

# ALCOHOLICS ANONYMOUS

## HARBOR AREA SERVICE COMMITTEE BY-LAWS

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Formed November, 4, 1955

**Revised and Re-formatted February 8, 2012**

**Revised March 13, 2013**

**Revised December 1, 2014**

**Revised January 1, 2015**

**Revised January 26, 2017**

These By-laws are the primary guide for the Harbor Area Service Committee of the Long Beach, California contingent of Alcoholics Anonymous World Services, New York, N.Y. The Motions, as approved, govern the policy and procedures of the Harbor Area Service Committee but in no way change or supersede the By-laws. The appendices are incorporated with the pertinent section as approved by the Committee.

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## LEGEND

The original By-laws are shown in large, bold face type whereas the motions are prefaced by the date of the motion and shown in regular type. Abbreviations used herein are as follows:

HASC — Harbor Area Service Committee

MSCA — Mid-Southern California Area

HASB — Harbor Area Service Board

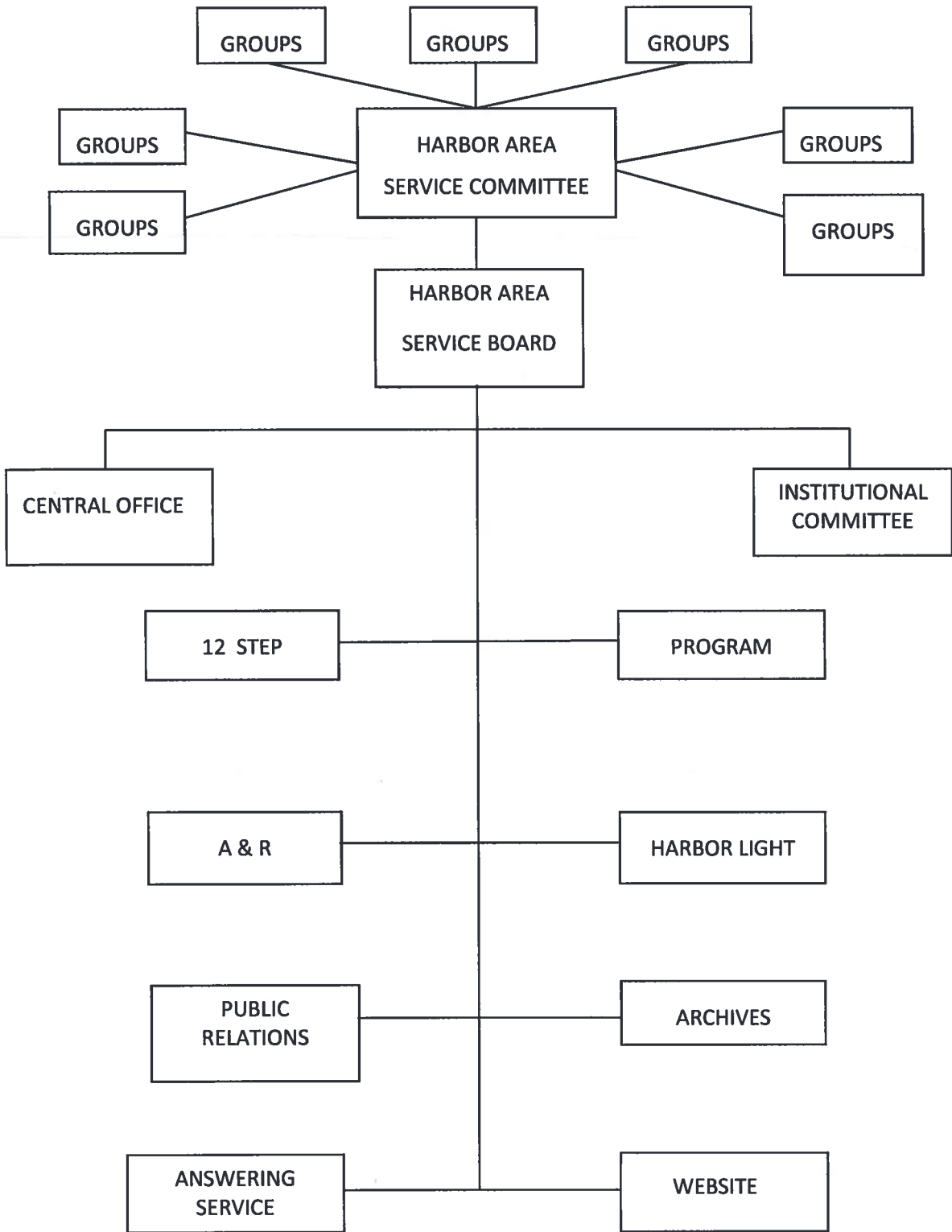
H & I — Hospital and Institution Committee

HACO — Harbor Area Central Office

A & R — Action & Responsibility Committee

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## Structure of the Harbor Area Service Committee



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## Chapter I SERVICE COMMITTEE

### Section 1 Name and Purpose:

The name of this committee shall be Harbor Area Service Committee of Alcoholics Anonymous of Long Beach, California. Said committee is sometimes hereinafter referred to, for convenience, as "HARBOR AREA SERVICE COMMITTEE". The committee is the guardian of the area service of Alcoholics Anonymous in conformity with the Twelve Traditions. Its function shall be those of SERVICE ONLY; never those of government.

