

Information Page

Here are the By-laws and Job Descriptions that have been updated and made more user-friendly.

Please send any questions, comments, concerns, changes, or recommendations to kandismontalvo@gmail.com

Discussion and voting will take place at the June 2025 (if needed July) HASC meeting. Only current representatives will be able to vote.

Some information about the document

- **Strike through words are being removed**
 - **Underlined words are being added**
- **Words that have neither strike through or underlined are being left**
- **The formatting, capitalization, grammar will be fixed once the voting takes place.**
- **If you have a suggestion how a section should be written, please send that to the email address above.**

Please take this to your meetings, share with those AA members that have an interest in the happenings of the HACO. These documents are available for the next 3 months.

If you want a paper copy of this document you can pick one up at the Harbor Area Central Office.

Hope you all can participate and have a voice in updating these By-laws and Job Descriptions.

ALCOHOLICS ANONYMOUS

HARBOR AREA SERVICE COMMITTEE BY-LAWS

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.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

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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

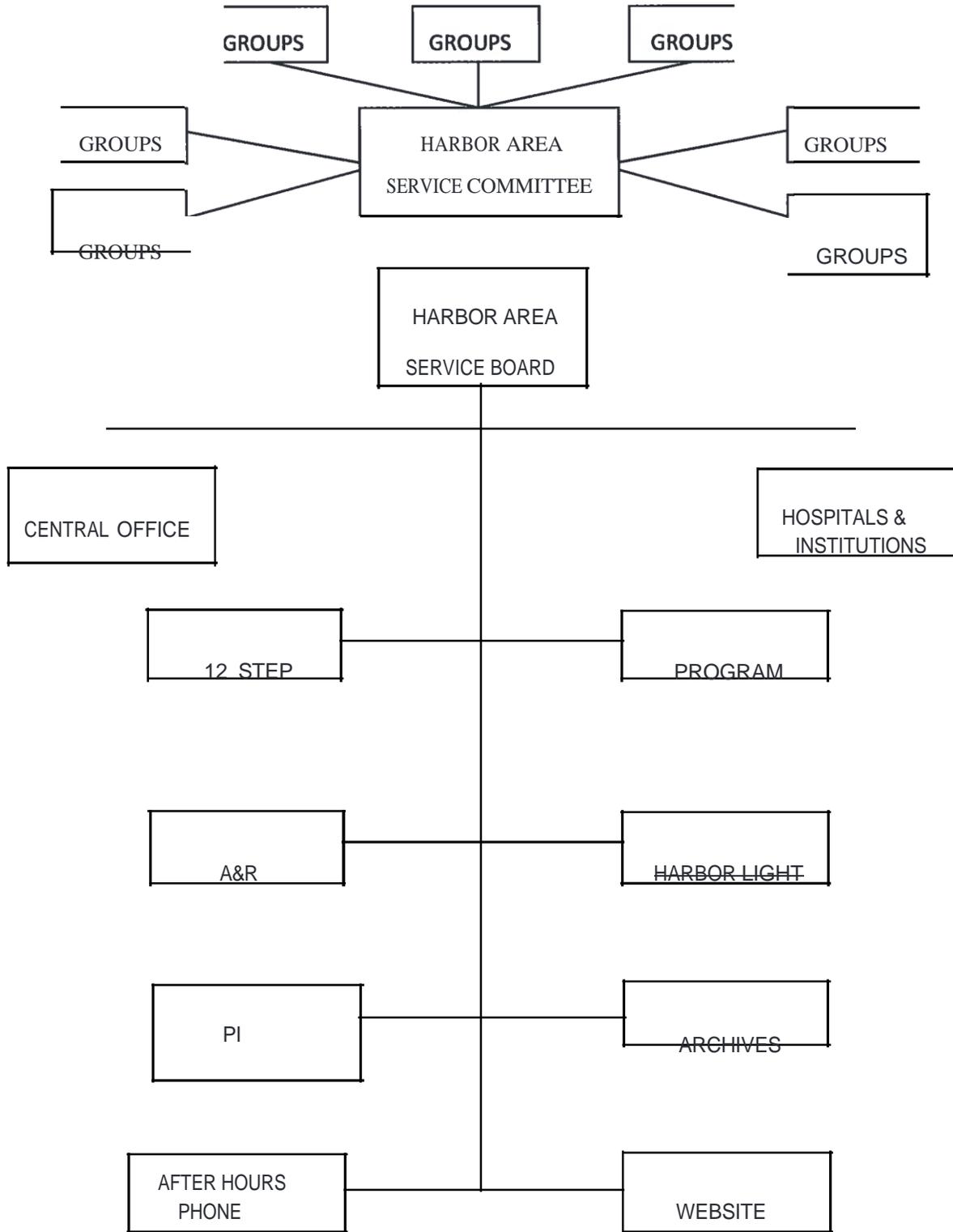
H & I - Hospital and Institution Committee

