



# HANDBOOK

February 2021

**“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.”**

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## Foreword

West Central Intergroup of MD, Inc. (WCI) abides by the principles reflected in the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous. We also follow as closely as possible the current A.A. Service Manual. However, over the years we have developed practices and procedures unique to WCI. This handbook describes those practices and procedures presently accepted in West Central Intergroup.

New members are continually coming into WCI to serve their groups. At the same time, we have lost many of our early timers upon whom we have relied to orally pass on our traditional "way of doing things". As time has passed, experience has shown that we can no longer retain in our collective memories all the experience and knowledge that has served us so well in the past. Our Big Book "Alcoholics Anonymous" was written so that our message of recovery would not become garbled in the oral method of passing it on. This handbook will serve to pass on our service message as it has become known and accepted in WCI.

We recognize that no prior service committee or WCI Council decisions shall be binding on future committees or the WCI Council. All current committees and the WCI Council are encouraged to make decisions as they see fit according to their own group conscience. This handbook will serve as a guide and a reference for what has worked in the past. It is subject to change by vote of the WCI Council as the needs in the WCI service area change. As better ways are adopted, they will be incorporated into the appropriate section of this handbook. A document referencing updates to the text of this handbook will be maintained in the Appendix.

Proposed changes to this handbook can be submitted to the WCI Secretary.

## WHAT IS AN INTERGROUP?

An intergroup is an autonomous “service board or committee” of the sort mentioned in Tradition Nine. While intergroups are not directly affiliated with General Service or A.A. World Services, Inc., there is much cooperation and regular contact among these different service entities.

Intergroups are often referred to as “boots on the ground” local service.

## WEST CENTRAL INTERGROUP PURPOSE

The primary purpose of WCI, like that of the individual A.A. group, is to carry the message of Alcoholics Anonymous and to serve the groups in carrying out certain functions that are common to all groups and best handled by a centralized office. These functions are described in some detail in the General Service Office (GSO) publication, "A.A. Guidelines-- Central or Intergroup Offices."® WCI will be guided by the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous, which contribute to consistency and continuity in the organization's work.

## ROLE OF AN INTERGROUP REPRESENTATIVE

What is an Intergroup Representative (Intergroup Rep)?

The Intergroup Rep is a group’s trusted voice for assuring that the Intergroup functions and carries out its primary purpose. All A.A. groups are encouraged to participate at the WCI Council meetings. Intergroup Reps participate in discussions, make motions, vote, and relay information between their groups and the WCI Council.

Groups elect an Intergroup Rep and an Alternate Rep that typically serve a 2-year term. Each group determines length of sobriety for their Intergroup Rep. Experience has shown that at least 2 years is recommended.

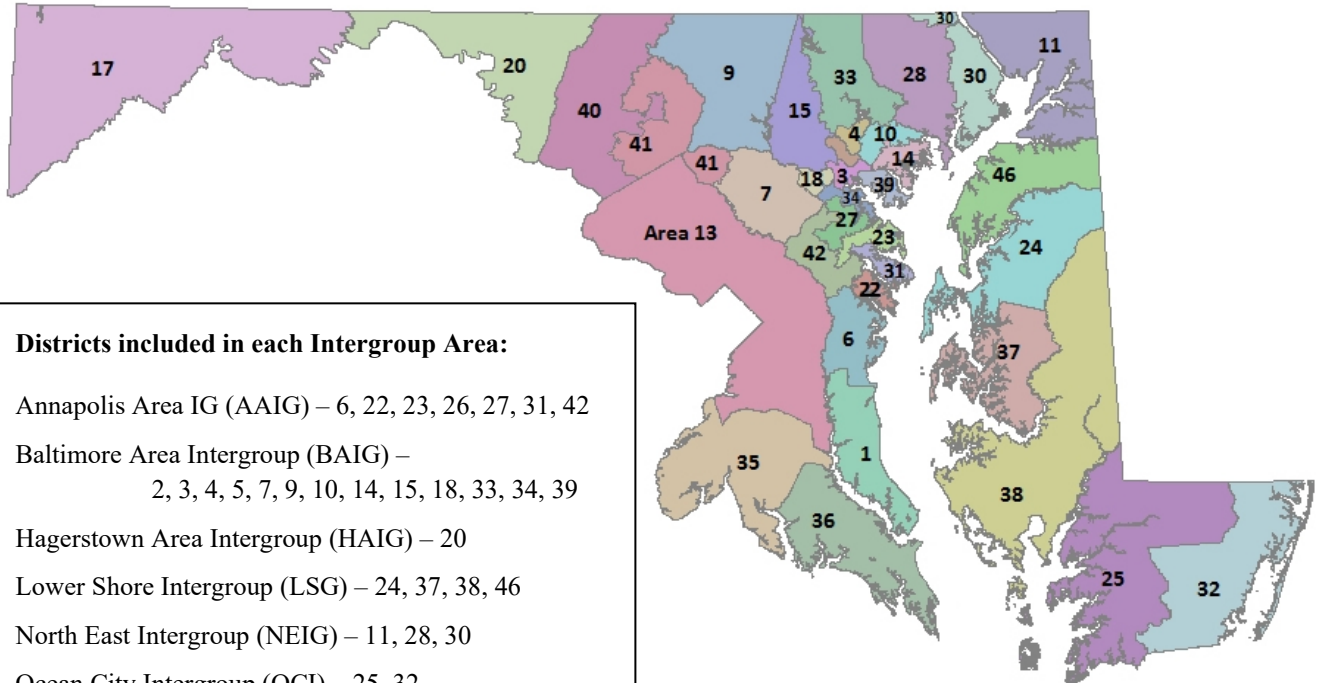
## WCI MEMBERSHIP AND VOTING

The WCI membership body is comprised of the Intergroup Reps named by the member groups, and persons elected or appointed as Officers, Directors, Committee Chairs, or ad hoc committee chairs. Designated Intergroup Reps or their Alternates, elected Officers and Committee Chairs may participate in discussion and voting. The Directors may participate in discussion but do not vote. No proxies will be allowed. Any A.A. member may attend a WCI Council meeting but only the above named have voting rights.