### Section 2 Composition:

The Harbor Area Service committee shall consist of delegates and alternates from each of the registered groups.

- A chairman (24 months of sobriety), secretary and treasurer.
- A service board of five (5) members.
- A program committee (chairman and six (6) members)
- An Institutional committee (director and policy board of four (4) members).

Other sections may sometimes be created, as the need arises, but no one committee or section shall ever be placed in authority over another.

### Section 3 General Policy of the Service Committee

In all its proceedings shall observe the spirit of all A.A. Traditions, taking care that the Committee never becomes a seat of power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the delegate members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible by substantial unanimity; that no Committee action ever be personally punitive or an incitement to serious public controversy; that the Committee may act for the service of A.A. in the area; it shall never

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perform any act of government; and that, like the society of A.A. which it serves, will always remain democratic in thought and action.

## **Section 4 By-Laws of the Harbor Area Service Committee**

Any amendment thereto shall always be subject to the approval of a two-thirds (2/3) vote representation of all registered groups, shall be in writing and sent to individual groups, which groups shall vote thereon no less than sixty (60) days nor more than ninety (90) days. Secretary of group to certify group action.

The delegates may draft any needed amendment to the by-laws and will name their own officers; chairman, secretary, treasurer and committees by any method of its own choosing. Elections of officers and chairman to be held in December. Elected officers and chairman taking office in the succeeding month.

## **Section 5 The Harbor Area Service Committee:**

Is not organized for profit but is organized exclusively for charitable and educational purposes. No part of any earnings of this Committee shall ever inure to the benefit of any private individual or any member of this Committee. In the event of the dissolution of this Committee, all of its assets shall be distributed to any organization or fund or foundation organized and operated exclusively for one or more of the purposes specified in Section 501 © (3) of the Internal Revenue Code of 1954.

## **Section 6 Delegates Term of Office**

Delegates shall serve for a term of one (1) year, subject always to withdrawal or recall by the group he or she represents. Each registered group shall be entitled to one (1) vote in regular or special meetings of the Harbor Area Service Committee. Delegates shall be eligible to succeed themselves on election by their home group.

## **Section 7 Delegates Meetings**

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**Shall be held each calendar month, and at any other time upon written request of twelve (12) registered groups.**

**Announcement of any meeting mailed to the delegate or their alternate at least one (1) week prior to the date of said meeting shall constitute proper and sufficient notification.**

July 1970: Motion Approved. Motion made that from now on all reports be voted upon as reports only and any recommendations be brought up separately under new business for discussion and votes of the delegates.

June 1977: Motion. Approved. That only Harbor Area Service Committee delegates be authorized to put motions on the floor.

April 1982: Motion. Approved. To have a person in charge of greeting and signing in.

May 1995: Motion. Approved. To have all materials reviewed by Chair 5 before being placed on the literature table.

May 1995: Motion. Approved. That all materials placed on the literature table be A.A. approved or pertaining to the business of the HASC.

June 1995: Motion. Approved. To move the HASC meetings, effective July 1996, to:

1900 E. Carson Street  
Long Beach, CA

January 1996: Motion. Approved. To have job descriptions of all positions available at HASC meetings.

April 1996: Motion. Approved. To have HASC members stand while giving reports.

March 2003: Motion. Approved. To discontinue the reading of the Board meeting minutes at the HASC meeting.

(HASC Meeting minutes to continue to be read and approved).

November 2004: Motion. Approved. All future motions to be voted on by a count of raised hands. The number of "Yeas" and Nays" to be recorded.

February 2009: Motion, Approved. A quorum is to consist of a majority of the average number of delegates present at the last three (3) preceding meetings.

September 2010: Motion. Approved. The sign in position becomes an elected position, with a term of 1 year and that it is voted on in December with the other positions.

November 2010: Motion. Approved. Approved the job description for the Delegate Registration Chair.

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January 2011: Motion. Approved. Change the name of Delegate Registration Person to Delegate Registrar

## **Section 8 Delegates Duties**

**To bring to the attention of the Harbor Area Service Committee the wishes, desires and requests of their home group and to back all action taken by the committee, to act as liaison between the individual groups and the Service Board. Any vacancy created in the Service Board shall be immediately filled at the next regular meeting of the Harbor Area Service Committee by the delegates.**

## **Section 9 Delegate Election**

**Secretary of the group, upon the election of its delegate and alternate, should notify such election to the Central Service Office and to the secretary of the Harbor Area Service Committee. The Central Service Office shall notify the secretary of an individual group at least one (1) month in advance of the expiration of the term of the group delegate and alternate.**

March 1980: Motion. Approved. To establish a one (1) year sobriety requirement for HASC Secretary.

