

NNIG SUGGESTED OPERATING PROCEDURES:

Revised: November 2, 2018



NORTHERN NEVADA INTERGROUP OF A.A. (NNIG)

Central Office

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CLOSED: Sun & Holidays

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PURPOSE

These Suggested Operating Procedures provide for the effective operation of the NNIG Association’s effort in Northern Nevada. These Suggested Operating Procedures must operate in accordance with our Articles of Incorporation, By-Laws, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous. These Suggested Operating Procedures reflect the collective Group Conscience of the registered groups.

“An A.A. Group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.” (Tradition 6)

All Officers, Committees and those employed in the Intergroup Office will scrupulously observe this A.A. Tradition and ensure that neither the endorsement, expressed or implied, nor the name, goodwill, property or finances of A.A. in the NNIG will not under any circumstance ever be loaned or given to any public matter.

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS

1. Final responsibility and ultimate authority for A.A. world service should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by trustee members of the Conference acting as the General Service Board.
7. The Charter and By-Laws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

SECTION I: PREAMBLE:

1.1 GENERAL WARRANTIES OF THE NORTHERN NEVADA INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

In all its proceedings, the Intergroup Association observes the spirit of A.A. Traditions, taking great care that the Intergroup Association never becomes the seat of perilous wealth or power; that sufficient operating funds, plus a reserve be its prudent financial principal; that none of the Intergroup Association 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, substantial unanimity; that no Intergroup Association action ever be personally punitive or an incitement to public controversy; that though the Intergroup Association may act for the service of A.A. Groups in the Northern Nevada area and parts of Northern California, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous, the Intergroup Association itself will always remain democratic in thought and action.

(The above is adapted and modified from “The A.A. Service Manual”, and AA Co-Founder Bill W’s. Twelve Concepts for World Service; Concept XII, as adopted by the General Service Conference on April 26, 1962. This adaptation of copyrighted A.A. material has been approved by the General Service Board)

SECTION II: ACRONYMS:

- 2.1 A.A. – Alcoholics Anonymous.
- 2.2 BTG – Bridging the Gap.
- 2.3 CO – Central Office.
- 2.4 CoCenOf – Coordinator for the Central Office.
- 2.5 CPC – Cooperation with the Professional Community.
- 2.6 CFC – Corrections Facilities Committee.
- 2.7 CSC – Central Service Committees.
- 2.8 GSO – General Service Office (in New York).
- 2.9 H&I – Hospitals and Institutions Committee.
- 2.10 NAGSC – Northern Area General Service Committee.
- 2.11 NAGSL - Northern Area General Service Liaison.
- 2.12 NNIG - Northern Nevada Intergroup.
- 2.13 PI – Public Information.
- 2.14 TFC – Treatment Facility Committee.

SECTION III: NAME:

- 3.1 Northern Nevada Intergroup of Alcoholics Anonymous (NNIG).

SECTION IV: PURPOSE:

- 4.1 The Northern Nevada Intergroup (NNIG) exists as the trusted servant of the member Groups. NNIG's purpose is to operate as outlined in its Articles of Incorporation, By-laws while carrying the message of Alcoholics Anonymous in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of A.A. NNIG is the Association Member Group conscience as expressed through the Intergroup Association Representatives who have the final authority on any and all issues in our Intergroup Association. These Suggested Operating Procedures outline the methods for effective operation of the Northern Nevada Intergroup (NNIG), Central Office, and Northern Area 42 the area it serves.

SECTION V: CONFLICT:

- 5.1 The Suggested Operating Procedures Manual of NNIG is for guidance and suggestions only in the daily operation of NNIG. It will not supersede, replace, or take precedence over the stipulations contained in our Articles of Incorporation and By-Laws of the NNIG. In the event of conflict, the Articles of Incorporation and the By Laws of NNIG will prevail. In any case where actual or perceived conflict between our Suggested Operating Procedures and the Traditions of Alcoholics Anonymous may occur, the letter and spirit of A.A.'s Traditions will remain ascendant. The ultimate authority for operation of the Northern Nevada Intergroup of Alcoholics Anonymous always rests with the informed group conscience of the member groups that comprise NNIG.

SECTION VI: MEMBERSHIP:

- 6.1 If a group desires membership in NNIG and all of the privileges afforded members, they must register as a group with the Central Office thirty (30) days prior to the date of the monthly meeting to which it intends to send a voting representative. To be a member of NNIG, Groups need not be registered with A.A.'s GSO.
- 6.2 Each Group shall be entitled to one vote in the meeting of the Intergroup Association. Groups that are more than fifty miles distant from Reno may send a Representative or designate a local A.A. member by written proxy to represent and vote for the distant Group; however no A.A. member may at any one time represent more than three distant Groups and/or their Home Group

SECTION VII: COMPOSITION OF THE NNIG:

- 7.1 Intergroup Representatives
7.2 Members of Board of Directors and Steering Committee Officers
7.3 Members of NNIG Central Service Committees
7.4 Ad – Hoc Committees
7.5 Coordinator for the Central Office (Hereafter referred to as CoCenOf

SECTION VIII: MEETINGS:

- 8.1 The NNIG Business Meeting shall meet monthly at a published time and place.
 - 8.1.1 Any changes needed or required to the Articles of Incorporation and the By-Laws require approval by at least five percent of registered Groups. (NOTE: five percent is required by law.)
 - 8.1.2 Any other changes needed or required to the Articles of Incorporation, By-Laws, or any other amendments shall require a majority vote of the registered Groups in attendance at a vote.
- 8.2 Special NNIG Meetings may be called by the NNIG Chairperson and held at such time and place as may be deemed necessary. Notice of such meeting must be communicated to each registered Representative at least one week prior to the scheduled meeting.
- 8.3 An NNIG Board of Directors or Steering Committee meeting may be called at any time. Notice should be given to Group Representatives if time provides. At the next NNIG business meeting a report will be given about this meeting.
- 8.4 A simple majority vote is sufficient for passage of any motion brought to the floor except as outlined in the By-Laws. See Article 3.1, 12.1.3, & 17.1.
- 8.5 The NNIG Central Service Committees shall meet monthly at a published time and place within one week prior to the NNIG business meeting.
- 8.6 The NNIG meeting in June will be known as the Annual Meeting for the purpose of Election of Officers and Central Service Committees only.
 - 8.6.1 Individuals standing for NNIG Officers and Central Service Committees may or may not present a resume.
- 8.7 Voting for the NNIG Board of Directors, Steering Committee and the Central Service Committees shall be by simple majority vote of the Group Representatives
- 8.8 All Northern Nevada Intergroup meetings of Alcoholics Anonymous (NNIG) are to be considered closed A.A. Meeting.

SECTION IX: FINANCIAL SUPPORT:

- 9.1 There are no dues or fees for membership in Intergroup.
- 9.2 The means of support shall be as follows:
 - 9.1.1 Voluntary A.A. Group Contributions.
 - 9.1.2 Individual Contributions from alcoholics not to exceed \$5,000.00 per year.
 - 9.1.3 Special functions as approved by the Intergroup Representatives.
 - 9.1.4 Faithful Fiver Contributions (five dollars for each month of the year).
 - 9.1.5 Birthday Contributions (one dollar for each year of sobriety).