## WHERE DOES WCI SERVE?

Below is a map of the general service area of Area 29 which covers the state of Maryland, minus Prince George's and Montgomery Counties, which are part of Area 13 (Washington, DC). The WCI service area includes Districts 40 and 41 (Frederick, Carroll and Upper Montgomery Counties).

### Area 29 Districts



#### **Districts included in each Intergroup Area:**

Annapolis Area IG (AAIG) – 6, 22, 23, 26, 27, 31, 42

Baltimore Area Intergroup (BAIG) –  
2, 3, 4, 5, 7, 9, 10, 14, 15, 18, 33, 34, 39

Hagerstown Area Intergroup (HAIG) – 20

Lower Shore Intergroup (LSG) – 24, 37, 38, 46

North East Intergroup (NEIG) – 11, 28, 30

Ocean City Intergroup (OCI) – 25, 32

Southern MD Intergroup (SMI) – 1, 35, 36

West Central Intergroup (WCI) – 40, 41

Western MD Intergroup (WMDI) – 17

## HOW DO YOU REACH US?

### WCI Contact Emails

#### Officers

Chair - [chair@westcentralaa.org](mailto:chair@westcentralaa.org)

Vice Chair – [vicechair@westcentralaa.org](mailto:vicechair@westcentralaa.org)

Treasurer – [treasurer@westcentralaa.org](mailto:treasurer@westcentralaa.org)

Secretary - [secretary@westcentralaa.org](mailto:secretary@westcentralaa.org)

Board of Directors – [board@westcentralaa.org](mailto:board@westcentralaa.org)

#### Committee Chairs

12 Step Call Committee – [12thstep@westcentralaa.org](mailto:12thstep@westcentralaa.org)

Activities Committee – [activities@westcentralaa.org](mailto:activities@westcentralaa.org)

Archives Committee – [archives@westcentralaa.org](mailto:archives@westcentralaa.org)

Bridging the Gap Committee – [btg@westcentralaa.org](mailto:btg@westcentralaa.org)

Chatter Committee – [chatter@westcentralaa.org](mailto:chatter@westcentralaa.org)

Cooperation with the Professional Community (CPC) Committee – [cpc15@westcentralaa.org](mailto:cpc15@westcentralaa.org)

Corrections & Treatment Committee (C&T) – [institutions@westcentralaa.org](mailto:institutions@westcentralaa.org)

Finance Committee – [finance@westcentralaa.org](mailto:finance@westcentralaa.org)

Literature Committee – [literature@westcentralaa.org](mailto:literature@westcentralaa.org)

Newsletter Committee – [newsletter@westcentralaa.org](mailto:newsletter@westcentralaa.org)

Office Committee – [office@westcentralaa.org](mailto:office@westcentralaa.org)

Outreach Committee – [outreach@westcentralaa.org](mailto:outreach@westcentralaa.org)

Public Information Committee (PI)– [pubinfo@westcentralaa.org](mailto:pubinfo@westcentralaa.org)

Technology Committee – [technology@westcentralaa.org](mailto:technology@westcentralaa.org)

Where & When Committee – [whereandwhen@westcentralaa.org](mailto:whereandwhen@westcentralaa.org)

Workshops Committee – [workshops@westcentralaa.org](mailto:workshops@westcentralaa.org)

Webmaster – [webmaster@westcentralaa.org](mailto:webmaster@westcentralaa.org)

### WCI Office Location

(Federated Charities Building)

22 S. Market St., Suite 7

Frederick, MD 21701

301-662-0544

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



## WCI MEETINGS

### **WCI Steering Committee**

(WCI Officers, Committee Chairs,  
Board of Directors)

**Monday before WCI Council 6:00pm**

Trinity United Methodist Church

703 W. Patrick Street

Frederick, MD 21701

### **WCI Council**

(WCI Officers, Committee Chairs,  
Intergroup Reps, Board of Directors)

**Last Thursday of every month 7:00pm**

**New Rep Orientation 6:30pm**

Trinity United Methodist Church

(All Purpose Room)

## WHAT IS THE WCI STEERING COMMITTEE?

The WCI Steering Committee is comprised of the Officers, Directors and all WCI Committee Chairs. The Steering Committee may conduct the business affairs of the Corporation in all matters between regular meetings and special meetings of the WCI Council. The Steering Committee shall meet at least forty-eight (48) hours before each monthly or specially called meeting of the WCI Council to facilitate and expedite the orderly manner of business to be conducted at the upcoming WCI Council meeting. The WCI fiscal year begins on July 1 and ends the following June 30. The strategic planning session for the upcoming fiscal year shall be held at the July Steering Committee meeting.

## WCI COUNCIL MEETING

The WCI Council meets monthly, typically on the last Thursday of the month. The June meeting is designated as the Annual Meeting of the Corporation. In odd years the election of Officers and the Board of Directors takes place at the June meeting. In even years the WCI Inventory and introduction of new WCI Committee Chairs, appointed by the WCI Chair, takes place at the June meeting.

Prior to each monthly WCI Council Meeting an orientation for new Intergroup Reps is held in a separate room.

***All A.A. members are invited to attend WCI Council meetings!***

## WCI COUNCIL MEETING FORMAT

The typical monthly WCI Council Meeting format is as follows:

1. Chair opens the meeting
2. Chair Report
3. Vice Chair Report
4. Secretary Report
5. Treasurer Report
6. Intergroup Rep Reports and Comments
7. Committee Chair Reports
8. Old Business
9. New Business
10. Meeting adjourned

## A Brief Guide to WCI Meeting Procedures

(Adapted from the Maryland General Service, Inc. Handbook)

In business sessions, WCI Council meetings *generally* follow Robert's Rules of Order.

### GENERAL RULES OF DEBATE

An item of business to be voted on by the WCI Council is brought to the floor as a motion. If a second to the motion is made, discussion will follow. People who wish to speak raise their hand and are called on in order. Each person may speak for two (2) minutes. No one may speak for a second time on a topic until all who wish have addressed the issue for the first time. Voting is done by a show of hands, or if the Chair requests a “sense of the meeting” and no “nays” are heard, the motion passes.