## **Section 10 Delegates relation to A.A. in the Area**

**The Committee will act for A.A. in perpetuation and guidance of its area services, and it will also be the vehicle by which the A.A. movement can express its views upon Traditions. Delegates should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the group level, whether for information, discussion or their own direct instruction.**

## **Section 11 Delegates relation to the Central Service Office**

**The Committee will function as guide and advisor to the Service Board and its related Central Office services. The registered groups through their delegates will be expected to furnish a reliable cross-section of A.A. opinion of the groups for this purpose.**



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- A. To affectively further this same purpose it will be understood as a matter of Tradition, that a majority (50% + 1) vote of the delegates quorum shall be considered binding upon the Service Board and its related services. A quorum shall consist of a majority of all the delegates registered.
- B. No such vote ought to impede the Service Board to conduct routine business and make contracts relating thereto. Further, a three-quarters (3/4) vote of all registered delegates may bring about a reorganization: if deemed essential under such proceedings the committee may request resignation, may elect Service Board members and make all other necessary arrangements.

## Section 12      Registration

February 1964: Original By-Laws Committee Report: Amended March 1965. Approved unanimously.

1. Provision to be made in the by-laws for the setting up and maintaining of a file of manila folders with the name of each group in the area. A set-up similar to that used by the General Service Office in New York (GSO) for collecting their annual directory. Letters and forms could be sent out to the groups and the new secretaries, and brought before the Committee, from the floor, after action is taken. The delegates should bring this information back to the Central Service Committee and the Central Office, thus keeping the lines of communication open.
2. Encouragement of the groups to elect both delegates and alternates to eliminate the possibility of not having a quorum at meetings, as has sometimes limited the committee's activity in the past.

March 1965: Original motion. Approved unanimously. All delegates and alternate delegate will be registered with the Central Office ten (10) days prior to having a vote in the Service committee meeting. Registration forms shall be sent out December 1<sup>st</sup> and June 1<sup>st</sup>.

September 1970: Motion that all delegates present at the December meeting of the Harbor Area Service Committee take registration forms back to their groups to be filled out with current names etc, and bring back personally to the January meeting. Approved.

February 2010: Motion. Approved. Personal information as provided on the registration card and any copies of such be kept at central office.

August 2010: Motion. Approved. Accept the new delegate package. (Package to contain a copy of the by-laws, job descriptions, summary version of Roberts Rules of Order and Welcome New Delegate Letter).

November 2011: Motion. Approved Unanimously. Group Update Forms to include child friendly status.

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## Section 13 Voluntary Quit Rule

August 1971: Approved unanimously. That any group that has not had a delegate or alternate delegate present at the Harbor Area Service committee meetings for three (3) consecutive months shall be subject to a voluntary quit rule.

## Section 14 Voting

November 1988: Board recommendation. Approved. That the Service Board members, secretary, treasurer and parliamentarian not be voting delegates effective January 1, 1989.

March 1989: Motion. Approved. That the attendance records for the last three (3) months be available to Chair 5 and the Secretary at the Harbor Area Service committee meetings to answer any questions regarding voting eligibility.

## Section 15 Yearly Election Results

December 2007: Motion. Approved. To dispense with all regular business at the December Service Committee meeting in order to conduct the annual election of officers for the following year.

### Election of Officers and Chairmen for the Year 2014

Retaining Service Board Chairs:

- Chair 1 — Rodney W.
- Chair 2 — Bruce E.
- Chair 3 — Amethyst J.
- Chair 4 — Ira C.

Newly elected officers:

- Chair 5 — vacant
- Treasurer — Ralph M.
- Secretary — Rebecca F.

Sub-Committee Chairpersons:

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- Program Committee — vacant
- Hospital & Institution Committee — Ron T.
- Action & Responsibility Committee — Jamie C.
- Twelve Step Committee — Dennis S.
- Public Information Committee — Pete K.
- After Hours Phone Committee — Esme V.
- Harbor Light — Carrie A.
- Archives — Mark J.
- Website Administrator — Matthew L.

## Chapter II SERVICE BOARD

### Section 1 Service Board Meetings

**The Board will meet monthly unless otherwise agreed upon. Special meetings may be called should there be an emergency. At least one member shall attend all Harbor Area Service Committee meetings. The Board may also render advisory opinions at any time.**

January 1991: Motion. Approved. To keep all Board meetings open to any interested alcoholic.