SECTION X: NNIG CENTRAL OFFICE PURPOSE:

- 10.1 There shall be a Central Office. The Central Office operates in accordance with the A.A. Guidelines published by General Service Office, Articles of Incorporation, By-Laws of NNIG, and Suggested Operating Procedures. The Central Office provides a facility from which the Northern Nevada Intergroup Association of A.A. can carry out its functions and is essentially the active voice of the collective group conscience, and the visible manifestation of our association to the general public. Specific services provided by the Central Office include, but are not limited to the following:

- 10.1.1 Cooperates without affiliating with A.A. Clubs (as described in the GSO guidelines for Clubs).
- 10.1.2 Operate a convenient location for a Central Office to carry the message of A.A. to alcoholics.
- 10.1.3 Arrange twelve step calls.
- 10.1.4 Serve as a clearing house for the circulation and exchange of information about A.A. in the community.
- 10.1.5 Purchase A.A. and non A.A. literature for sale or other distribution.
- 10.1.6 Distribute "The Bracer" to subscribers on a monthly basis.
- 10.1.7 Publish and maintain a current meeting schedule and distribute it at a nominal charge as determined by the CoCenOf and approved by the Steering Committee. Schedules contain information for registered A.A. Groups and meetings. Central Office may also list information for Al-Anon, Alateen and other A.A. Clubs in the area. Schedules are funded and controlled under the General Funds.
 - 10.1.7.1 Cooperates without affiliating with A.A. Clubs (as described in the GSO guidelines for Clubs).
- 10.1.8 Cooperate (but not affiliate) with other community agencies dealing with alcoholics.
- 10.1.9 Cooperate with Treatment Facilities, Correctional Facilities, Bridging the Gap, Public Information, and Cooperation with the Professional Community. Refer requests for speakers from organizations such as Al-Anon, Alateen, service clubs, churches, colleges, high schools, etc., to the appropriate Committee chairs as required.
- 10.1.10 Assist the media when requested, by providing information about A.A. in accordance with the Twelve Traditions.
- 10.1.11 Perform other functions as authorized by the NNIG Representative Committee.
- 10.1.12 Provide a repository for NNIG records and materials. Records and materials are maintained for the length of time recommended by the IRS and State Law.
- 10.1.13 Assist Activities Chairperson in arranging for NNIG entertainment in accordance with the activities listed in Section XVI of these procedures.
- 10.1.14 Provide a central location for information exchange between A.A. Groups, including a list of Group Officers.
- 10.1.15 Cooperate with the NAGSC.
- 10.1.16 Maintain a volunteer speaker list and provide speaker information to any registered A.A. Group.

10.2 AFFILIATION:

- 10.2.1 Central Office of NNIG and Northern Nevada Association are functions of A.A. and shall not affiliate with any outside or related activity, but may cooperate with other service activities as stated in paragraph 10.1.10 above

10.3 PUBLIC RELATIONS:

- 10.3.1 CoCenOf shall handle public relations, observing the spirit of A.A. Traditions, thereby offering both service and protection to A.A.

10.4 RESPONSIBILITIES AND AUTHORITY:

- 10.4.1 The CoCenOf is responsible to the Steering Committee and through that committee to the Intergroup Representative Committee of the NNIG for the efficient administration and operation of the Central Office. The Articles of Incorporation and By-Laws require that final authority in all NNIG matters rests with the NNIG Intergroup Representatives. This responsibility and authority is never delegated.

10.5 FINANCES:

- 10.5.1 Central Office operating expenses will be from the general fund of NNIG. The Central Office will function as the receiving and disbursing agent with the oversight of NNIG for all transactions of the general funds. The Steering Committee may not authorize any expense of \$500.00 or more without prior approval of NNIG Group Representatives.
- 10.5.2 The Steering Committee may commit NNIG for fixed Central Office operating expenses such as rent, utilities, insurance, taxes, telephone, salaries, normal maintenance, and literature inventory replacement in accordance with the approved budget. The NNIG Chairperson will prepare the budget(s) for any vacant committee chair positions. Each budget is submitted to the Steering Committee.
- 10.5.3 The Steering Committee receives budget requests and compiles them into a single NNIG-wide budget using data from January 1 through December 31 of the prior year. The Steering Committee reviews the budget and presents it to NNIG in February. The Intergroup Representatives review the budget, and, when approved, adopt it by a two-thirds majority.
- 10.5.4 Central Office will use the computer program QuickBooks for inventory, expenses, contributions, sales, and Treasurer's Reports.

10.6 FINANCIAL RECORDS:

- 10.6.1 The CoCenOf will maintain adequate daily records of all financial transactions under the supervision of the Steering Committee and/or the Treasurer.
- 10.6.2 The CoCenOf, under the supervision of the Steering Committee and/or Treasurer, will maintain a bookkeeping system that meets the requirements of the IRS Code for non-profit organizations and complies with all State and Federal Income Tax reporting requirements.
- 10.6.3 Under the supervision of the Steering Committee and/or the Treasurer, the CoCenOf will maintain a Calendar of filing dates for all Federal and State Tax Insurance and will ensure that all required report deadlines are met.

- 10.6.4 Financial records of NNIG Association will be maintained for the length of time recommended by IRS.

10.7 FINANCIAL ACCOUNTS:

- 10.7.1 All bank accounts require at least two signatures. Those authorized are the NNIG Chairperson, Vice Chairperson, NNIG Treasurer, and CoCenOf. to include those designated by the Steering Committee to be impresst accounts.
- 10.7.2 A printout of online transactions, signed by two authorized persons (as in paragraph 10.7.1, shall be kept on file for audit purposes.
- 10.7.3 “Petty Cash” which includes direct and indirect expenses associated with “keeping the doors open” and carrying the message. Petty cash monetary limits are set by the Steering Committee. The amount is \$150.00 per-month minimum and shall not exceed \$300.00 maximum in any month.
- 10.7.4 The Prudent Reserve is to ensure our ability to withstand and react to difficult financial situations. Experience has taught us a prudent reserve is six months operating expenses of the Central Office as determined from the preceding twelve months. A six months prudent reserve should be kept in a “money management” fund, where it is accessible while earning interest. The full accounting of funds is to be printed in “The Bracer.”
- 10.7.4.1 If funds are ten percent (10%) above the prudent reserve, the NNIG Group Representatives at the next business meeting may consider a distribution plan.
- 10.7.5 The General Account Fund is for the payment of expenses such as: rent, utilities, phone bill, equipment and all other items needed to operate NNIG. These funds shall come from volunteer A.A. group contributions, individual contributions, special events (as determined by the NNIG Representatives) and Literature sales. Excess funds in the General Account may be transferred to the Prudent Reserve on the approval of the NNIG Representatives.
- 10.7.6 One month’s expenses should be in the General Account’s checkbook for the operation of the Central Office.
- 10.7.7 All Service Committees and Special Events shall render an accounting to the CoCenOf, who will provide a receipt for any funds received from that service committee Chairperson.
- 10.7.8 The NNIG Chairperson, Vice Chairperson, Treasurer and CoCenOf are signatories to all accounts.

10.8 SAFEGUARDS:

- 10.8.1 Adequate safeguards will be provided by the CoCenOf, Treasurer, and the NNIG Steering Committee to ensure the security of cash, negotiable securities, financial records and all other assets of NNIG.

10.9 INSURANCE:

- 10.9.1 The CoCenOf and the NNIG Steering Committee will provide for adequate liability insurance for property, literature, and office inventory.
- 10.9.2 Workman's Compensation as required by State Law and other assets of NNIG liability insurance will be provided.
- 10.9.3 The CoCenOf and NNIG Central Office Steering Committee shall obtain and keep current all necessary fire and burglary insurance for the contents of the NNIG Central Office.

