tasks and responsibilities for the Mini-Conference Chair, along with the history of the mini-conference and a compilation from past conferences.

6.8 Policy and Procedure Committee

The purpose of the Policy and Procedure committee is to identify policy and procedure issues of the area committee and to review the previous election procedures.

Responsibilities include:

- Identifies procedural issues of the Area 13 Committee.
- 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.

6.9 Public Information (PI)

The purpose of the Public Information committee is to carry the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. 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 A.A. and what it can do for alcoholics.

Responsibilities include:

- Being familiar with the PI materials from G.S.O.
- Working closely with the corresponding intergroup committees and G.S.O.
- Responding to requests for speakers from area professional programs and schools.
- Responding to media requests, such as television and radio appearances, while keeping in mind A.A.'s Twelve Traditions, most especially the tradition of anonymity at the level of press, radio, television, and film.

6.10 Website

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 A.A. services and activities provided in Washington Area 13.
 - c. To encourage participation of members, groups and committees in A.A. 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 Alternate Delegate / Chair, 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.

6.11 Hospitality

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.

This committee was established in 2003.

7.0 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 chair appoints the chairperson of an ad hoc committee, generally a member of the area committee. Ad hoc committee chairpersons are not voting members of the Assembly by virtue of their position as ad hoc committee chair. 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.

8.0 Washington Area Intergroup Association (WAIA) Liaison

A new WAIA Liaison may find the G.S.O.'s *A.A. Guidelines* (i.e., the yellow sheet) on Central or Intergroup Offices to be a useful resource. The WAIA website is www.aa-dc.org.

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.

9.0 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, although individual committees often meet earlier. All interested A.A. members are welcome. If Montgomery County schools are closed due to inclement weather, the meeting will not be held. At these meetings, District Committee Members or their alternates, committee chairs or their co-chairs, and area officers may vote.

10.0 Area 13 Assemblies

10.1 Winter (January) Assembly

Topics

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 A.A. members are welcome. However, only District Committee Members or their alternates, General Service Representatives or their alternates, committee chairs, and area officers may vote.

10.2 Spring (May) Assembly

Topics

The delegate gives a report of the conference, and other business is brought to the floor for discussion.

Participation

All A.A. members are welcome. However, only District Committee Members or their alternates, General Service Representatives or their alternates, committee chairs, and area officers may vote.

10.3 Fall (October) Assembly, 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, Chair/Alternate Delegate, Secretary, Treasurer (see pages 12 and 13 for position descriptions). This process is described in detail on pages 9 – 12.

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 A.A. Service Manual.

10.4 Fall (October) Assembly (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.

Participation

All A.A. members are welcome. However, only DCMs or their alternates, GSRs or their alternates, committee chairs, and area officers may vote.

11.0 Area Activities

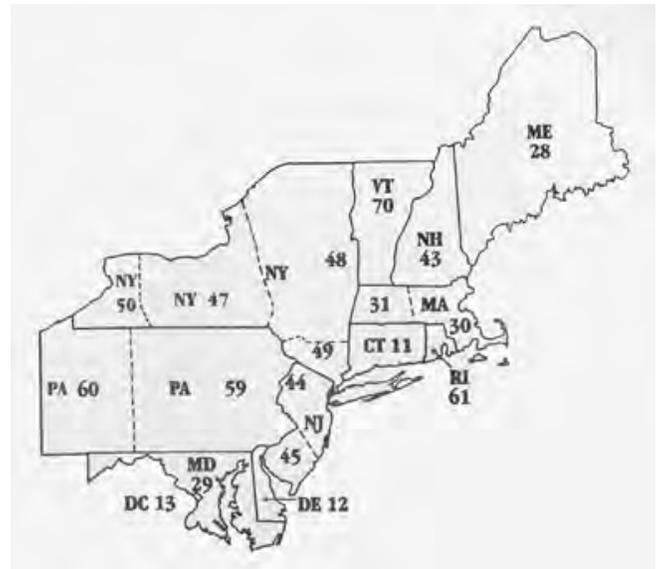
From time to time, the Area hosts workshops on various service topics (e.g., “the General Service Representative” or “the Group Treasurer”). Often, workshops are held immediately before area assemblies. The area chair leads the workshop or selects the leader. For example, the area chair and Past Delegates 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.