### Section 2 Service Board Composition, Jurisdiction, Responsibilities

**The Board shall be composed of five (5) members; Central Service Committee Chairman and four (4) others, elected by delegates.**

- A. The Service Board is the chief service arm of the Harbor Area Service Committee and is essentially custodial in its character, rotating each year by the incoming Central Service Committee Chairman going on the Board and the oldest in service going off of the Service Board.**
- B. Except for decisions upon matters of policy, finance or A.A. Tradition likely to seriously affect A.A. in the Harbor Area, the Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. Central Service Office and may request Harbor Area Service Committee to elect or appoint suitable committee members to its service section in pursuance of this purpose.**

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- C. The Service Board is primarily responsible for the financial and policy integrity of its services, Central Service Office, public relations, hospital cooperation, designated Twelfth Step work, and for such other services as the delegates may desire to formulate.**
- D. Except in great emergency, the Service Board, or any of its related services, ought never to take any action likely to greatly affect A.A. in the area, without first consulting the delegates at their regular or special meeting. It is nevertheless understood that the Service Board shall act at all times, as their conscience dictates, to decide which of its actions or decisions may require the approval of the delegates.**

June 1971: Board recommendation. Approved unanimously. Central Office employees and office procedures are the responsibility of the Service Board and are under the direct supervision of the Chairman of the Board, who will act as Office Manager.

January 1972: Board recommendation. Approved unanimously. That the outgoing HASC Chairman make a review of the HASC minutes in December and correct and update these By-Laws by adding all sustaining motions and deleting motions that have been over-ruled or no longer serve a purpose. The sustaining motions should then be incorporated into the By-Laws and published for the information and guidance of the incoming Chairman and Committeemen. Controversy should be resolved by new motions.

January 1972: Motion. Approved unanimously. Board recommendation. That the Service Board Chairman replaces the HASC Chairman as representative, for the HASC, to the Mid-Southern California Area Assembly.

February 1984: Motion. Approved. To supply each delegate with a copy of the By-laws.

February 2011: Motion. Approved. No member of the Board, nor elected position of this Committee be allowed to receive compensation for work performed at the Central Office.

## **Section 3    Reports**

**The delegates will hear the financial and policy reports of the Service Board and its related Central Service Office services once a month. The delegates will advise upon all matters presented, engage in debate, appoint necessary committees and pass suitable resolutions for the advice or direction of the Service Board and the Central Service Office.**

**The Service Board at the close of each year will draft a full report of its proceedings to be supplied to all delegates, alternates and committeemen; also a copy thereof shall be filed in Central Service Office.**

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## Section 4 Elections

October 1961: Original motion (Reviewed March 1965) No action Motion stands. Any candidate must be present when nominated; he or she should stand and accept or reject the nomination, and the top three (3) candidates shall be in the runoff provided that no one (1) candidate has two-thirds (2/3) majority in the initial vote. Nomination should be made from the floor.

August 1972: Board recommendation. Approved unanimously. That a vacancy created, for any reason, in the Service Board be filled by present election procedures and that the so elected member shall fill Chair number 5 as Central Service Committee Chairman. Part of one (1) year, regardless of duration, shall constitute one (1) full year of seniority on the Board and regular rotation of Board members shall proceed at the end of the calendar year.

April 1987: Motion. Approved. That all future elections of officers and committee Chairmen be by secret ballot.

## Section 5 Quit Rules

March 1965: Approved unanimously. Any member of the Service Board who is absent for two (2) consecutive meetings without reasonable cause shall be subject to the voluntary quit rule.

## Section 6 Financial Matters

August 1988: Motion. Approved. To develop an annual budget for Central Office.

June 1990: Motion. Approved. Financial statements to be prepared for the prior month and available for Committee meetings. Two (2) months prior to being published in the bulletin

July 1990: Motion. Approved. Central Office Coordinator to send copies of the figures sent to the accountant to the HASC meetings.

July 2006: Motion. Approved. To have a monthly report of the Literature report and financial statements, along with providing Central Office quarterly reports. Motion Approved 16/2.

January 2010: A bond or equivalent Director's and Officer's and/or Employee Theft insurance be obtained for each of the persons authorized to sign checks, and all HACO employees. That said Bond or

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insurance provide coverage of all individuals bearing fiduciary responsibility up to \$10,000.00 (fraud or loss) per individual.

January 2010: That the bodily injury and property damage liability insurance coverage be maintained at the policy limit of \$1,000,000.00 per year.

March 2010: Motion. Approved. The income statement be closed at the same time as the literature report so that the figures match or come closer to each other.

February 2011: Motion. Approved. Central Office will adhere to GSO guidelines when accepting contributions.

September 2011: Motion. Approved Unanimously. The quarterly balance sheet should be accepted at the HASC meeting after the close of the quarter, approximately two weeks following the close of the quarter.

November 2011: Motion. Approved. That an accountant be retained as financial counselor to the Central Office. Duties are to include; the reviewing of the general ledger and statement of financial condition, reconciliation of bank statements, and advising office personal and treasurer of bookkeeping procedures on a continuing basis. Financial records are not to leave Central Office and preparation of financial reports/records be accomplished by office personnel.

November 2011: Motion. Approved. That the Harbor Area Service Board, upon election of the new Chair 5 position, select two (2) Board members to serve as signers on all corporate checking accounts. That only these two (2) Board members and the HASC Treasurer shall be authorized to sign checks, or withdraw funds.

November 2011: Motion. Approved. That the HASC Treasurer and one (1) Board member be authorized signers on the corporate CD/TD accounts. Both signatures are required for withdrawal of funds.