10.10 NEWSLETTER ("The Bracer"):

- 10.10.1 The CoCenOf will assist in distributing the monthly NNIG newsletter.
- 10.10.2 "The Bracer" shall report only matters of interest and importance to NNIG Members.
- 10.10.3 Two hard copies shall be kept on file and included in a file in the computer archives.
- 10.10.4 A copy of "The Bracer" shall be mailed electronically to each registered Group at no cost. Individuals may request an electronic copy by providing an e-mail address coupled with a minimal donation. Contact the CoCenOf for details. For hard copies, provide mailing address and the fee as designated by the Central Office. The CoCenOf removes those names from the mailing list upon receipt of returned Bracers from United States Post Office. Those removed from the mailing list will forfeit their subscription fees.
- 10.10.5 There is a minimal re-subscription fee for those persons who wish to obtain "The Bracer" after their initial copy was returned due to lack of a proper mailing address.
- 10.10.6 NNIG CoCenOf shall assist in preparing and publishing each month in "The Bracer" a calendar of special and major events being held in the NNIG area for the ensuing months. Al-Anon and Alateen activities may be included in the publication at the discretion of the CoCenOf.
- 10.10.7 Only those events of major importance shall be included, such as anniversaries, picnics, special speakers or other types of meetings or events.
- 10.10.8 All minutes from the NNIG Business Meetings are to be published in "The Bracer" and must be received in the Central Office within one week after the monthly Business Meeting. Other items to be published in "The Bracer" must be received by Central Office within one week after the Business Meeting.
- 10.10.9 The information in the "The Bracer" is the responsibility of the Bracer Committee. The material must pertain to A.A.
- 10.10.10 "The Bracer" contains Official information, such as NNIG Intergroup Representative Committee minutes, and NNIG financial reports
- 10.10.11 A Master File of all minutes shall be kept in the Central Office for use by the NNIG Chairperson or any authorized Representative.

- 10.10.12 “The Bracer” is available at a set fee as determined by the Steering Committee and Central Office, also recorded in the NNIG policy for a subscription fee to cover the expense of production and mailing.
- 10.10.13 “The Bracer” may publish information about the Grapevine, space permitting.
- 10.10.14 Copies of the “The Bracer” shall be mailed to the NAGSC Chairperson, and. Liaison to NNIG, all without charge to the individuals.

10.11 ANSWERING SERVICE:

- 10.11.1 Central Office provides an Answering Service from 9 am to 5:00 pm Monday through Friday except as stated in 11.1.2. For Twelve Step calls, and general information, volunteers are available during the off hours. Our Answering Service will be maintained on a twenty-four hour basis, either by the Central Office or by the Answering Service Chairperson.
- 10.11.2 Answering Service and Central Office shall maintain a current list of Answering Members.
- 10.11.4 Collect calls are not accepted at Central Office.
- 10.11.6 Any Home Group that is interested may volunteer their group for one day per month to cover all open Answering Service shifts for that day, during hours that Central Office is closed.

10.12 MEETING SCHEDULES:

- 10.12.1 Central Office updates meeting schedules monthly.
- 10.12.2 Central Office distributes the schedules at nominal charge as determined by the CoCenOf and as approved by the Steering Committee.
- 10.12.3 Schedules contain information on meetings of registered A.A. groups and may also list information about District meetings, Al-Anon, Alateen and clubs.
- 10.12.4 The Steering Committee adjusts prices of meeting schedules.

10.13 PUBLIC SERVICE ANNOUNCEMENTS (PSAs):

- 10.13.1 The CoCenOf shall Secure Public service Announcements (PSAs).

SECTION XI: CENTRAL OFFICE OPERATION:

11.1 OFFICE HOURS & HOLIDAYS:

- 11.1.1 Central Office hours are determined by the CoCenOf with the approval of the Steering Committee.
- 11.1.2 The Central Office observes the following holidays; New Year’s Day, Martin Luther King, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Thanksgiving, & day after, Veteran’s Day and Christmas.

- 11.1.3 The CoCenOf shall ensure that the hours of operation for the Central Office are carried out.

11.2 ANONYMITY:

- 11.2.1 Protecting A.A. members' anonymity is a primary concern of the Central Office Staff. Names, addresses, and phone numbers of A.A. members given for Twelve Step work, speaker engagements, etc., are used for no purpose other than that for which they were intended.
- 11.2.2 Anonymity is important and should be observed at all times. Anonymity has two main principles:
 - 11.2.2.1 At the personal level, anonymity provides protection for all members from identification as alcoholics, a safeguard often of special importance to newcomers. Therefore, only the individual A.A. members can break their own anonymity.
 - 11.2.2.2 At the public level of press, radio, TV, films and other media technologies such as the Internet, anonymity stresses the equality in the Fellowship of all members. (A.A. Pamphlet "Understanding Anonymity," by Bill W.)
- 11.2.3 Our Articles of Incorporation, By-Laws of NNIG, Twelve Traditions Twelve Concepts, and Suggested Operating Procedures provide for the effective operation of the Northern Nevada Intergroup of Alcoholics Anonymous (NNIG).
- 11.2.4 Use of all mailing lists shall be restricted to the NNIG Chairperson, Elected Committee Chairpersons and Central Office Staff.

11.3 STAFF (VOLUNTEERS):

- 11.3.1 The CoCenOf is authorized to seek volunteers to perform duties and tasks at Central Office.
- 11.3.2 The CoCenOf will review the By-Laws, and Suggested Operating Procedures with volunteers.

SECTION XII: COORDINATOR FOR THE CENTRAL OFFICE: (CoCenOf)

12.1 DUTIES AND RESPONSIBILITIES:

- 12.1.1 The Coordinator for the Central Office (CoCenOf) is a member of A.A. with at least five years of continuous sobriety.
- 12.1.2 Manage the office in accordance with the Articles of Incorporation, By-Laws, and Suggested Operating Procedures of NNIG, Twelve Traditions, and Twelve Concepts of A.A.
- 12.1.3 Assist in maintaining 24 hour answering telephone service and phone book listing.
- 12.1.4 Maintain 24 hour fax service and e-mail service.
- 12.1.5 Maintain telephone service during office hours.
- 12.1.6 Assist in training and support answering service staff.

- 12.1.7 Maintain all office facilities in state of good repair.
- 12.1.8 Maintain sales desk.
- 12.1.9 Establish and maintain all appropriate insurance policies.
- 12.1.10 Maintain security, keys, safe, documents etc.
- 12.1.11 Establish and maintain good office safety practices.
- 12.1.12 Establish and maintain janitorial service, repair, and maintenance.
- 12.1.13 Shall register any unregistered or new Representative

12.2 MANAGEMENT/COMMUNICATIONS:

- 12.2.1 Manage operational finances.
- 12.2.2 Attend all Steering Committee meetings.
- 12.2.3 When requested, CoCenOf will provide clerical assistance to members of the various service committees in the performance of their duties. Such assistance never takes precedence over the CoCenOf's normal duties.
- 12.2.4 Archive and secure all NNIG documents, maintain two current copies of the NNIG Articles of Incorporation, By-Laws, and Operating Procedures. One copy shall be for the use of the NNIG Chairperson at all Intergroup Representative Committee meetings and the other copy shall be for use in the Central Office. An editable copy shall be securely maintained on the office computer system.
- 12.2.5 Provide office support to all NNIG Committees Chairpersons.
- 12.2.6 Attend NNIG Intergroup Representative Committee business meetings in advisory capacity.
- 12.2.7 Attend all Board of Directors meeting and is a voting member.
- 12.2.8 CoCenOf shall maintain and update directories.
- 12.2.9 Help maintain a current and accurate 12 step volunteer contact list.
- 12.2.10 Help maintain a current and accurate A.A. Speaker list.
- 12.2.11 Maintain daily correspondence (standard mail and email).
- 12.2.12 Maintain a current active Intergroup Representative roster from attendance information from the monthly NNIG Intergroup Representative business meeting minutes.
- 12.2.13 Assure adherence to A.A. Twelve Traditions in all office practices.
- 12.2.14 Coordinate with other community agencies dealing with alcoholism.
- 12.2.15 Cooperate with NAGSC as requested.
- 12.2.16 Serve as the public relations arm of NNIG.