### CALLING THE QUESTION

A voting member may call for a vote – “call the question” – after the matter has had a thorough airing or discussion has ceased. Calling the question brings debate to a halt while the members decide whether to proceed to a vote (the question) or go on with the debate. A motion to call the question must be made in order by raising a hand; requires a second; is not debatable and requires a two-thirds vote. The Chair may decline to entertain the motion to call the question if he/she feels the matter has not been thoroughly aired. If no one has their hand raised, the Chair may proceed to a vote without anyone calling the question.

### SIMPLE MAJORITY VOTE, SUBSTANTIAL UNANIMITY, TABLING, AND REFERRAL TO COMMITTEE

A simple majority is required to approve a motion in most cases. The exception is when any member of the WCI Council raises a point of order during the discussion and requests that the motion require substantial unanimity to be approved. If seconded, the point of order is voted on without debate. If passed by a simple majority, the original motion on the floor will now require two-thirds vote in favor to pass or be approved.

Any voting member may make a motion to table (postpone) further discussion and/or voting on any motion until the next meeting of that body. A motion to table must be made without comment and is not debatable. If the motion to table is seconded and approved by a simple majority, the tabled motion is placed on the “Old Business” agenda for the next meeting of that body.

### MINORITY OPINION AND RECONSIDERATION

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

After hearing the minority opinion, a member who voted with the prevailing side may make a motion to reconsider, or the Chair may ask whether anyone in the majority wishes to change his or her vote. A motion to reconsider may be seconded by anyone. If the majority votes to reconsider, full debate, pro and con, is resumed, bringing only NEW considerations to the floor. No action may be reconsidered twice.

## **WCI OFFICERS AND DIRECTORS**

The elected officers of WCI shall consist of a Chair, Vice Chair, Treasurer, and Secretary. Officers will serve for a two year term. The duties of the WCI Officers can be found in ARTICLE IX of the WCI Bylaws found at the back of this handbook.

The Board of Directors consists of a minimum of three and a maximum of five Directors of the Corporation. Directors will serve for a two year term. They are elected at the same time as Officers. The duties of the WCI Board of Directors can be found in ARTICLE X of the WCI Bylaws found at the back of this handbook.

Any previous Officer or Committee Chair qualifies for nomination as a Director. If vacancies on the Board of Directors occur, the Chair of the Board of Directors, with the advice and consent of the remaining Directors, shall appoint a person or persons to fill any vacancies. Appointed Director(s) shall serve until the next election of Directors.

## **ELECTION OF WCI OFFICERS AND DIRECTORS**

Elections are held in odd years at the Annual Meeting of the Corporation, typically in June. Candidates for Officers and Directors forwarded to the body by the Nominating Committee, standing for nomination, or nominated from the floor, will be asked to provide a brief verbal statement of interest and service experience. It is recommended that a nominee for an Officer position have three (3) years of continuous sobriety and experience at the Steering Committee level. Nominees must be present to declare their candidacy or to accept the nomination from the floor.

Officer elections shall be in accordance with the Third Legacy Procedure as defined in the A.A. Service Manual. The procedure shall be read and explained prior to the election.

Director elections shall be determined by a simple majority vote.

## WCI COMMITTEES

### SERVICES PROVIDED AND RESPONSIBILITIES

The committees of WCI are autonomous except in matters which may affect WCI as a whole. Committee Chairs are appointed by the WCI Chair. The service is a two year term, rotating in June of even years. Committees will not function or conduct committee meetings without a chair. If the Committee Chair cannot be present for committee meetings, no meeting should occur unless a Co-chair has been appointed by the Committee Chair. Committee Chairs not fulfilling their responsibilities are subject to review and action as determined by the WCI Council Chair and Directors.

There will be at least two members on all committees which are responsible for carrying out specific duties as detailed in the following pages of this Handbook.

### **WCI Committee Responsibilities**

**12<sup>th</sup> Step Call Committee** will train volunteers for the 12<sup>th</sup> Step Call list, keeping a current list of A.A. members who will extend the hand of A.A. when an alcoholic reaches out for help.

#### 12<sup>th</sup> Step Call Committee will:

1. Enlist A.A. members for the 12<sup>th</sup> Step Call Volunteer List.
2. Contact each volunteer a minimum of one time per year to verify that they wish to remain on the list.
3. Maintain the 12<sup>th</sup> Step Volunteer Call List and provide it to the WCI Office.
4. Conduct a minimum of two 12<sup>th</sup> Step Call training workshops per year.
5. Verify the IP phone system reaches a live person from the 12<sup>th</sup> Step Call list.
6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
8. Prepare the Committee's annual budget request to submit to Finance in April of each year.
9. Create a committee of A.A. members to assist in performing these responsibilities.

#### 12<sup>th</sup> Step Call Committee Volunteer Requirements and Responsibilities:

- Will have a minimum of two years continuous sobriety.
- Will have worked the 12 Steps of A.A.
- Will be willing to answer phone calls 24 hours per day while on duty. Personal cell phone must not be turned off or go to voicemail before at least five rings.

### 12<sup>th</sup> Step Call Committee Volunteer Teams:

There should be teams of five volunteers; one of women and one of men. The teams will receive calls for a specific period (30 or 60 days). The 12<sup>th</sup> Step Call Committee Chair or Co-Chair will staff and train five people for each team.

**Activities Committee** is self-supporting. It conducts social events sponsored by WCI.

#### Activities Committee will:

1. Identify, develop, organize, promote and conduct social events sponsored by WCI to attract and engage A.A. members in fellowship.
2. Arrange each event by securing and negotiating details for an appropriate venue, arranging for food service, creating and distributing flyers and tickets, etc.
3. Provide appropriate staff coverage for events.
4. Provide the Finance Committee with a report detailing the budget, including projected income and expenses, ~~associated with each event~~ prior to the planned event.
5. Submit a financial report to the Steering Committee and WCI Council within 30 days following each event.
6. Activities Committee Chair or Co-Chair will attend monthly WCI Finance Committee meeting as a voting member.
7. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
8. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
9. Prepare the Committee's annual budget request to submit to Finance in April of each year.
10. Create a committee of A.A. members to assist in performing these responsibilities.

**Archives Committee** gathers and preserves information and artifacts pertaining to the history and development of A.A. in the WCI Geographical Area.