November 2011: Motion. Approved. That the Office Coordinator be granted limited authorization to acquire balance and interest information on all corporate accounts and transfer funds between accounts as duties require.

November 2011: Motion. Approved. A tax accountant be retained whose duties include; preparation of tax returns and liaison with all government tax authorities.

November 2011: Motion. Approved. At non-specific intervals the Board may recommend, for the Committee's approval, that a third party knowledgeable of internal controls and nonprofit business practices, be obtained to ensure that all financial assets are being maintained in a manner that is consistent with sound business practices and doesn't jeopardize HASC's nonprofit status.

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## Chapter III HARBOR AREA SERVICE COMMITTEE – SUB-COMMITTEES

1. Program Committee Chair
2. H&I Committee Chair
3. Action & Responsibility Committee Chair
4. In-Office Phones Committee Chair
5. Public Information Committee Chair
6. After-Hours Phone Committee Chair
7. Harbor Light Editor
8. Archive Committee Chair
9. Website Committee Chair
10. Set-up Committee Chair

February 1995: Motion Approved. To make Committee Chairpersons subject to the voluntary Quit Rule.

September 2009: Motion Approved. All Committee chairs are an elected annual position.

November 2012: Motion Approved. New Delegate Orientation position be added to the list of elected positions, and that this position be up for election in December with the rest of the positions.

June 2016: Motion. Approved. To add HASBYPAA as a committee report to the agenda for monthly service committee.

### Section 1 Program Committee

**Composition**: A permanent chairman elected by the delegates for a period of one (1) year. Six (6) members elected by the delegates from membership at large (delegate eligible). Three (3) in January and three (3) in July. The Program committee shall be rotating and each member serves for a period of one (1) year. Of these six (6) members, A.A. or associates, two (2) shall be women. At the expiration of the term of a woman member of the committee, another woman shall be elected to fill the vacancy. This also applies in the case of resignation or removal from the committee of a woman member.

**Functions**: this committee shall arrange an annual calendar for Harbor Area programs, such as public meetings, panels, picnics, dances, etc. It shall also, with the advice of

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**the Service Board, have charge of the annual banquet. (All proceeds derived from functions shall go into the Central Service Office account.)**

May 1984: Motion. Approved. That a special events account be established, to be drawn upon with the joint signatures of the treasurer and the program chairman.

February 1992: Motion. Approved. All fundraisers approved by the HASC must be accompanied by an income and expenditures statement. If not authorized, funds will not be accepted.

January 1993: Motion. Approved. That the Board recommendation that a third signature be added to the Program committee Account. Two (2) signatures to be required on checks.

May 2009: Motion, Approved unanimously. Complete financial accounting of the Program Account to be brought to the meeting each month.

November 2011: Motion. Approved. That the seed money (reimbursed events) be increased to five thousand dollars (\$5,000.00) and held in the Program Account after each event.

1. Spring Event
2. 4<sup>th</sup> of July Picnic
3. H&I Mass Meeting/Chili Cook-Off
4. Traditions Banquet
5. To be designated

## **Section 2 Institutional Committee**

**Shall be composed of one (1) Director and one (1) co-Director (12 months sobriety) elected in December, taking office the following month. A Policy Board of four (4) members and panel members for each institution. Directors and policy board members names to be submitted to Harbor Area Service Committee, Matters seriously affecting A.A.'s wide area needs shall be subject to the consideration of the Harbor Area Service Committee.**

**Institutional Committee meetings: The committee will meet monthly unless otherwise agreed upon. Special meetings may be called should there be an emergence. At least one (1) member shall attend all Harbor Area Service committee meetings.**

**Responsibilities: Primary responsibility, to carry the A.A. message to institutions. Monthly report to the Harbor Area Service committee. Policy integrity of its services and to maintain good public relations with institutional personnel, ever mindful of our Twelve Traditions.**



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**Added: A financial report to be submitted to the Harbor Area Service committee on all fund raising activities. The Harbor Area Institutional Committee shall also furnish all necessary permits for such activities.**

June 1966: Motion was made that the literature allotted to the Institutional committee includes all literature or hard cover books carried in the Central Office. Motion approved.

**Note:** Information for the record: We were given a permit to operate as a non-profit organization on August 19, 1960 from Washington, D.C. Number assigned is File No. 60227EO, Serial No. 95-2149662.

January 1973: Motion. Approved unanimously. That a receptacle for old literature is authorized in Central Office to collect literature for the Institutional Committee.

July 1978: Motion. Approved. That the H & I Committee approach the secretaries of meetings for their group's permission to place cans for donations for literature to be taken into the various hospitals and institutions.

July 1996: Motion. Approved. H&I committee budget to be submitted to HASC for approval.

## **Section 3 Action and Responsibility Committee**

July 1971: Board recommendation. Approved unanimously. That a sub-committee, to be known as the "A&R Committee" (Action and Responsibility) be established by the Harbor Area Service Committee.

Purpose: To visit registered groups and discuss with members and steering committees the importance of contributions to the Central Office, explain the services the office performs for the groups and the alcoholic who still suffers. Stress the importance of having a delegate attend the HASC meetings to represent their group's conscience in matters pertaining to Harbor Area and A.A. as a whole. Become a part of the entire fellowship for the good of all.