12.3 OFFICE COMPUTER NETWORK:

- 12.3.1 CoCenOf maintains the NNIG business computer network and workstations.
- 12.3.2 Establish and maintain a properly licensed operating system and application software.
- 12.3.3 Verify that NNIG'S Web site is maintained and updated.
- 12.3.4 Establish and maintain office email accounts/passwords for all authorized users and maintains security passwords.
- 12.3.5 Update and procure software and subscription renewals as required.

- 12.3.6 Train and support volunteer staff on computer usage as required.
- 12.3.7 Oversees computer technicians and/or technical committee.

12.4 DATA BASE:

- 12.4.1 CoCenOf maintains a data base of all member groups, subscribers, meetings (times and locations)
- 12.4.2 Establishes and maintains an accurate mailing list.

12.5 LITERATURE:

- 12.5.1 CoCenOf shall assist in editing and publishing the monthly newsletter, "The Bracer."
- 12.5.2 Assist in editing and publishing meeting schedules monthly.
- 12.5.3 Assist in editing and publishing in-house publications as required.
- 12.5.4 Keep a sufficient supply of meeting schedules and all A.A. Conference approved and non-conference approved literature, including bound books.
- 12.5.5 Take annual inventory of the literature on hand. Inventory will be available on request.
- 12.5.6 Keep the literature stock in such a manner that sample material is displayed with titles and cost in a neat and orderly condition. The stock on hand shall be kept secured.
- 12.5.7 Provide literature at a reasonable price to groups and individuals and help defer cost of operations of Central Office.
- 12.5.8 Request for literature by individual members or member groups shall be acted on expeditiously.
- 12.5.9 Ensure that no literature is purchased for distribution to the patients of any drug and alcohol treatment program by the Central Office. Inquiries should be forwarded to and coordinated with the H&I Treasurer.

12.6 MAILING, DISTRIBUTION, SHIPPING:

- 12.6.1 CoCenOf shall display quantities of special event flyers.
- 12.6.2 Assist with monthly mailing of "The Bracer".
- 12.6.3 Perform UPS shipping of literature, etc.
- 12.6.4 Purchase USPS postage as needed.

12.7 ACCOUNTING:

- 12.7.1 CoCenOf shall accurately enter receipts and maintain all financial and inventory transactions in a financial database.
- 12.7.2 Assist in publishing monthly revenue and expense statement.
- 12.7.3 Assist in generating and publishing quarterly balance sheet.
- 12.7.4 Record, verify, and secure daily balance sheet.
- 12.7.5 Coordinate with Treasurer for regular internal auditing.
- 12.7.6 Coordinate with Treasurer and NNIG's CPA for tax preparation, filing and reporting.

12.7.7 Coordinate with Treasurer for the Annual Budget.

12.8 ACCOUNTS PAYABLE:

- 12.8.1 CoCenOf shall maintain accurate controls for payables.
- 12.8.2 Process all payments through check issuance or online bill-payments.
- 12.8.3 Enter all transactions in financial database.
- 12.8.4 Maintain all vendor communications and contracts.
- 12.8.5 Activities Chairperson (Annual Picnic, Annual Gratitude Dinner, other fund raisers, etc.) shall render an accounting to the CoCenOf, who shall provide a receipt for any funds received from those Committee Chairpersons.

12.9 BANKING:

- 12.9.1 CoCenOf maintains all bank accounts and reconciles statements monthly.
- 12.9.2 Maintain a petty cash fund. The fund will be \$150.00 at any one time, and petty cash expense will not exceed \$300.00 in any month.
- 12.9.3 Make timely bank deposits and keep on file for the NNIG Treasurer.
- 12.9.4 Manage on-line banking.

12.10 PAYROLL:

- 12.10.1 CoCenOf shall perform semimonthly payroll functions.

12.11 GOVERNMENT REPORTING:

- 12.11.1 CoCenOf will provide to CPA and Payroll Service all State and Federal tax forms/reports (i.e., forms 941, and 940).
- 12.11.2 Ensures updating of Articles of Incorporation, the IRS 501(c) 3 exemptions, and Nevada Secretary of State forms.

12.12 PURCHASING/INVENTORY MANAGEMENT:

- 12.12.1 CoCenOf procures all site maintenance, supply items and contracts.
- 12.12.2 Purchase as required; all furniture, equipment and supplies.
- 12.12.3 Manage and renew all office equipment leases and maintenance contracts.
- 12.12.4 Maintain good relations with A.A. World Service (account in good standing).
- 12.12.5 Order inventory and receive, price and stock all literature
- 12.12.6 Perform quarterly physical report.
- 12.12.7 Reconcile physical inventory to financial database inventory.

12.13 ACCOUNTS RECEIVABLE:

- 12.13.1 CoCenOf shall maintain accurate record keeping (in the financial database) of all sales, orders and monies received.
- 12.13.2 Prepare a monthly report of all financial contributions and provide receipts to all contributors.
- 12.13.3 Maintain and balance petty cash account.

12.14 HUMAN RESOURCES:

- 12.14.1 CoCenOf hires, trains, and manages office volunteers, with approval of the Steering Committee.
- 12.14.2 Recruits, trains, and manages all Central Office volunteers and staff.
- 12.14.3 Maintain accurate records for benefit of administration.

SECTION XIII: HIRING AND FIRING OF CENTRAL OFFICE ASSISTANT (COA) AND OTHER PART-TIME EMPLOYEES (PTE):

13.1 DUTIES AND RESPONSIBILITIES:

- 13.1 COA and other Part-Time Employees (PTE) are members of A.A. with at least three years of continuous sobriety. They have a full working knowledge of the Articles of Incorporation, By-Laws of NNIG, Twelve Traditions, and Twelve Concepts of A.A.
- 13.2 The Steering Committee (TSC) and CoCenOf shall be responsible for hiring the COA and PTE.
- 13.3 Open and close the Central Office as scheduled during the absence of the CoCenOf. Take phone calls and detailed messages, and generally performs other duties as may be requested by the CoCenOf.
- 13.4 COA and other PTE are voting members of NNIG only if they are a Group Representative.
- 13.5 Creates and maintains a clean, positive, welcoming office environment.
- 13.6 Notifies CoCenOf immediately of unscheduled absences.
- 13.7 Ability to take phone calls and detailed messages in a timely manner.
- 13.8 Filing and office organization skills, computer skills are required including Microsoft Word, Excel, Publisher, and QuickBooks.
- 13.9 Responds to e-mails and regular mail as necessary; keeps all appropriate parties informed and updated.
- 13.10 Helps maintain adequate inventory for retail sales, fills group orders for books, cards, chips, etc.; maintains other records, lists, files, as assigned.
- 13.11 Helps maintain other records, lists, files, etc., as assigned.
- 13.12 Ensures timely deposits all cash and checks received. Safeguards un-deposited cash and equipment from theft and other hazards. Complies with all federal, state, and local ordinances.
- 13.13 In cases of absence of CoCenOf, keeps NNIG Board of Directors Chairperson informed of difficulties or discrepancies.
- 13.14 Assists the CoCenOf with projects and/or monthly reports, updates information in the committee chair packets and assists the CoCenOf as needed/directed.