Archives Committee will:

1. Coordinate efforts to collect items and information of historical importance to Frederick A.A.
2. Safeguard existing WCI archives.
3. Share information, literature, and displays of archived material at WCI events, as requested.
4. Generate interest in the preservation of our principles for the future of A.A. through ongoing projects.
5. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
8. Prepare the Committee's annual budget request to submit to Finance in April of each year.
9. Create a committee of A.A. members to assist in performing these responsibilities.

**Bridging the Gap Committee** provides temporary contacts to introduce individuals to A.A. when they leave correction facilities or treatment facilities.

Bridging the Gap Committee will:

1. Learn, practice, and adhere to WCI Procedural Practices and forms for the Bridging the Gap system.
2. Maintain a list of volunteers willing to act as temporary contacts.
3. Solicit new volunteers via Chatter or by announcement at meetings.
4. Visit facilities in the WCI area to introduce the Bridging the Gap program and provide A.A. approved handouts and literature.
5. When contacted by the newcomer, take them to a meeting and introduce them to other A.A. members.
6. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
7. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
8. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
9. Prepare the Committee's annual budget request to submit to Finance in April of each year.
10. Create a committee of A.A. members to assist in performing these responsibilities.

Note:

- a. In order to be placed on the Bridging the Gap list, an individual should have a minimum of two years continuous sobriety. Volunteers will have worked the 12 Steps of A.A.
- b. Clients leaving a facility will have completed the necessary forms and will be responsible to call the temporary contact upon release. The temporary contact does not initiate the first contact!

**Chatter Committee** prepares and distributes a weekly email of meeting changes, upcoming events, services opportunities and WCI news.

Chatter Committee will:

1. Maintain the list of subscribers.
2. Accept content from the A.A. community and other A.A. entities.
3. Format content and obtain approval from WCI Chair and Vice Chair.
4. Proofread and make final changes prior to distribution.
5. Distribute Chatter to registered subscribers.
6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
8. Prepare the Committee's annual budget request to submit to Finance in April of each year.
9. Create a committee of A.A. members to assist in performing these responsibilities.

**Cooperation with the Professional Community (CPC) Committee** provides information to professionals who may work with alcoholics in their capacity as: clergy, lawyers, corrections officers, physicians, nurses, counselors, etc.

CPC Committee will:

1. Coordinate efforts with individuals and organizations which, in their professional capacity, work with alcoholics.
2. Supply A.A. books and pamphlets from the WCI Literature Committee to supply in arranged displays with professionals or professional groups.
3. Provide A.A. speakers upon request.
4. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
5. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
6. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.



7. Prepare the Committee's annual budget request to submit to Finance in April of each year.
8. Create a committee of A.A. members to assist in performing these responsibilities.

**Corrections & Treatment (C&T) Committee** carries the A.A. message to hospitals, corrections and treatment facilities.

C&T Committee will:

1. Coordinate the delivery of A.A.'s message to incarcerated alcoholics and to alcoholics hospitalized, attending or residing in recovery treatment facilities.
2. Supply A.A. literature to interested individuals in these settings.
3. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
4. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
5. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
6. Prepare the Committee's annual budget request to submit to Finance in April of each year.
7. Create a committee of A.A. members to assist in performing these responsibilities.

**Finance Committee** prepares the WCI annual operating budget and finance-related policies and procedures. Finance elects its own chair. The committee is comprised of all Directors, two At-Large members, WCI Chair, WCI Treasurer, WCI Literature Chair and WCI Activities Chair.

Finance Committee will:

1. Prepare the Corporation's annual operating budget with input from the Treasurer and WCI Committee Chairs for review at the May steering committee.
2. Present details of the budget to the WCI Council at its May meeting.
3. Present final budget for approval to the WCI Council at its June meeting.
4. Review financial statements at least quarterly.
5. Develop finance-related policies and procedures.
6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.

**Literature Committee** is self-supporting. It maintains the stock and manages sales of A.A. literature.

Literature Committee will:

1. Place orders and maintain WCI A.A. literature supply.
2. Set and maintain regular hours for literature sales at the WCI office.
3. Recruit and train Literature Committee members to sell literature at the WCI office and at WCI-sponsored events.
4. Collect and fill orders according to Literature Committee guidelines.
5. Record and reconcile funds from literature sales and provide monthly reports to the WCI Treasurer.
6. Collect and remit required Maryland sales tax.
7. Conduct complete literature inventories at least twice a year preferably at the end of the calendar year and end of the fiscal year. Reconcile results with the WCI Treasurer's books.
8. Reimburse the Where & When account every quarter for Where & When's sold.
9. Remit any profits to C&T to a maximum of \$2,500 in the current fiscal year.
10. Collaborate with WCI Treasurer on reporting and accounting procedures.
11. Literature Chair or Co-Chair will attend monthly WCI Finance Committee meetings as a voting member.
12. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
13. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
14. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
15. Prepare the Committee's annual budget request to submit to Finance in April of each year.
16. Create a committee of A.A. members to assist in performing these responsibilities.

**Newsletter Committee** writes, publishes and distributes the monthly WCI newsletter, *The Winner's Circle*.

Newsletter Committee will:

1. Accept newsletter content from the A.A. community and other A.A. entities.
2. Obtain content approval from WCI Chair and Vice Chair.
3. Proof and format newsletter copy prior to publication.
4. Print and distribute newsletter.
5. Forward newsletter for posting on WCI website.
6. Design and distribute materials to promote Newsletter subscriptions.

7. Maintain Newsletter subscription list.
8. Send Newsletter to registered subscribers.
9. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
10. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
11. Prepare the Committee's annual budget request to submit to Finance in April of each year.
12. Create a committee of A.A. members to assist in performing these responsibilities.

**Office Committee** trains and schedules WCI Office volunteers.

Office Committee Chair will:

1. Train and schedule volunteer A.A. members to work in the WCI office.
2. Manage IP Phone System, keeping it up to date with information needed to handle calls and assist with any problems encountered.
3. Obtain names of volunteers from the 12th-Step Call Committee for use by the IP Phone System and the WCI Office, making changes to the list as needed.
4. Provide summary information of calls received by the IP Phone System and the WCI office at the monthly WCI Council meeting.
5. Negotiate and implement, with approval from the Steering Committee, all contracts for voice or data service.
6. Maintain the WCI Office space in good order.
7. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
8. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
9. Prepare the Committee's annual budget request to submit to Finance in April of each year.
10. Create a committee of A.A. members to assist in performing these responsibilities.