November 1986: Motion. Approved. To change the name of the "Secretaries Workshop" to "Harbor Area Service Workshop".

April 1994: Motion. Approved. To establish a one (1) year sobriety requirement for the Action & Responsibility Chairperson.

## **Section 4 Twelve Step Work Committee**

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July 1971: Board recommendation. Approved unanimously. That a committee be formed, to be known as the "12th Step Work Committee".

**Purpose:** To do volunteer work at central Office, i.e., answer the phones, refer to meetings, arrange a 12<sup>th</sup> Step call, enlist members for 12<sup>th</sup> Step work, maintain an up-to-date file on 12<sup>th</sup> Step workers in the office with the required information necessary to complete a 12<sup>th</sup> Step Call. This is our LIFE-LINE with the alcoholic who seeks help.

**Composition:** Chairman to be appointed by the Service Board.

**Members:** Such number as the 12<sup>th</sup> Step Work Committee deems necessary. Chairman shall make progress reports to the Service Board at the board's regular monthly meeting. This committee is in the Service Board's area of responsibility. The service Board will include this committee report in the Service Board report given to the HASC at their monthly meeting.

June 2006: Motion. Approved. To revise the Twelve Step Chairperson job description to include updating the Twelve Step call list annually. Motion Approved 17/0.

## Section 5 Public Relations Committee

June 1988: Board recommendation. Approved. To allow the Public Relations Committee to participate in community sponsored "Health Fairs".

January 1989: Motion Approved. That the Public Relations committee Chairman position be an elected position by the HASC, the chairman to attend HASC Meetings and make reports.

January 1994: Motion. Approved. To increase the Public Relations fund to Fifty dollars (\$50.00) per month.

## Section 6 Answering Service Committee

January 1982: Motion. Approved. To allow the Harbor Area Service Board to make an official policy regarding how the telephone answering service at Central office should handle calls.

September 1982: Motion. Approved. That the telephone answering volunteers be allowed to use the referral directory at their own discretion.

January 1983: Motion. Approved. To set a minimum of one (1) year of sobriety as a requirement for answering phones.

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May 1984: Motion. Approved. That the Service Board establish criteria for people from the Committee to work in conjunction with the telephone answering chairman.

November 1985: Board recommendation. Approved. That the fourth chair be the liaison to the group covering the telephones.

June 2016: Motion. Approved. To set-up an 800# that Central Office can use.

## Section 7 Intergroup Exchange Bulletin

August 1971: Original motion. Approved. That a committee be formed, to be known as the "Intergroup Exchange Bulletin Committee".

**Purpose:** To produce and distribute a monthly, "Intergroup Exchange Bulletin".

**Composition:** Chairman elected annually by the Service Committee.

**Members:** Production staff of as many members as necessary.

June 1972: Board recommendation. Approved unanimously. That we re-affirm the present policy for Central Office that we print hospital and death notices in the Bulletin and/or weekly announcements of members of Alcoholics Anonymous with continuous sobriety at the time of notice.

December 1974: Motion. Approved. That all information concerning Twelve Step houses and A.A. clubs be deleted from the directory of meetings and the monthly Bulletin, but to list meetings held in such places in the directory by club/house name and address. In addition all advertising for outside enterprises shall be eliminated from future Bulletins.

June 1981: Motion. Approved. That we adopt a policy of not listing meetings that have non-alcoholic speakers in our Bulletin or Directory. (See Chapter IV, Section 10).

October 1988: Motion. Approved. To have the Intergroup Bulletin report comparisons of the area's group contributions TO-DATE with last year's; and ask "Is your Group Contributing?"

November 1988: Motion. Board recommendation. Approved. To increase the subscription price of the Intergroup Bulletin to \$5.00 per year.

November 1991: Motion. Approved. The intergroup Exchange Bulletin committee become a responsibility of the Harbor Area Service Committee. Chairperson to be elected in December.

**Purpose:** Formulate and distribute Intergroup Bulletin.

**Responsibilities:** Appoint volunteer production staff. Adhere to Traditions and policies of the HASC, establish format and procedure.

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**Duties:** typing, stapling, folding and mailing.

January 1992: Motion. Approved. Intergroup Exchange Committee to be allowed to use the Central office computer and any other equipment they might need for production of the Intergroup Bulletin.

January 1993: Motion. Approved. To change the name of the "Intergroup Bulletin" to "Harbor Light".

February 1993: Motion Approved. That the title of the chairperson of the Harbor Light be "Harbor Light Editor".

May 1993: Motion Approved. That the Harbor Light guidelines, as recommended by the Board, be approved.

February 1997: Motion. Approved. That the year-end balance sheet be printed in the Harbor Light.

April 2000: Motion. Approved. To discontinue printing the Group Contributions forms in the Harbor light, as recommended by the Board.

February 2005: Motion. Approved. To not publish the minutes in the Harbor Light until corrected and approved by HASC.