- 13.15 The NNIG Steering Committee, by majority vote, has the authority to dismiss the CoCenOf after the second written warning of violating the Articles of Incorporation, By-Laws of NNIG, unless dismissal is deemed of imminent concern. If the latter is deemed necessary, the NNIG chairperson may immediately place the CoCenOf on leave.
- 13.16 The NNIG Steering Committee has direct authority and oversight of the CoCenOf. The CoCenOf will have the right to appeal any decision or action taken by the Steering Committee directly to the NNIG Intergroup Representatives for a final determination. The Articles of Incorporation and By-Laws require that final authority in all NNIG matters rests with the NNIG Intergroup Representatives.

SECTION XIV: NNIG BOARD of DIRECTORS:

(See Attachment (1) for NNIG organizational flow)

14.1 MEMBERS of the BOARD of DIRECTORS:

- 14.1.1 The Board of Directors shall consist of four Directors; NNIG Chairperson, NNIG Vice-Chairperson, NNIG Treasurer, and the NNIG Secretary.
- 14.1.2 A quorum of three voting members of the Board of Directors is required to conduct business.
- 14.1.3 The Directors shall be elected by the Intergroup Representative body at a published time and place in each June Business Election Meeting. Directors will take office at that time.
- 14.1.4 No individual shall be eligible to serve as a Director for more than two consecutive years, nor for more than two years out of any six year period. No more than two individuals from any home group shall serve on the Board at any time.
- 14.1.5 The Chairperson of the Board of Directors will be familiar with and empowered by Robert's Rules of Order. During the meeting, The NNIG Articles of Incorporation, By-Laws, Twelve Traditions, and Twelve Concepts will take precedence over Robert's Rules of Order.
- 14.1.6 The Board of Directors shall have no governing power over any affairs of the NNIG Intergroup. They may only recommend actions to be taken by the NNIG Intergroup Representative body.

14.2 PURPOSE OF THE BOARD OF DIRECTORS:

- 14.2.1 The Board of Directors is recorded in these procedures solely to fulfill the requirements of State Laws pertaining to non-profit organizations. The Intergroup Representatives and/or Alternate Representatives of registered groups comprise the final authority, expressed through an informed group conscience of the NNIG. The Articles of Incorporation and By-Laws require that final authority in all NNIG matters rests with the NNIG Intergroup Representatives.

SECTION XV: NNIG OFFICERS:

15.1 COMPOSITION AND RESPONSIBILITIES OF ELECTED OFFICERS:

- 15.1.1 The Steering Committee consists of the NNIG Chairperson, NNIG Vice-Chairperson, NNIG Treasurer, NNIG Secretary, two elected Intergroup Representatives, and the CoCenOf. They may participate in discussion on issues and have voting privileges. No person shall have more than one vote.
- 15.1.2 All elected Officers shall attend all NNIG Intergroup Representative meetings.
- 15.1.3 The Chairperson is a non-voting member, except in cases of a tie vote at Steering Committee meetings. All other elected officers serving on the Steering Committee have voting rights.
- 15.1.4 It is understood that if any elected Officer or Intergroup Representative to the Steering Committee fails to attend three Steering Committee Meetings and/or NNIG Intergroup Representative meetings without good cause, he or she shall offer his or her resignation from that office/position.
- 15.1.5 A Representative elected to be on the Steering Committee of NNIG should have their group select a new representative to replace them.
- 15.1.6 The Out-Going NNIG CoCenOf shall be an Ex-Officio Director of the Board; (in an advisory capacity only as a non-voting member).

15.2 NNIG CHAIRPERSON:

- 15.2.1 The Chairperson will have five years of continuous sobriety at the time of taking Office.
- 15.2.2 Shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 15.2.3 Shall be an elected Officer to the Board of Directors/NNIG Steering Committee and Central Service Committee and shall assume the office at the June meeting.
- 15.2.4 Shall be familiar with and empowered by Robert's Rules of Order during any meeting. The NNIG Articles of Incorporation, By-Laws, 12 Traditions, and the 12 Concepts will have precedence over Robert's Rules of Order.
- 15.2.5 Shall be elected at the regular Intergroup Business Meeting at a published time and place in June each year and shall assume the office at that time. The term of office shall be for one year. The Chairperson may serve no more than two years in succession.
- 15.2.6 Will remain completely impartial at all NNIG Representatives meetings and special meetings, and shall not have a vote in any matter before the NNIG Intergroup Representatives. After two tied votes, Chairperson may cast a vote upon approval of the Intergroup Representatives.
- 15.2.7 Shall perform all duties incident to the office of Chairperson and other duties that may occasionally be assigned by the NNIG Intergroup Representatives committee.

- 15.2.8 Appoints, subject to Intergroup Representative body approval, interim officers and/or committee Chairpersons. Ensures that all appointed persons meet the qualifications set forth in the NNIG Suggested Operating Procedures. May appoint a person to the position with less sobriety when position is vacant by the second business meeting.
- 15.2.9 Shall have and be familiar with updated copies of the Articles of Incorporation, By-Laws, Suggested Operating Procedures, 12 Traditions, and 12 Concepts, available at all Intergroup Representatives committee meetings. Such copies shall be given to the incoming NNIG Chairperson at the June Intergroup Representatives committee business meeting.
- 15.2.10 Report monthly to the Intergroup Representatives on the progress and welfare of NNIG.
- 15.2.11 Be empowered to call special NNIG Intergroup Representatives meetings and shall cause to have all registered groups notified through their Representatives, in writing, at least one week prior to the special meeting.
- 15.2.12 Has cosigner signature authority on all bank accounts (See sub-section 16.7 Financial).
- 15.2.13 Provide an Agenda for the regular and special meetings with time slots for reports from the following: Representatives, NNIG Officers, Committee Chairpersons, New/Old Business, and other important business of NNIG.
- 15.2.14 Ensure that NNIG is operating according to the Articles of Incorporation, By-Laws, Suggested Operating Procedures, A.A. guidelines, 12 Traditions, and 12 Concepts.
- 15.2.15 The Chairperson shall receive agenda items for up-coming Intergroup Representatives committee meetings and special meetings. Be responsible for the contents and order of the agenda of all meetings.
- 15.2.16 Pursuant to specific authority given on occasion by the NNIG Representatives body, may sign, execute and deliver contracts and other documents in the name of Northern Nevada Intergroup Association of A.A.
- 15.2.17 Presides at the Board of Directors/Steering Committee, Central Service Committee, NNIG Intergroup Representatives Committee and Special meetings for the tenure of office.
- 15.2.18 Chairperson shall appoint committees other than Central Service Committees which may be necessary for proper conduct and operation of NNIG. These committees shall be known as Ad-Hoc Committees and shall not be in conflict with other committees duly appointed.
- 15.2.19 Chairperson shall ensure the Ad-Hoc Committee Chairpersons are subject to approval by the Representatives committee.
- 15.2.20 Chairperson shall be responsible to the Intergroup Representatives committee for the implementation of all actions approved by the Intergroup Representatives committee.
- 15.2.21 The NNIG Chairperson will prepare the budget(s) for any vacant Officer/Committee positions. Each budget is submitted to the Steering Committee.
- 15.2.22 The NNIG Chairman scrupulously follows the Articles of Incorporation and By-Laws which are require as the final authority in all NNIG matters and rests with the NNIG Intergroup Representatives.