Office Committee Volunteers will:

1. Answer the phones to talk with alcoholics in need of help, provide information to callers and visitors about meeting times, and other information as necessary.
2. Maintain a Call Log of all messages and outcomes, providing a summary to the Office Committee Chair.
3. Sell A.A. literature.

**Outreach Committee** maintains a communication link between WCI and area A.A. groups.

Outreach Committee will:

1. Visit groups/meetings to introduce them to the WCI Outreach Committee and to briefly state the purpose of WCI.
2. Distribute WCI resources that support the group's efforts to carry the A.A. message.
3. Provide the next upcoming WCI Council meeting date, time and location.
4. Encourage A.A. members to attend the monthly WCI Council meeting.
5. Refer unanswered questions about WCI to the WCI Council for answers and follow up with the inquiring A.A. member.
6. Verify group/meeting information as indicated in the latest Where & When and on the WCI website. Report any corrections to the Where & When Committee and Technology Committee.
7. Obtain group anniversary date for the record.
8. Identify group Intergroup Rep and give name, email and phone number to WCI Secretary to update records.
9. Encourage service as an Intergroup Rep.
10. Recommend attendance at the New Intergroup Rep Orientation prior to WCI Council meeting.
11. Greet new Intergroup Reps at their first WCI Council meeting.
12. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
13. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
14. Prepare the Committee's annual budget request to submit to Finance in April of each year.
15. Create a committee of A.A. members to assist in performing these responsibilities.

**Public Information (PI) Committee** keeps the local community informed about the A.A. program.

PI Committee will:

1. Stock local public facilities stocked with current Open Where & When meeting directories and pamphlets published by A.A. World Services, Inc.
2. Distribute A.A. literature to public facilities.
3. Provide information/volunteers to schools, businesses and other organizations interested in learning more about the A.A. approach to recovery from alcoholism.
4. Update newspaper listings.
5. Staff A.A. booths at health fairs, and other appropriate community events where A.A. can serve the still suffering alcoholic.
6. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.

7. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
8. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
9. Prepare the Committee's annual budget request to submit to Finance in April of each year.
10. Create a committee of A.A. members to assist in performing these responsibilities.

**Technology Committee** will maintain and improve the WCI website and oversee the use and maintenance of other communication and electronic technologies while respecting the Twelve Traditions.

Technology Committee will:

1. Review information on the WCI website to ensure content is not in conflict with A.A.'s Twelve Traditions.
2. Negotiate contracts pertaining to services provided to WCI in support of the webpage e.g., domain registration and website hosting.
3. Assist with requests where technology is a viable solution.
4. Investigate and recommend emerging technologies.
5. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
8. Prepare the Committee's annual budget request to submit to Finance in April of each year.
9. Create a committee of A.A. members to assist in performing these responsibilities.

**Where & When Committee** maintains, publishes and distributes the WCI directories of meetings in our service area.

Where & When Committee will:

1. Design and print the open and closed meeting directories.
2. Gather updates about WCI A.A. meetings so the most current and accurate information is in print.
3. Provide information about meeting changes to the Technology Committee and Chatter Committee chairs as soon as received.
4. Maintain a supply of meeting directories at the WCI Office.
5. Publish the Open Meeting version of the Where & When (used by PI and CPC committees).

6. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
7. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
8. Prepare the Committee's annual budget request to submit to Finance in April of each year.
9. Create a committee of A.A. members to assist in performing these responsibilities.

**Workshops Committee** presents workshops on various topics related to A.A.

Workshops Committee will:

1. Develop topics for workshops.
2. Recruit and train volunteers to present informative and educational workshops.
3. Reserve meeting spaces for workshops.
4. Arrange for room setup and cleanup, provide refreshments, etc.
5. Promote workshops.
6. Create the calendar of workshops for the upcoming year.
7. Participate with Maryland General Service, Inc. and the General Service Office on matters of mutual interest, as requested.
8. Attend both monthly Steering Committee and WCI Council meetings to provide a status report of the committee's activities, and any income/expenses since the previous month.
9. Maintain an electronic as well as a hard copy of all committee materials to pass on to an incoming committee chair upon rotation.
10. Prepare the Committee's annual budget request to submit to Finance in April of each year.
11. Create a committee of A.A. members to assist in performing these responsibilities.

## BIENNIAL WCI INVENTORY

In Step 4 in the Twelve Steps and Twelve Traditions, it says that “a business which takes no regular inventory usually goes broke”. WCI agrees. Therefore it conducts a biennial inventory in June of even years in accordance with WCI bylaws. This is an important endeavor. Groups determine what WCI is doing well and what needs to be improved.

The primary purpose of WCI is to carry the message of A.A. and serve the groups in our area by carrying out certain functions common to all groups which are best handled by a central office. Questions answered in A.A. group consciences will suggest improvements to how WCI carries out its primary purpose.

An A.A. member from outside the WCI area, experienced in the inventory purpose and process, is usually invited to facilitate the WCI Inventory meeting.

Inventory questions are distributed throughout the WCI service area in order that all A.A. groups have an opportunity to help WCI take stock. Suggested inventory questions may address the following topics:

- Services provided to groups by WCI
- Events and activities provided by WCI
- Function and effectiveness of Where & When
- Self-Support, the 7<sup>th</sup> Tradition
- Use and Content of WCI Website
- Use and effectiveness of *Chatter* (WCI weekly email communication)
- WCI Office

## MATTERS OF FINANCE

WCI is self-supporting through the contributions of the A.A. groups within the WCI service area. WCI will limit individual contributions and bequests to the amount approved by the General Service Conference at the time of the contribution.

In addition to the more routine expenses such as rent for the WCI Office and WCI monthly meetings, there are expenses incurred by the WCI committees to carry the A.A. message.

The WCI fiscal year begins on July 1 and ends the following June 30. The proposed fiscal budget, as prepared by the Finance Committee, will be presented at the May WCI Council meeting. Final ratification should occur no later than the June WCI Council meeting.