February 2011: Motion. Approved Unanimously. Change the Harbor Light Subscriptions to add email option.

September 2011: Motion. Approved. To have a monthly calendar of service events run in the Harbor Light Bulletin.

May 2012: Motion. Approved. To get a subscription to the Grapevine online for use in the Harbor Light.

January 2013: Motion. Approved. To increase the price of the Harbor Light to ten dollars (\$10.00) per year.

## **Section 8 Archives Committee**

August 1985: Motion. Approved. To establish an "Archives Committee"

June 2004: Motion. Approved. To change the sobriety requirement for the Archive Committee chair to eighteen (18) months.

February 2016: Board recommendation. Approved. That the second chair be the liaison to the Archives Committee.

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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## **Section 9 Set-Up Committee**

April 1995: Motion. Approved. To establish a Set-Up committee for HASC meetings

## **Section 10 Website Administrator**

November 2001: Motion. Approved. To establish a Web Site Committee Chair, to be responsible for the content of the web site, subject to review by the board and the approval by the HASC.

February 2003: Motion. Approved. To accept the changes, presented to the HACO web site and the changing of the name “fundraiser” to “events”. All future changes to be brought to the Harbor Area Service committee for approval.

February 2003: Motion. Approved. To present the directory information on the web site, with individual groups having the right to ask that the group be excluded.

June 2003: Motion. Approved. To remove financial information from the Harbor Light on the HACO web site.

April 2012: Motion. Approved. To send out mass email alerts regarding pertinent informations, such as annual events like the July event.

September 2013: Motion. Approved. That the hacoaa.org email addresses be applied to every sub-committee chair, with the Program Committee and Harbor Light Chairs being set-up with accounts to store historical data at a cost of approximately four dollars (\$4.00) each per month.

February 2014: Motion. Approved. That the After Hours Chair email address be converted to a separate mailbox at a cost of four dollars (\$4.00) per month.

February 2016: Board recommendation. Approved. That the third chair be the liaison to the Website Committee.

## **Chapter IV CENTRAL OFFICE**

October 2004: Motion. Approved. To correct the address for HACO in Appendix “A”, Location to be

3450 E. Spring Street, Suite 109  
Long Beach, CA 90806-2461

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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May 1977: Board recommendation. Approved. To convert the present office employees from an hourly payroll to a weekly payroll.

January 1978: Board recommendation. Unanimously approved. That employees of the Harbor Area Service office be required to waive the privilege of serving as a group delegate or alternate to the Harbor Area Service Committee.

## **Section 1   Holidays**

July 1985: Motion. Approved. That the seven (7) paid holidays for the employees of Central Office be affirmed as:

1. New Year's Day
2. Memorial Day
3. July 4<sup>th</sup>
4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. One (1) floating holiday

## **Section 2   Vacations**

November 1966: Board Recommendation. That a temporary replacement at Central Office during vacations or illness be paid the regular wage of the employee. Approved

July 1986: Motion. Approved. That the employees be granted a two (2) week vacation equivalent to hours worked after one (1) year.

## **Section 3   Sick Leave**

August 1985: Motion. Approved. That the paid sick days for the employees be clarified as ten (10) days per calendar year.

## **Section 4   Bonus**

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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April 2000: Motion. Approved. To put five dollars (\$5.00) per week into the Christmas club for each regular employee, as recommended by the Board.

## Section 5 Hours

August 1962: Board recommendation. Approved.

- Closing Central Office at 6 PM daily.
- Closing Central Office on Sunday.
- Closing Central office on all holidays as listed above.

## Section 6 Salaries

January 1990: Motion. Approved. That the part-time employees at Central office work 9:00 am to 6:00 pm with one (1) hour taken out for a lunch break.

March 2007: Motion to approve Board recommendation for a 5% pay increase for Central Office employees retroactive to January 1, 2007.

April 2009: Motion to approve Board recommendation salary for Office coordinator and Part Time Employee:

Office Coordinator - \$18/Hour

Part Time employee - \$12/Hour

April 2009: Motion to approve Board recommendation annual medical stipend for Office Coordinator be set at \$3,000.00.

## Section 7 Literature

September 1985: Board recommendation. Approved. That Central Office print the pamphlet "Making a Start in Alcoholics Anonymous" in Spanish for distribution from Central Office.

February 1986: Motion. Approved. The "Introductory/Welcome Remarks" be accepted and that it be made available to groups who ask for it for whatever purpose they see fit.

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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April 1988: Board recommendation. Approved. To discontinue the sale of “24 Hour Books” and “A.A. Birthday Pins” by Central Office.

March 1989: Motion. Approved. To have the Board review the possibility of combining the Secretary’s Kit and the Group Meeting Book and selling it at a reasonable cost.

August 1990: Motion. Approved. To increase the existing handling charge on literature to 33%.

September 1990: Motion Approved. To present the Committee with the status of the Literature Fund account every month.

1. Literature on hand.
2. Literature on order
3. Amount of cash in account (Maintained at minimum of \$2,000.00 to collect interest).