15.3 NNIG VICE-CHAIRPERSON:

- 15.3.1 The Vice-Chairperson will have five years of continuous sobriety at the time of taking office.
- 15.3.2 Shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to the NNIG.
- 15.3.3 The Vice-Chairperson may serve one year, and no more than two years in succession.
- 15.3.4 Assumes the duties of the Chairperson in his/her absence, removal, demise or resignation.
- 15.3.5 Is a member of the Board of Directories and the Steering Committee.
- 15.3.6 Is a voting member at the Board of Directors, Steering Committee, and Central Service Committee Meetings and at the Intergroup Representatives Business Meeting, and Special Meetings.
- 15.3.7 Shall assist the Chairperson with orderly conduct at all Representatives Business and Special Meetings.
- 15.3.8 Shall assist the Chairperson by ensuring the correct wording of motions, identifying seconds and counting the vote.
- 15.3.9 Have copies of the minutes of the past twelve Intergroup Representatives committee meetings. Such copies shall be given to the incoming NNIG Vice-Chairperson at the June Intergroup Representatives committee business meeting.
- 15.3.10 Is elected to office in June for NNIG Vice-Chairperson and takes office at that time on the Board of Directors and on the Steering Committee.
- 15.3.11 The qualifications of the Vice-Chairperson shall be the same as for the Chairperson (Section XVII).
- 15.3.12 Has cosigner signature authority on all bank accounts (See sub-section 16.7 Financial).
- 15.3.13 Reviews “The Bracer” before publication.

15.4 NNIG TREASURER:

- 15.4.1 The Treasurer shall have five years of continuous sobriety at the time of taking office.
- 15.4.2 Shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 15.4.3 Knowledge of bookkeeping/QuickBooks and office experience is required.
- 15.4.4 Shall serve one year no more than two years in succession.
- 15.4.5 Oversees prudent reserve and general funds, and has cosigner signature authority on all bank accounts. See sub-section 10.7 and 10.5 Financial Accounts.
- 15.4.6 Report to Group Representatives on contributions and expenditures at every regular monthly Intergroup Business Meeting.
- 15.4.7 Is a voting member at the Board of Directors, Steering Committee at the Intergroup Representatives Association Business Meeting, and at Special Meetings.

- 15.4.8 Works closely with CoCenOf for the accurate accounting of all income and disbursements and financial records of NNIG.
- 15.4.9 Responsible for written reports detailing such accounting to be prepared each month and reported to the Representatives at their regular scheduled business meeting.
- 15.4.10 Reports submitted to the Representatives by the Treasurer are retained on file in the Central Office and published in the “The Bracer.”
- 15.4.11 Reports will cover the period through the end of the month prior to the Representative Business Meeting and consist of the following:
 - 15.4.11.1 A list of all registered Groups, their last month’s contribution and year-to-date contribution.
 - 15.4.11.2 A revenue and expenditure statement.
 - 15.4.11.3 Reports of receipt and expenditures by Special Events shall be reflected in the Treasurer’s Report as they occur.
 - 15.4.11.4 The Central Office General Funds.
 - 15.4.11.5 The Faithful Fivers contributions.
 - 15.4.11.6 Special Events for which NNIG has authorized a budget.
 - 15.4.11.7 Supply financial report for Pink Can activity.
 - 15.4.11.8 Any revenue or expenditure not covered in another report.
 - 15.4.11.9 In the event of removal from Office by dismissal, resignation, or other reason, the Intergroup Chairperson shall appoint an Interim Treasurer, to fill the position until the next regularly scheduled business meeting, for approval by the Group Representatives.
 - 15.4.11.10 The Treasurer oversees establishment of Prudent Reserve Accounts.
 - 15.4.11.11 Reserve accounts shall not exceed six months of the average operating expenses of the Central Office’s preceding twelve months.
 - 15.4.11.12 Prudent Reserve accounts shall be reported to the Representatives at each regularly scheduled business meeting.
 - 15.4.11.13 Elected to office in June for NNIG Treasure and take office at that time on The Board of Directors and Steering Committee.
 - 15.4.11.14 Reports shall be maintained on file at the Central Office and shall be made available to any NNIG member during regular office hours, by appointment. Reports shall be kept by Central Office for the period required by the IRS.
 - 15.4.11.15 Give a report on the previous year’s financial activities at the February meeting. The report will include a summary for the previous year and a net worth statement. The report shall also be published in the “The Bracer.”
 - 15.4.11.16 An Audit Committee consisting of a Chairperson, Auditor/Tax Consultant and two members appointed from the general NNIG membership shall assist the Treasurer during audits.
 - 15.4.11.17 This committee will work with the Northern Nevada Intergroup Treasurer and the CoCenOf , to review the books and office procedures annually, and report to NNIG.
 - 15.4.11.18 Renewing this Committee will be the duty of NNIG.

- 15.4.11.19 The Treasurer will work closely with the NNIG Activity Chairperson for each NNIG sponsored event and will attend all activities and Speaker Meetings.

15.5 NNIG SECRETARY:

- 15.5.1 The NNIG Secretary shall have two years of continuous sobriety at the time of taking office.
- 15.5.2 Shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 15.5.3 Shall serve one year, or no more than two years in succession.
- 15.5.4 Record minutes for the Board of Directors, Steering Committee, Special and Intergroup Business meetings.
- 15.5.5 Provide copies of the minutes for review to NNIG Chairperson, “The Bracer” Chairperson and the CoCenOf within seven calendar days after meetings.
- 15.5.6 Is a voting member at the Board of Directors, Steering Committee, and Central Service Committee Meetings and at the Intergroup Representatives Business Meeting, and Special Meetings.
- 15.5.7 Shall be elected to office in June for Secretary and take office at that time.
- 15.5.8 Shall call the roll of the Group Representatives, and Elected Officers prior to the start of representatives meeting and report to the Group Representatives the total number of representatives present.
- 15.5.9 Shall record all votes taken by the Group Representatives, noting the “aye” and “nay” votes and abstentions. An abstention shall not be counted as an “aye” or “nay” vote. Such results shall be announced to the Group Representatives upon close of the voting.
- 15.5.10 Shall not use any member’s last name in any minutes of NNIG meetings.
- 15.5.11 In the event of the absence of the Secretary, the Intergroup Chairperson shall appoint a temporary Secretary for that particular meeting.
- 15.5.12 Minutes for the Board of Directors, Special Meetings, and the Intergroup Business Meeting shall be published in the “The Bracer” as recorded by the Secretary during those meetings.
- 15.5.13 Approved amendments to By-Laws or changes to the Suggested Operating Procedures shall be incorporated in the Amendment Section page of the affected document.