### Guiding Principles<sup>1</sup>

- The 7<sup>th</sup> Tradition supports our primary purpose.
- All officers and committees are given the Third Concept “Right of Decision”.
- Every service responsibility should be matched by an equal service authority, the scope of which should be well-defined.<sup>2</sup>
- Final authority rests with an informed group conscience.<sup>3</sup>
- We are an organization of volunteers who understand that service is its own reward.
- Expenses incurred while conducting business at the request of WCI should be fully reimbursed, or duly noted, for purposes of future budgets.
- The choice to be reimbursed should be left to the individual.
- The intent of WCI is to encourage anyone who is willing and able to perform service to do so by removing personal finances as a limiting factor.
- The WCI budget should be set at adequate levels to cover expected expenses.
- According to Warranty Two, our prudent financial policy is to have sufficient operating funds, plus an ample Reserve.<sup>4</sup>
- In the spirit of the 7<sup>th</sup> Tradition, WCI should be self-supporting in all its affairs.

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<sup>1</sup> Adapted from Matters of Finance Guiding Principles of Maryland General Service, Inc. as published in the Maryland General Service Area Assembly Handbook (page 51, January 2020).

<sup>2</sup> From Concept X in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.

<sup>3</sup> From Concept I in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.

<sup>4</sup> From Concept XII in The Twelve Concepts for World Service, Reprinted with permission of A.A. World Services, Inc.



## CORPORATE MATTERS

### WCI is a 501c3 corporation. What does that mean?

A 501(c)(3) organization is a corporation, trust, unincorporated association, or other type of organization exempt from deferral income tax under section 501(c)(3) of Title 26 of the United States Code. It is one of the 29 types of 501(c) nonprofit organizations in the U.S. 26 U.S.C. § 170 provides a deduction for federal income tax purposes, for some donors who make charitable contributions to most types of 501(c)(3) organizations, among others. Regulations specify which deductions must be verifiable to be allowed (e.g., receipts for donations of \$250 or more).

Due to the tax deductions associated with donations, loss of a 501(c)(3) status can be highly challenging if not fatal to a charity's continued operations, as individual donors often do not donate to such a charity due to the unavailability of the deduction.

Below is a chart which outlines the maintenance of the documents and services to maintain the 501(c)(3) status of WCI.

### **Maintenance of West Central Intergroup Corporate Documents and Services**

<b>Document or Service</b>	<b>Action and Timeline</b>	<b>Responsible Position</b>	<b>Comments</b>
Liability Insurance	Review and update annually in January	WCI Chair	
Directors & Officers Insurance	Review and renew annually in January	WCI Chair	
Resident Agent	Review annually in January for performance and update of Area contact	WCI Chair	
Annual Tax Document	Sign final document prior to May 15	WCI Chair	Deadline to file is May 15
Annual Tax Information for Accountant	Compile annually in January or February and send to accountant	WCI Treasurer	
Annual Tax Document	Receive from accountant to obtain signature of WCI Chair	WCI Treasurer	Receive prior to May 15
Annual Tax Filing	Confirm annually that accountant has filed	WCI Treasurer	Deadline to file is May 15
W-9 (Request for Taxpayer ID# and Certification)	Provide as requested	WCI Treasurer	
Corporation Documents 1. WCI Bylaws 2. Articles of Incorp.	Review annually in January	WCI Secretary	Review for status and compliances
WCI Corporate Status	Review in January each year	WCI Secretary	Review on MDAT website
MD Business Personal Property Assessment	File annually by April 15	WCI Secretary	File on MDAT website
Tax Exempt Status and Certificate	Renew every 5 years	WCI Secretary	Last updated in August 2017 – Expires Sept 2022

## Appendix A – Handbook Updates

In future editions of this handbook, changes will be documented in the following format.

Date	Old Page #	New Page #	Page Title	Changes

# **WEST CENTRAL INTERGROUP OF MD, INC. BYLAWS**

## **PREAMBLE**

West Central Intergroup of MD, Inc. (hereinafter identified as the Corporation) is a body of men and women whose purpose is to provide services to those individuals or groups of individuals in our geographic area (which is comprised of Frederick County and other surrounding counties) who seek the means of arresting the disease of alcoholism through the Twelve Steps of Alcoholics Anonymous.

Only A.A. groups as defined by the General Service Office and the long form of Tradition 3 can be members of the Intergroup. The long form of Tradition 3 states in part that: "Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation."

## **ARTICLE I: NAME AND CORPORATE SEAL**

The name of the Corporation shall be West Central Intergroup of MD, Inc. (WCI) which is a 501c3 non-profit, non-stock corporation organized under the laws of the United States and the State of Maryland for the furtherance of the purpose set forth in the Preamble, above, and in the Articles of Incorporation. The Corporate Seal shall be circular in form and bear the name and year of incorporation.

## **ARTICLE II: PURPOSE OF THE CORPORATION**

The primary purpose of the Corporation, like that of the individual A.A. group, is to carry the message of Alcoholics Anonymous. It serves groups by carrying out functions that are best handled by a central office. These functions are described in some detail in the General Service Office (GSO) publication, "A.A. Guidelines -- Central or Intergroup Offices."®

The Corporation shall be guided by the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Alcoholics Anonymous, which contribute to consistency and continuity in the organization's work.

### **ARTICLE III: JURISDICTION**

The authority of WCI to conduct its affairs is complete and continuing from year to year. It is autonomous in all matters and is not subject to, or subservient to, any other A.A. organization.

### **ARTICLE IV: POLICIES**

The A.A. Guidelines® and the A.A. Traditions shall be followed in the operation of the Corporation. Where questions of policy arise that do not seem to be answered in the A.A. Guidelines® or A.A. Traditions, the Steering Committee, in consultation with the Board of Directors (Directors), defined in Articles IX and X, shall obtain an opinion from Maryland General Service, Inc. and/or the General Service Office of Alcoholics Anonymous.

### **ARTICLE V: INTERGROUP COUNCIL MEETINGS**

Meetings of the members of the Corporation shall be known as the Intergroup Council.

The Intergroup Council shall meet a minimum of ten (10) times a year to conduct the business of the Corporation.

At any Intergroup Council meeting the presence in person of a majority of the voting members of the corporation on that day shall constitute a quorum for all purposes. The act or acts of a majority of the quorum shall be the act of the Intergroup Council.