HACO - Harbor Area Central Office

A & R - Action & Responsibility Committee

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Structure of the Harbor Area Service Committee



HARBOR AREA SERVICE COMMITTEE BY-LAWS

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, OR HASC". The committee is the guardian of the service of Alcoholics Anonymous in the area, 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 of the Service Committee:

The HASC shall consist of representatives and alternates from groups in the Harbor Area Region. ~~each of the registered groups.~~ A registered group is a group that has representation on the HASC.

The HASC will name its own officers, Chairperson (chair 5), Secretary, Treasurer, and Committees by any method of its own choosing. Elections of officers and chairperson will be held annually in December. Elected officers and chairperson take office in the succeeding month. HASC membership included meeting representatives and officers.

- A Chairperson (~~24 month of sobriety~~) (chair 5), Secretary, Treasurer, Registrar.
- A service board of five (5) members.
- A program chair ~~committee (chairperson and six (6) members)~~
- Hospitality and Institutions Representative
- Action and Responsibility Chair
- Archives Chair
- Public Information (PI) Chair
- Website Chair
- After Hours Phone Chair
- Twelve Step / In Office Volunteers Chair
- An Institutional committee (director and policy board of four (4) members), not elected at this committee.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

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, the HASC 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 representative 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; that it shall never 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

The representatives may draft any needed amendment to the by-laws and bring them to the HASC meeting for approval. Any amendment ~~thereto~~ of the bylaws shall always be subject to the approval of a two-thirds (2/3) vote representation of all registered groups of the HASC. The representative shall be take the amendment(s), in writing ~~and sent to individual groups to their groups~~ the amendment(s), which groups Groups shall vote thereon no less than sixty (60) days nor more than ninety (90) days. ~~Secretary of group to certify group action.~~

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

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Section 5 The Harbor Area Service Committee:

HASC 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 Representatives Term of Office

Representatives shall each 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. Representatives shall be eligible to succeed themselves on election by their home group.

Section 7 HASC Representative Meetings

- Meetings shall be held once each calendar month, and at any other time upon the written request of twelve (12) registered group representatives.
- Proper and sufficient notification of meetings is an announcement sent to representatives or their alternative at least one (1) week prior to the date of said meeting.
- Meeting minutes from the previous month and Treasurer reports shall be voted upon as reports only. No motions shall be made during the Secretary and Treasurer report. Any recommendations and discussion not pertaining to the meeting minutes and Treasurer reports shall be brought up under new business.
- Prior HASC meeting minutes are available from the HASC Secretary for review.
- Only representatives are authorized to put motions on the floor.
- All motions will be voted upon by a count of raised hands.
- Attendance shall be taken and recorded by the Registrar at each HASC meeting. Attendance will be used to establish the quorum requirement.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

- A quorum is to consist of the average number of representatives present at the last three (3) preceding meetings.
- Any announcements or information to be brought up at the HASC meeting will be reviewed by Chair 5 prior to the meeting.
- Location of HASC meeting will be announced one (1) week prior to the meeting.
- All HASC meetings shall remain open to any interested alcoholic.
- The Central Office report will contain such statistics as the office deems appropriate.

~~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 representative 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 representatives.~~

~~June 1977: Motion. Approved. That only Harbor Area Service Committee representatives 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.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~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 representatives 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 Representative-Registration Chair.~~

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

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

Section 8 Representative Duties

It is the duty of group representative to bring the wishes, desires and requests of their home group to the attention of the Harbor Area Service Committee HASC ~~the wishes, desires and requests of their home group and~~ to back all action taken by the ~~committee~~ HASC, and 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 HASC by the representatives.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Section 9 Representative Election at the Group Level

The individual groups newly elected representative shall notify Harbor Area Central Office (HACO) of their election to the position. They will be requested to complete a new representative form and receive a copy of the by-laws, job descriptions and welcome letter. The representative will also have an orientation with the registrar.

New representatives attend one committee meeting and register with HACO before becoming a voting member.