SECTION XVI: NNIG ORGANIZATION:

16.1 COMPOSITION OF THE STEERING COMMITTEE (TSC):

- 16.1.1 NNIG Chairperson
- 16.1.2 NNIG Vice-Chairperson
- 16.1.3 NNIG Treasurer
- 16.1.4 NNIG Recording Secretary
- 16.1.5 Coordinator for the Central Office (CoCenOf)

16.2 LIST OF CENTRAL SERVICE COMMITTEES CSC):

- 16.2.1 The following represents the Central Service Committees:
 - 16.2.1.1 Answering Service Committee (ASC)
 - 16.2.1.2 Public Information Committee (PIC)
 - 16.2.1.3 Cooperation with the Professional Community (CPC)
 - 16.2.1.4 H & I Committee Chairperson:
 - 16.2.1.4.1 Treatment Facilities Committee (TFC)
 - 16.2.1.4.2 Correctional Facilities Committee (CFC)
 - 16.2.1.4.3 Bridging the Gap (BTG)
 - 16.2.1.4.4 H&I Treasurer
 - 16.2.1.5 Sunshine Committee (SC)
 - 16.2.1.6 Bracer Committee (BC)
 - 16.2.1.7 Speaker Chairperson Committee (SCC)
 - 16.2.1.8 Area 42 Liaison
 - 16.2.1.9 Webmaster
 - 16.2.2.1 Activities Committee Chairperson (ACC)
 - 16.2.2.1.1 New Years Gala Committee Chairperson
 - 16.2.2.1.2 Cabbage & Cribbage Committee Chairperson
 - 16.2.2.1.3 Annual Picnic Committee Chairperson
 - 16.2.2.1.4 Annual Gratitude Dinner Committee Chairperson
 - 16.2.2.1.5 Halloween Event and Dance Committee Chairperson
 - 16.2.2.2 Central Service Committee Members are voting members of NNIG only if they are Group Representatives.

16.3 ELECTED STEERING COMMITTEE OFFICERS:

- 16.3.1 All elected Steering Committee Officers shall attend all NNIG Board of Directors, Steering Committee, Intergroup Business Meetings, and any special meetings.
- 16.3.2 If any officer of the Steering Committee is absent from three consecutive meetings without good cause, he or she shall resign from that office.

16.4 RESPONSIBILITIES OF THE STEERING COMMITTEE (TSC):

- 16.4.1 Steering Committee shall meet as required, but no less than once per month prior to the Representatives Business Meeting or when necessary to carry out its duties.
- 16.4.2 The responsibility for proper operation of the Central Office rests with the Steering Committee and with the Suggested Operating Procedures. The Intergroup Representatives are the final authority on any issue any and all issues in NNIG
- 16.4.3 TSC shall not use the Mailing List for any purpose other than its intended purpose, the distribution of “The Bracer“ and other NNIG business.
- 16.4.4 Must have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.

- 16.4.5 Minutes of TSC meetings are kept on file and are available in the Central Office for review by all members of NNIG.

16.5 PURPOSE OF THE STEERING COMMITTEE (TSC):

- 16.5.1 Oversee the operations of Central Office and CoCenOf.
- 16.5.2 Responsible for the review of NNIG Intergroup Business Operation, Policy and Procedures.
- 16.5.3 TSC has responsibility for ensuring that the NNIG Central Office operates in the best interests of the Association...
- 16.5.4 Present policy and action recommendations to the NNIG Representatives for final approval.
- 16.5.5 Report all TSC meeting minutes to “The Bracer” for publication. Minutes are kept on file and are available upon request.
- 16.5.6 Oversee Administrative affairs of Central Office.
- 16.5.7 Perform CoCenOf’s review and salary adjustment.
- 16.5.8 Ensure compliance with all Laws and Regulations of the City and State of Nevada.
- 16.5.9 Oversee purchasing procedures.
- 16.5.10 Schedules office hours.
- 16.5.11 Create an Outreach Program to get information to outlining Towns/Cities A.A. Groups/Meetings in NNIG Area, compiling a list of contacts.
- 16.5.12 TSC is responsible for leasing and maintaining office space.
- 16.5.13 Administer the recruitment and evaluation of applications for the position of CoCenOf.
- 16.5.14 Prepare a monthly report to the Representatives at the Intergroup Business Meeting.
- 16.5.15 A quorum of four voting members is required to conduct business.
- 16.5.16 Review Human Resources documents so all hires are within the Laws of the State of Nevada and Federal Government. The Articles of Incorporation and By-Laws require that final authority in all NNIG matters rests with the NNIG Intergroup Representatives.

16.6 COODINATOR FOR THE CENTRAL OFFICE: (CoCenOf)

- 16.6.1 There shall be a Central Office. The Central Office operates in accordance with the A.A. Guidelines published by General Service Office, Articles of Incorporation, By-Laws of NNIG, and Suggested Operating Procedure. The Central Office provides a facility from which the Northern Nevada Intergroup Association of A.A. can carry out its functions and is essentially the active voice of the collective group conscience, and the visible manifestation of our association to the general public.
- 16.6.2 Cooperates without affiliating with A.A. Clubs (as described in the GSO guidelines for Clubs).
- 16.6.3 The purpose of the Central Office and duties of the employees and volunteers are to be consistent with the Articles of Incorporation and By-Laws of NNIG.

- 16.6.4 Reviews all leases of equipment, owned office furniture, computers, and literature/books display. Review lease of space between Intergroup and landlord annually and six months before any lease is signed and renewed.
- 16.6.5 SCOPE: Determines that all current equipment assets are functional and are not due for replacement. If they need replacement, CoCenOf will ascertain approximate cost and report to TSC at the Steering Committee meeting for consideration.

16.7 FINANCES / CoCenOf / TREASURER / AD-HOC AUDIT COMMITTEE:

- 16.7.1 Review all financial reports, income statements, inventory, and review Intergroup Financial Policy annually.
- 16.7.2 Prudent Reserve shall be set at six months of the previous twelve months' operating expense. The Treasurer and Central Office Manager are authorized to move funds from General funds into the Prudent Reserve Account as available. The transfer of all funds is to be printed in the Bracer.
- 16.7.3 All financial records shall be recorded for the TSC and Treasurer Reports utilizing the financial program QuickBooks or other financial system approved by TSC.

16.8 GROUP AND MEMBER SERVICE:

- 16.8.1 Enhance ways in which every-day twelve step work can be carried out efficiently and accurately. Keep phone service records, office hours, and Answering Service. Identify the need for Twelve Step work. Identify need for Twelve Step workshops that will help NNIG carry out its primary purpose. Identify the need for expanded services: Remote Communities, Hispanic, and Special Needs – Hearing Impaired and the Blind.
- 16.8.2 Encouraging the groups' and members' participation by the Seventh Tradition contributions or by volunteering their time; also by expanding outreach to groups that are not aware of the services provided by NNIG.
- 16.8.3 Receive, count and deposit all Pink Can funds. Provide the H & I Literature/Treasurer with all monthly transactions regarding debits, credits and totals. Report format should be consistent with accepted accounting principles and "The Bracer" publication.

16.9 HIRING OF COORDINATOR FOR THE CENTRAL OFFICE (CoCenOf):

- 16.9.1 CoCenOf is a member of A.A. with at least five years of continuous sobriety. CoCenOf manages the office in accordance with the Articles of Incorporation, By-Laws of NNIG, Twelve Traditions, and Twelve Concepts of A.A.
- 16.9.2 The Steering Committee (TSC) shall be responsible for recruiting, advertising and interviewing applicants for the position of CoCenOf in the event the position is permanently vacant for any reason.