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 initiated at the adjourned meeting may be continued at the next meeting.

Special Meetings of the Intergroup Council may be called by the Steering Committee (see Article XII). Notice of all Special Meetings shall be posted on the WCI web site, by email or other contact information as provided by the Intergroup Council member, no less than ten (10) days prior to the meeting. A written summary of the issue(s) that precipitated the special meeting will accompany the notice.

All Intergroup Council meetings shall be conducted in accordance with Robert's Rules of Order, except as modified by A.A. Traditions and A.A. Concepts.

WCI shall conduct an Intergroup Council Inventory, to determine whether the Corporation is fulfilling its primary purpose (as described in Article II), during June of each even calendar year. The Inventory process shall be coordinated by the Vice Chairperson.

## **ARTICLE VI: MEMBERSHIP AND VOTING**

The WCI membership body is comprised of the Intergroup Representatives named by the member groups and persons duly elected or appointed as Officers, Directors, Committee Chairpersons, or ad hoc committee chairpersons.

All A.A. groups in our geographic area are eligible for WCI membership upon advising the Chairperson of their decision to join, and upon identifying their representative and alternate representative. It is recommended that Intergroup Representatives serve for a two-year term.

At each monthly Intergroup Council meeting, the Secretary will record each Intergroup Representative in attendance.

There shall be no dues or fees for membership or participation. The Corporation shall be supported by voluntary contributions from A.A. groups and individual A.A. members, in accordance with A.A. Traditions.

Designated Intergroup Representatives or their Alternates, elected Officers and Committee Chairpersons may participate in discussion and voting. The Directors may participate in discussion but do not vote. No proxies will be allowed.

Any A.A. member may attend an Intergroup Council meeting but only the above named have voting rights.

All actions determined by the Chairperson to be major actions will require a vote of substantial unanimity (2/3 of the votes). All other business requires a simple majority vote.

Minority Opinion as described in A.A. Concept V will be practiced.

## **ARTICLE VII: ANNUAL MEETING**

The Annual Meeting of the Corporation shall be held at the regular June monthly meeting of the Intergroup Council. The election of Officers and Directors shall be held in June of odd calendar years, after which said Officers and Directors shall immediately assume office. In even calendar years, the Chairperson shall appoint Committee Chairpersons who shall immediately assume their duties.

## **ARTICLE VIII: ELECTION OF OFFICERS AND DIRECTORS**

### **A. Officers**

The elected officers shall consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. Each Officer will serve for a two year term. Any previous Officer or Committee Chairperson is eligible for nomination to an Officer position that they have not previously held.

### **B. Board of Directors**

The Board of Directors shall consist of a minimum of three and a maximum of five Directors of the Corporation. Directors shall serve for a two year term.

Any previous Officer or Committee Chairperson qualifies for nomination as a Director. If vacancies occur, the Chairperson of the Board of Directors, with the advice and consent of the remaining Directors, shall appoint a person or persons to fill any vacancies. Said appointed Director(s) shall serve until the next election of Directors.

### **C. Election Procedure**

Elections will be held at the Annual Meeting of the Corporation in odd years. Candidates for Officers and Directors forwarded to the body by the Nominating Committee, standing for nomination, or nominated from the floor, will be asked to provide a brief verbal statement of interest and service experience. It is recommended that a nominee for office have three (3) years of continuous sobriety and experience at the Steering Committee level.

Nominees must be present to declare their candidacy or to accept the nomination from the floor.

Officer elections shall be in accordance with the Third Legacy Procedure as defined in the A.A. Service Manual. The procedure shall be read and explained prior to the election.

Director elections shall be determined by a simple majority vote.

### **D. Special Elections**

Special elections to fill Officer vacancies shall be held when necessary. At least thirty (30) days notice of said special election shall be given to the WCI voting body.

### **E. Exclusion**

Officers, Directors and Committee Chairs shall not simultaneously serve as, or perform the duties of, Intergroup Representatives or Alternate Intergroup Representatives.

## **ARTICLE IX: DUTIES OF THE OFFICERS**

The Duties of the Officers shall include, but not be limited, as follows.

The **Chairperson** shall:

1. provide overall leadership,
2. preside at WCI Council and Steering Committee meetings,
3. maintain order during the monthly meetings in accordance with Robert's Rules of Order, except as modified by A.A. Traditions and A.A. Concepts,
4. set the agenda of action items for each WCI Council meeting,
5. appoint Committee Chairpersons,
6. remove any Committee Chairperson who is not fulfilling his or her responsibilities as defined in the WCI Handbook,
7. create ad hoc committees as needed, and appoint chairpersons to preside over them,
8. attend all other WCI Committee meetings as needed,
9. develop ways to make WCI Council meetings more informative and useful,
10. have check signing authority for Corporate accounts and
11. vote as a member of the Finance Committee.

The **Vice Chairperson** shall:

1. preside at meetings in the absence of the Chairperson and otherwise assist that person in the performance of his or her duties,
2. act as liaison between WCI and Maryland General Service, Inc.,
3. advise the Chairperson, as necessary, during WCI Council meetings of correct procedure according to Robert's Rules of Order as described in Article VI,
4. coordinate the orientation of new Intergroup Representatives prior to monthly meetings,
5. coordinate the biennial WCI Council Inventory,
6. have check signing authority for Corporate accounts and
7. assume the office of Chairperson if that position becomes vacant.

The **Secretary** shall:

1. maintain the care, custody, and control of corporate records other than financial,
2. have custody and responsibility of the Corporate Seal and affix the same to documents as duly authorized and directed by the WCI Council,
3. prepare and report the minutes of each WCI Council meeting, and other meetings as requested,
4. prepare the agenda for each WCI Council meeting with the direction and approval of the Chairperson,

5. send a reminder notice of the upcoming WCI Council meeting, with agenda and minutes of previous meeting attached, to Intergroup Representatives no later than 24 hours prior to the next meeting,
6. prepare general correspondence,
7. update and maintain the current list of Intergroup Representatives,
8. provide necessary information to the Outreach Committee to support its work and
9. ensure that the GSO group database has updated contact information for all Officers and Committee Chairpersons.