May 1991: Motion. Approved. To increase the literature fund to seventeen thousand dollars (\$17,000.00) from fifteen thousand dollars (15,000.00).

July 2010: Motion. Approved. The booklet, “A Brief History of the Harbor Area Central Office of Alcoholics Anonymous, 1948 – 2008”, be sold for \$3.00.

November 2012: Motion. Approved. To make the birthday pamphlet available to the meetings free of charge.

July 2014: Motion. Approved. To sell the current inventory of “A Brief History of the Harbor Area Central Office of Alcoholics Anonymous, 1948 – 2012”, then make more spiral bound copies as needed for sale at \$6.50 a copy.

## **Section 8 Directories**

December 1974: Motion. Approved. That all information concerning Twelve Step houses and A.A. clubs be deleted from the directory of meetings and the monthly Bulletin, but to list meetings held in such places in the directory by Club/House name and address.

June 1981: Motion. Approved. That we adopt a policy of not listing meetings that have non-alcoholic speakers in our bulletin or directory. (See chapter III, Section 2).

February 1982: Board recommendation. Approved. To list gay meetings in the directory. That Central Office not be permitted to bar any A.A. meeting from being listed in the directory.

August 1985: Board recommendation. That the listing of groups in the directory be in accordance with the criteria set forward in the pamphlet, “The A.A. Group”.



# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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August 1988: Motion. Approved. To increase the price of the directories according to the increase in cost.

April 1990: Motion. Approved. That the Central Office and the Board not be allowed to drop a meeting from the directory for cause without approval of the Harbor Area Service Committee.

August 1990: motion. Approved. To adopt for printing in the directory the following primary purpose statement:

Open Meetings: "All members of the community are welcome to attend. We ask that only Alcoholics participate. This is necessary so that we abide by our Traditions and serve our primary purpose."

Closed Meetings: "Limited to Alcoholics only."

October 1996: Motion. Approved. HASC to approve all material printed in or taken out of the directory.

September 1999: Motion. Approved. To accept the Board recommendation that all future meeting additions and/or changes to the Harbor Area Meeting Directory be submitted in writing, and that the Action & Responsibility chairman designate someone to visit the meeting.

January 2000: Motion Approved. To list wheelchair/handicapped information in the directory.

April 2000: Motion. Approved. To update meeting directories, as necessary, to keep an adequate supply on hand, as recommended by the Board.

April 2004: Motion. Approved. Any meeting that uses non A.A. approved literature will not be listed in the directory.

August 2013: To increase the price of the Directory to one dollar (\$1.00) each.

## Chapter V MISCELLANEOUS

April 1972: Board recommendation. Approved unanimously. That delegates ask their groups whether they as a group want students attending their meetings and, if so, have the group Secretary notify Central Office.

January 1980: Motion. Approved. To put extra interest from the Prudent Reserve into the General account.

February 1995: Motion. Approved. To accept and cooperate with the CPC Program.

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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May 1993: Motion. Approved. That the Board recommendation defining "Prudent Reserve" be approved. Definition as follows:

"That a cash reserve account goal be established. This account is to be separate from the general and literature accounts. Funds in the reserve account are to be used only for emergency operation of the Central Office. That the cash reserve goal is to maintain a balance equal to six (6) months operating expenses. The fund value is to be recalculated yearly, in January, utilizing the average monthly expenses for the last two (2) years times six (6). Any excess income as of December 31<sup>st</sup> is to be transferred into the General account".

January 1995: Motion. Approved. To include the pamphlet "The AA Group" in the secretary's kits.

February 1996: Motion. Approved. To give 911 services the phone number of HACO to use for referrals.

March 1997: Motion. Approved. To have HACO print the pamphlet "Ordered to A. A.", and have them distributed at HACO at cost.

April 2000: Motion. Approved. To approve the addition of a disclaimer to the speaker list, as recommended by the Board.

April 2000: Motion. Approved. To change our name to the Harbor Area Service Committee as recommended by the Board.

April 2000: Motion. Approved. To discontinue printing the Group Contributions envelopes, as recommended by the Board.

May 2002: Motion. Approved. Any expenses, excluding normal operating expenses, over one thousand dollars (\$1,000.00) be brought to the HASC, with written estimates, for approval.

October 2011: Motion. Approved. The Central Office report will contain such statistics as the office deems appropriate.

September 2012: Motion. Approved. To provide certificates of insurance free of charge to groups needing to provide or obtain insurance.

October 2013: That the HACO copy machine be made available to committees for Harbor Area business, provided the committee pays costs for paper and toner.

## **Chapter VI            MID-SOUTHERN CALIFORNIA DELEGATE**

January 1972: Board recommendation. Approved unanimously. That a General Service Report be added to the agenda of the Harbor Area Service Committee (HASC) meeting. To be given by the delegate of the

# HARBOR AREA SERVICE COMMITTEE BY-LAWS

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Mid-Southern California Assembly or his representative. Such delegate will have no vote and cannot hold office in the HASC.