Encouragement of groups to elect both a representative and alternate to assure quorum can be made.

~~Secretary of the group, upon the election of its representative 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 representative and alternate.~~

~~March 198Q: Motion. Approved. To establish a one (1) year sobriety requirement for HASC Secretary.~~

Section 10 Representative 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.~~

Representatives shall be free to vote as their conscience dictates.

They ~~should~~ shall 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 Representative Relation to the Central Service Office

~~The Committee HASC will function as guide and advisor to the Harbor Area Service Board (HASB) and its related Central Office services. The registered groups through their representatives will be expected to furnish a reliable cross-section of A.A. opinion of the groups for this purpose.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

- A. ~~To effectively further this same purpose~~ guide and advise the HASB it will be understood as a matter of Tradition, that a majority
- B. ~~(50% + 1) vote of the representatives quorum shall be considered binding, upon the Service Board and its related services.~~ A quorum shall consist of a majority of all the representatives registered, the average number of representatives present at the last three (3) preceding meetings.
- C. No such vote ought to impede the HASB to conduct routine business and make contracts for the HACO, relating thereto. Further, A three-quarters (3/4) vote of all registered representatives the representative quorum may bring about a reorganization of the service board; if deemed essential under such proceedings the committee which may request resignation, may elect Service Board members and make all other necessary arrangements. If deemed essential the HASC may request a resignation.

Section 12 Group Registration

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

1. HASC will maintain a record of each group in the area and its representation status within HASC, with a structure following the custom of the General Service Office in New York (GSO) when collecting their annual directory. ~~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 representatives 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 representative and alternates to eliminate the possibility of not having a quorum at meetings, as has sometimes limited the committee's activity in the past.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~March 1965: Original motion. Approved unanimously. All representatives and alternate representative 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 1st and June 15th.~~

~~September 1970: Motion that all representatives 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 Harbor Area Central Office. central office.~~

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

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

Section 13 Voluntary Quit Rule

~~August 1971: Approved unanimously. That any group that has not had a representative or alternate representative present at the HASC meetings for three (3) consecutive months shall be subject to a voluntary quit rule. The voluntary quit rule is equivalent to resignation.~~

Section 14 Voting

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

~~That the Service Board members, Secretary, Treasurer are not voting members unless they are a representative for an A.A. group, however they may not vote on their own report.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

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

Only one vote per group is allowed.

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.~~

The December HASC meeting will serve the sole purpose of holding the annual election of officers for the following year. All regular business will be suspended until the January meeting so that elections may be effectively conducted.

Election of Officers and Chairs for the Year 202

Retaining Service Board Chairs:

Chair 1	
Chair 2	
Chair 3	
Chair 4	

Newly elected officers:

Chair 5	
Treasurer	
Secretary	
Registrar	

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Sub-Committee Chairpersons:

Program Chair	
Hospital & Institutions Representative	
Action & Responsibility Chair	
Twelve Step / In Office Volunteer Chair	
Public Information	
After Hours Phone Chair	
Archives Chair	
Website Chair	
Harbor Light Editor	

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Chapter II HARBOR AREA SERVICE BOARD (HASB)

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 HASC meetings. The Board may also render advisory opinions at any time. HASB meetings shall be open to any interested alcoholic.

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

Section 2 Service Board Composition, Jurisdiction, Responsibilities

The Board shall be composed of five (5) members: HASC Chair and four (4) others. All five (5) are elected by the representatives of the HASC.

- A. The Service Board is the chief service arm of the HASC and is essentially custodial in its character, rotating each year by the incoming HASC Chair (chair 5) beginning service going on the Board and the most tenured position oldest in service (chair 1) exiting 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 HACO and may request HASC to elect or appoint suitable committee members to its service section in pursuance of this purpose.
- 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 representatives 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 representatives 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 representatives.**

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~June 1971: Board recommendation. Approved unanimously.~~ HACO employees and office procedures are the responsibility of the Service Board and are under the direct supervision of the Chair of the Board (chair 1), who will act as Office Manager.

~~January 1972: Board recommendation. Approved unanimously.~~ That the outgoing HASC Chairperson (chair 5) 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 Chairperson (chair 5) and representatives. Controversy should be resolved by new motions.

~~January 1972: Motion. Approved unanimously. Board recommendation.~~ That the Service Board Chairperson (chair 1) replaces the HASC Chairperson (Chair 5) as representative, for the HASC, to the Mid-Southern California Area Assembly.