The **Treasurer** shall:

1. receive and disburse the funds of the Corporation,
2. maintain the Corporation's financial records,
3. pick up the mail from the post office and properly distribute any mail not related to finances,
4. prepare periodic financial reports for distribution at WCI Council meetings,
5. report the receipts, expenditures, and account balances at the WCI Council meetings,
6. work with the Finance Committee to prepare the annual operating budget,
7. have oversight and check-signing authority for all Corporate accounts and
8. prepare and send letters of appreciation for contributions on behalf of WCI.

#### **ARTICLE X: DUTIES OF THE BOARD OF DIRECTORS**

The Directors, having served as members of the Steering Committee, shall:

1. provide general guidance to the Corporation by sharing their experience at WCI Council and Committee meetings,
2. consult with Steering Committee or WCI Council when ambiguities arise in these Bylaws,
3. elect their own chairperson,
4. have no voting rights at WCI Council meetings, only acting in an advisory capacity,
5. vote as members of the Finance Committee and
6. serve as the Nominating Committee of the WCI Council in order to present qualified nominees for Officer positions.



## **ARTICLE XI: REMOVAL AND REPLACEMENT OF AN OFFICER OR DIRECTOR**

Any Officer or Director may be removed for cause, by the affirmative vote of two-thirds of the voting members present at the meeting in which said removal is considered. Grounds for removal shall include but not be limited to:

1. conduct detrimental to the interests of the Corporation,
2. loss of sobriety,
3. unethical conduct or
4. failure to meet the responsibilities of the position.

Any grievance shall be presented to the Steering Committee which shall discuss it, and if found to be valid, the subject Officer or Director shall have 48 hours to respond. The Steering Committee may make a recommendation to the WCI Council to vote for removal and replacement (see Article VIII).

## **ARTICLE XII: STEERING COMMITTEE**

The Steering Committee shall be comprised of the Officers, Directors, and all Committee Chairpersons. The Steering Committee shall have the authority to conduct the business affairs of the Corporation in all matters between the regular meetings and special meetings of the Intergroup Council. The Steering Committee shall meet at least forty-eight (48) hours before each monthly or specially called meeting of the Intergroup Council to facilitate and expedite the orderly manner of business to be conducted at the upcoming Intergroup Council meeting. The WCI fiscal year begins on July 1 and ends the following June 30. The strategic planning session for the upcoming fiscal year shall be held at the July Steering Committee meeting.

## **ARTICLE XIII: WCI COMMITTEES**

All Committees are autonomous except in matters affecting other groups or A.A. as a whole. Each Committee is responsible for carrying out its duties as set forth in the WCI Handbook. A Committee shall not function or conduct meetings without a chairperson. If the Committee Chairperson cannot be present for Committee meetings, no meetings shall occur unless a Co-chairperson has been appointed by the Committee Chairperson. The Committee Chairperson is responsible for providing a status report of Committee actions at monthly WCI Council meetings. Committee Chairpersons shall be responsible for recruiting and training members for their committees. There will be a minimum of two members on any Committee.

A list of typical service committees can be found in the A.A. Service Manual.

Specific descriptions and responsibilities of each WCI Committee can be found in the WCI Handbook.

#### **ARTICLE XIV: FINANCES**

In keeping with the 7th Tradition, the Corporation shall be supported only by voluntary contributions from A.A. groups, members and organizations. The Corporation will limit individual contributions and bequests to the amount approved by the General Service Conference at the time of the contribution.

The WCI fiscal year begins on July 1 and ends the following June 30. The proposed fiscal budget, as prepared by the Finance Committee, shall be presented at the May WCI Council meeting. Final ratification should occur no later than the June WCI Council meeting.

The Treasurer, with the cooperation of the Finance Committee, shall compile all necessary records to file the annual tax returns and all documents required to maintain the 501 (c) (3) status of the Corporation.

The Treasurer is authorized to write checks for the normal operating expenses of the Committees as set forth in the ratified Annual Budget. Expenses incurred outside of normal operating expenses by the Committees will require approval of the WCI Council.

#### **ARTICLE XV: OFFICE SPACE**

The Intergroup office shall only be used to conduct corporation business as suggested in the A.A. Guidelines® on Central or Intergroup Offices. Relocation of Intergroup office space must be approved by a two-thirds majority of the WCI Council.

#### **ARTICLE XVI: INDEMNIFICATION OF OFFICERS AND DIRECTORS**

A. Exculpation: None of the Officers or Directors will be liable to the Corporation for any loss incurred by the Corporation with respect to the Corporation for any reason other than, to the extent that the loss is attributable to the Directors or Officers, as the case may be, gross negligence or fraud, unlawful acts or omissions that it, he or she knew or had reasonable cause to know at the time that they occurred were clearly unlawful, or acts or omissions that it, he or she knew or had reasonable cause to know at the time they occurred were clearly in conflict with the interests of the Corporation; or with respect to transactions or other actions from which the Officers or Directors, as the case may be, derived an improper personal benefit, to the extent of the improper personal benefit.

B. Liability of the Officers and Directors: The Officers and Directors shall not be liable to the Corporation for any act or omission, done or omitted in good faith in such capacity, and within what was believed to be the scope of Corporation business, unless they shall have been culpable of gross negligence or willful or wanton misconduct or unlawful acts.

C. Indemnification: The Corporation shall indemnify and hold harmless and covenant to defend the Officers and Directors against any and all claims, actions, demands, liabilities, costs, expenses (including, without limitation, reasonable attorney fees), damages and losses as a result of any allegation, claim or legal proceeding relating to any act or omission done or omitted while acting in the capacity of an Officer or Director in connection with the Corporation or its business, except to the extent that such act or omission for which indemnification is sought hereunder constitutes gross negligence, willful or wanton misconduct or an unlawful act.

#### ARTICLE XVII: AMENDMENTS

The Articles of Incorporation of West Central Intergroup of MD, Inc. and the Bylaws contained herein may be amended at any regular meeting of the WCI Council by a two-thirds vote of the WCI voting body present. Notice of the proposed amendment shall have been given at the previous regular WCI Council meeting and distributed to the membership one month prior to a vote to amend.

WHEREUPON the official Seal of West Central Intergroup of MD, Inc. has been affixed to these

Bylaws this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_ Secretary

West Central Intergroup of MD, Inc.