12.0 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)



12.1 NERAASA

The Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA) is held every year during the last full weekend in February. At NERAASA, you will be able to interact with others who have your same service positions (e.g., General Service Representative, District Committee Member, committee chair, area officer) through round-table discussions. It is a wonderful training opportunity.

12.2 NERF

The Northeast Regional Forum (NERF) is sponsored by G.S.O., led by G.S.O staff members, and held every other summer in odd numbered years. At the Forum, interested A.A.’s can meet the G.S.O. staff and Board of Trustees, learn about the A.A. service structure, and find out firsthand what activities are going on at the G.S.O. and elsewhere in A.A.

12.3 NERD

The North East 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.

13.0 Financial Matters and Policies

13.1 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, A.A. accepts no outside contributions at any level.
- **The maximum annual contribution from an individual as set by the General Service Conference (\$3,000 in 2013).**

Where our money goes ...

- In accordance with the Sixth Tradition, A.A. 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 G.S.O. to defray the cost of the general service conference; we reimburse our delegate for expenses incurred at the Conference and other meetings (e.g., NERAASA, North East Regional Forum, and the Northeast Regional Delegates [NERD] meeting). 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.

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 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 and 3 Assemblies (e.g., rent, refreshments, copying, and postage) and the expense associated with engaging the legal and accounting services as required by law.

13.2 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 activities⁷, including but not limited to the Gratitude Breakfast and Grapevine Committee, will not be included in the calculation of the operating maximum account balance.

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 A.A. 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 activities⁸, including but not limited to the Gratitude

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.

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.

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 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.

13.3 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 (e.g., https://www.ezpassmd.com/en/info/toll_calculator.shtml, <http://www.deldot.gov/public.ejs?command=PublicTollRateCalc>, <http://www.paturndot.com/toll/tollmileage.aspx>).

Mileage should be documented using an online mapping service (e.g., <http://maps.google.com>, <http://maps.yahoo.com/>).

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 (<http://www.gsa.gov/portal/category/104711>). In 2014, this amount ranges from \$46 to \$71 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.

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 (<http://www.irs.gov>). As of December 6, 2013, this amount is 14 cents per mile. 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.

WAGSA Expense Voucher

Area Committee Member Submitting Report

Name _____

Service Position _____

Date _____

Signature _____

Purpose

Amount

Committee work (select one: Bridging the Gap,
Budget & Finance, CPC, Grapevine, Gratitude
Breakfast, Policy & Procedures, Public Info,
Website, Other)

Delegates Allowance

Conference Registration Fund

Literature

Area Assembly

Area Committee Meeting

Mini Conference

NERAASA

NERF - held in odd numbered years

NERD

Postage for Committee Meetings/Assemblies

Copying for Committee Meetings/Assemblies

Service Workshops

WAGSA Equipment

Bank Service Charge

Amount requested _____

Reimbursement Information

Check Number _____

Check Date _____

Treasurer's signature _____

Except as noted in the WAGSA Area handbook, no money will be paid without proper documentation (e.g., copies of paid bills, canceled checks, receipts)

Appendix A. Abbreviations and Definitions of Terms

- A.A.W.S.** — 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 A.A. member who serves on a specific trustees' committee (for example, public information or correctional facilities) because of his or her 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 A.A.-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.
- C.P.C. — Cooperation with the Professional Community.** C.P.C. 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 A.A. member who serves on the corporate board of either A.A.W.S. 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 A.A. staff.)
- District** — A division within an area, represented by committee member(s).
- D.C.M.** — 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.
- G.S.O.** — **The General Service Office**, which provides services to groups in the U.S. and Canada and publishes A.A. literature.
- G.S.R.** — **General Service Representative.** The group contact with the General Service Office; voting member of the area assembly.
- Grapevine (G.V.)** — The A.A. Grapevine, the international monthly journal of Alcoholics Anonymous. The A.A. 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 A.A. 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.

RLV — La Viña representative; the group or district contact with the Grapevine office.

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

Third Legacy — A.A.'s Third Legacy is Service, the sum total of all A.A. 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 A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

FROM THE AA SERVICE MANUAL

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 specially the 1st, 11th and 12th Traditions.
- Act as "good old timers, not bleeding deacons."

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)