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

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

Section 3 Reports

The representatives will hear the financial and policy reports of the Service Board and its related HACO services once a month. The representatives 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 HACO.

The Service Board at the close of each year will draft a full report of its proceedings to be supplied to all representatives, alternates and committee members; also, a copy thereof shall be filed in HACO.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Section 4 Board Elections

~~October 1961: Original motion (Reviewed March 1965) No action Motion stands. Any candidate must be present when nominated; he or she the candidate 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~~ a representative currently in attendance.~~

~~August 1972: Board recommendation. Approved unanimously. That a~~ 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 5 as HASC Chairperson. 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 Election is conducted by secret ballot.

Section 5 Quit Rules

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

Section 6 Financial Matters

~~August 1988: Motion. Approved. The Service Board must develop an annual budget for Central Office.~~

~~June 1990: Motion. Approved. Financial statements are 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 is to send copies of the figure sent to the accountant to the HASC meetings. fiscal statement presented at the HASC meeting to the accountant.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~July 2006: Motion. Approved. The Service Board will have a monthly reporting of the Literature report literature inventory and sales and financial statements, along with providing HACO 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 insurance shall 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. HACO will adhere to GSO guidelines when accepting contributions.~~

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

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

~~November 2011: Motion. Approved. That the HASB, 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.~~

All Board members and the treasurer are signers on the bank accounts.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~November 2011: Motion. Approved.~~ That the Office Manager 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.

~~January 1980: Motion. Approved.~~ To put extra interest from prudent reserve into the General account.

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

~~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 31st is to be transferred into the General account".

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

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 All Committee Chairpersons are subject to the voluntary quit rule. The voluntary quit rule is equivalent to resignation.~~

~~September 2009: Motion Approved. All Committee chairs are elected, annual positions.~~

~~November 2012: Motion Approved. New Representative Orientation Registrar 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 chairperson elected by the representatives for a period of one (1) year. Six (6) members elected by the representatives from membership at large (representative 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.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Functions: this committee shall arrange an annual calendar for Harbor Area program events, such as public meetings, panels, picnics, dances, etc. It shall also, with the advice of the Service Board, have charge of the annual banquet.

All proceeds derived from functions shall go into the HACO Central Service Office general account.

The charge of the Program Committee is to serve HACO by planning, organizing, and arranging an annual calendar for Harbor Area program events. All proceeds derived from these functions shall go to the HACO general account. The Program Committee Chair shall appoint or recruit members to the committee from at-large membership. Board Member Chair 4 shall serve as the liaison to the Program Chair.

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

February 1992: Motion. Approved. All fundraisers approved by the HASC must be accompanied by an income and expenditures statement following the event. If not authorized, funds will not be accepted. The HASC must approve a budget for all events. Following the event an income and expense statement be presented at the HASC meeting.

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 Accounts shall be brought to the HASC 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. A budget of five thousand dollars (\$5000) be held in the Program account.

Any proceeds from the events will replenish the program account up to five thousand dollars (\$5000) and any monies beyond will be deposited in the HACO general account.

Events to be held at the discretion of the Program chair with approval from the HASC.

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

Section 2—Institutional Committee Hospitals & Institution (Separate but under HASC) H&I Liaison

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.

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. Representative shall attend H&I and HASC meetings and be a liaison between.

Hospital & Institution Committee in the Harbor Area conduct their own, separate elections.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Section 3 Action and Responsibility ~~Committee~~ Chair

~~July 1971: Board recommendation. Approved unanimously.~~ A sub-committee, to be known as the "A&R Committee" (Action and Responsibility) shall be established by the Harbor Area Service Committee. The charge of the A&R Committee is to visit registered groups and educate members and steering committees about the role of Central Office, including an explanation of services performed and the importance of contributions to Central Office in service to the alcoholic who still suffers. There shall be one (1) Chair of the A&R Committee, with a one (1) year sobriety requirement for the position. The A&R Chair shall attend HASC Meetings to represent the concerns and interests of groups pertaining to the Harbor Area. Board Member Chair 2 shall serve as the liaison to A&R Chair.

~~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 representative 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 / In Office Volunteers Chair ~~Work Committee~~

~~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 12th Step call, enlist members for 12th Step work, maintain an up-to-date file on 12th Step workers in the office with the required information necessary to complete a 12th Step Call. This is our LIFE-LINE with the alcoholic who seeks help.

Composition: Chairperson to be appointed by the Service Board.

Members: Such number as the 12th Step Work Committee deems necessary. Chairperson 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. Board Member Chair 4 shall serve as liaison to the In-Office Phones Volunteers Chair.

~~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~~ Public information (PI) Chair Committee

Function: The charge of the Public Information sub-committee (PI) is to inform the “non-Alcoholics Anonymous community” about A.A’s purpose on behalf of the HASC.

Receive requests from corporations, hospitals, and/or hospice outreach programs, community-sponsored events, schools, churches, and synagogues to provide information about A.A. on behalf of HASC. The chair of PI is an elected position, voted upon by the members of HASC. The chair shall attend HASC and make reports.

PI has a budget of Fifty dollars (\$50) per month.

~~June 1988: Board recommendation. Approved. To allow the PI Chair to participate in community sponsored "Health Fairs".~~

~~January 1989: Motion Approved. That the PI Chairperson position be an elected position by the HASC, the chairperson to attend HASC Meetings and make reports.~~

~~January 1994: Motion. Approved. To increase the Public Relations fund PI has a budget of Fifty dollars (\$50.00) per month.~~

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

HARBOR AREA SERVICE COMMITTEE BY-LAWS

Section 6 ~~Answering Service Committee~~ After-hours phone Chair

Function: To coordinate with HACO and the volunteers the answering of calls coming to Alcoholics Anonymous HACO during the hours the office is closed.

~~January 1982: Motion. Approved.~~ To allow the HASB to make an official policy regarding how the telephone answering service at HACO 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.

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

~~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.

The After-Hours Phone chair coordinated with HACO to organize, schedule, and coordinate volunteers who answer incoming calls to HACO when the office is closed. The After-Hours Phone Chair

Section 7 ~~Intergroup Exchange Bulletin~~ Harbor Light Editor

~~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:** Chairperson 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.

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.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~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 Chair

Function: To promote the importance of, acquire new material for and maintain the Archives for Alcoholics Anonymous in the Harbor Area.

~~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. Board Member Chair 2 is the liaison to the Archives Committee.~~

Section 9 — Set-Up Committee

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

Section 10 Website Administrator Chair

~~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. Board Member Chair 3 is the liaison to the Website Chair.~~

The Website chair will have control of the directory with help from the HACO workers, website special workers and help from the Action & Responsibility Chair and other members at large.

HARBOR AREA SERVICE COMMITTEE BY-LAWS

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~~

~~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. Employees of the Harbor Area Service office are required to waive the privilege of serving as a group representative or alternate to the Harbor Area Service Committee.~~

~~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.~~

Section 1 Holidays

~~July 1985: Motion. Approved. That the eight (8) paid holidays for the employees of HACO be affirmed as:~~

1. New Year's Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day and the day after Thanksgiving
6. Christmas Day
7. One (1) floating holiday

Section 2 Vacations

~~November 1966: Board Recommendation. That a temporary replacement at HACO 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

~~April 2000: Motion. Approved.~~ To put ~~five~~ ten dollars (\$10.00) per week into the Christmas club for each regular employee. Temporary Employees are not eligible., ~~as recommended by the Board.~~

Section 5 Hours

~~August 1962: Board recommendation. Approved.~~

- Closing Central Office at 5 PM daily.
- Closing Central Office on Saturday and 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 5:00 p m 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.~~

HARBOR AREA SERVICE COMMITTEE BY-LAWS

April 2009: Motion to approve Board recommendation salary for Office Manager and Employee:

Office Manager - ~~\$18/Hour~~

\$21.50 per hour

Employee - ~~\$12/Hour~~

\$19.50 per 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.

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).~~ Literature funds are authorized to be \$21,000 in the literature account and inventory.

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.x

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.x~~ To have "A Brief History of the Harbor Area Central Office of Alcoholics Anonymous, 1948-2012" available for a member that requests one in person.

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

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

Section 8 Directories – Online Meeting Directory

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. Twelve Step houses and A.A. clubs will not be listed in the directory, but the meetings held at such locations will have the 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):~~ Meetings with non-alcoholic speakers will not be in the directory.

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

HARBOR AREA SERVICE COMMITTEE BY-LAWS

~~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".

~~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 is not 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 chairperson designate someone to visit the meeting. Changes to Harbor Area Meeting Directory be submitted in writing.~~

~~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.~~

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

Chapter V MISCELLANEOUS

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

~~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.~~

Chapter VI MID-SOUTHERN CALIFORNIA REPRESENTATIVE

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