- 16.9.3 CoCenOf is a voting member of the Steering Committee except as matters may pertain to his/her employment.
- 16.9.4 Committee may invite, if available, the three applicants the Committee feels are best qualified for the position to come to NNIG Central Office for an in-depth interview.
- 16.9.5 CoCenOf shall serve at the pleasure of the Steering Committee and the Intergroup Representatives (who are the final authority for all matters of NNIG. The CoCenOf compensation to be in accordance with the Central Office Steering Committee's recommendation and Group Representatives approval.
- 16.9.6 Salary paid to the applicant shall not be more than the existing salary for the CoCenOf .
- 16.9.7 The Steering Committee is responsible for preparing a job description for this position and ensuring that the description is followed.
- 16.9.8 Job performance and remuneration for the CoCenOf shall be reviewed annually by each February by the Steering Committee.

16.10 DISMISSAL OF COCENOF:

- 16.10.1 The NNIG Steering Committee, by majority vote, has the authority to dismiss the CoCenOf after the second written warning of violating the Articles of Incorporation, By-Laws of NNIG, unless dismissal is deemed of imminent concern. If the latter is deemed necessary, the NNIG chairperson may immediately place the CoCenOf on leave.
- 16.10.2 The NNIG Steering Committee has direct authority and oversight of the CoCenOf. The CoCenOf will have the right to appeal any decision or action taken by the Steering Committee directly to the NNIG Intergroup Representatives for a final determination. The Articles of Incorporation and By-Laws require that final authority in all NNIG matters rests with the NNIG Intergroup Representatives.
- 16.10.3 The Steering Committee Chairperson will retrieve the keys at the time of dismissal and notify the NNIG Business Meeting Group Representatives at their next meeting of the CoCenOf dismissal.
- 16.10.4 All door locks, safe, keys, pass-words and combinations shall be changed at the time of dismissal.

16.11 NNIG AUDITS:

- 16.11.1 CoCenOf and Steering Committee members shall take an annual audit during the first of each year of the Literature and funds of NNIG Central Office.
- 16.11.2 A report of the Annual Audit of the Literature, Office Equipment and funds of NNIG Central Office will be provided annually to Representatives at their NNIG business meeting in February.

16.12 INTERGROUP REPRESENTATIVE (STEERING COMMITTEE): DUTIES AND RESPONSIBILITIES:

- 16.12.1 Representatives to the Steering Committee must have a minimum of two years of continuous sobriety, and also have served at least one year in service to the NNIG. Representatives must be willing to serve one year no more than two years in succession and attend all Steering Committee Meetings
- 16.12.2 Representatives present at the June NNIG Business Meeting shall elect annually two Intergroup Representatives to serve on the NNIG Steering Committee as stipulated in the Third Legacy Procedures.
- 16.12.3 Serve as primary Group Representatives between the Intergroup Business Meeting, and other members of the NNIG Steering Committee. Shall forward questions, concerns and recommendations to be discussed at the Steering Committee monthly meetings.
- 16.12.4 Serve as the Intergroup Representative to the Steering Committee and will resign their position as Intergroup Representative of a Group to the NNIG body. Their home group may then replace them with a new voting Intergroup Representative.
- 16.12.5 Attend all NNIG Intergroup business meetings, Steering Committee meetings and any special meetings.
- 16.12.6 Is a voting member in both Steering Committee and Intergroup body and should have thorough knowledge of the Twelve Traditions, Twelve Concepts, NNIG By-Laws, and Suggested Operating Procedures.
- 16.12.7 See Section 18.4 in this document for responsibilities of the Steering Committee.

16.13 CENTRAL SERVICE COMMITTEES (CSC):

- 16.13.1 Central Service Committee meetings are open to any Officer, Chairperson, or Representative of NNIG, but visitors shall not participate unless asked to do so.

16.14 ANSWERING SERVICE CHAIRPERSON (ASC):

- 16.15.1 The ASC shall have two years of continuous sobriety, shall have served as a Group Secretary, Group Representative, or as a member of the answering service.
- 16.15.2 Shall serve one year and no more than two years in succession.
- 16.15.3 Obtain volunteers and assign shifts to assure a viable telephone answering service during times the Central Office is closed. This includes coverage of all shifts when a volunteer is not available.
- 16.15.4 Periodically publishes and updates the Twelfth Step list and volunteers' phone list to include other phone numbers needed for volunteers, i.e., N.A., Detox.
- 16.15.5 The Chairperson is a voting member of NNIG, only if they are Group Representatives, and should have knowledge of the Twelve Traditions,

Twelve Concepts, By-Laws, and Suggested Operating Procedures of NNIG.

- 16.15.6 The Chairperson shall have the authority to appoint Committee members as needed to ensure the continuous and proper operation of the Answering Service.
- 16.15.7 The Chairperson may appoint committee members as Assistant Chairpersons to represent the Answering Service during his/her absence. Assistant Chairperson shall have the same authority as the Chairperson.
- 16.15.8 The Chairperson may remove any Committee Member who fails to participate in the Answering Service program, has started drinking or for any other reason that would bring discredit to the Answering Service Program and NNIG. The Chairperson's decision regarding this matter shall be final.
- 16.15.9 The Chairperson shall maintain monthly records of all telephone calls answered by the Committee and Twelfth Step call referrals.
- 16.15.10 A report of total calls shall be reported to the NNIG Group Representatives at the regular business meeting and shall be published in the current "The Bracer."
- 16.15.11 The phone shift volunteers need six months of sobriety to take a shift. Chairperson also helps the volunteers with problem callers.
- 16.15.12 The Chairperson shall work with the Central Office Manager to ensure that the Committee Members have an up-to-date NNIG meeting Schedule.

16.16 PUBLIC INFORMATION CHAIRPERSON (PIC):

- 16.16.1 The PIC will have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 16.16.2 The PIC is elected at the regular June Representative Meeting each year and assumes office at that time. The term of Office shall be one year and no more than two years in succession.
- 16.16.3 The PIC will form a committee and perform functions as suggested in the A.A. Guidelines and other published material issued from A.A.W.S.
- 16.16.4 The purpose of this Committee is to carry the A.A. message to outside enterprises and professional groups who request A.A. Speakers.
- 16.16.5 The PIC is a voting member of NNIG, only if they are Group Representatives, at the Intergroup business meetings and should have working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.16.6 The PIC may select committee members to assist in operating these functions. Qualification of members shall be at the discretion of the Chairperson.
- 16.16.7 The PIC will work with the CoCenOf for news releases to the general public concerning NNIG.
- 16.16.8 The PIC or an appointed committee member shall act as liaison to the Northern Nevada Area 42 General Service for PI.

- 16.16.9 The PIC and the committee shall be guided by the Twelve Traditions, Twelve Concepts, A.A. Guidelines, and the A.A. World Service Public Information Kit/M-27.

16.17 COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON (CPC):

- 16.17.1 The CPC Chairperson will have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 16.17.2 The CPC Chairperson will be elected at the regular June Representative Meeting each year and assume office at that time. The term of Office shall be one year and no more than two years in succession.
- 16.17.3 The CPC chairperson will form a committee and perform functions provided by the Twelve Traditions, Twelve Concepts, A.A. Guidelines and the A.A. World Service Cooperation with the Professional Community Kit/M-41.
- 16.17.4 The CPC chairperson provides A.A. Speakers to carry the message to outside enterprises and professional groups.
- 16.17.5 The CPC chairperson is a voting member of NNIG, only if they are Group Representatives, voting member at Intergroup Business Meetings and should have working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.17.6 The CPC chairperson may select committee members to assist in committee functions. Qualifications of committee members shall be at the discretion of the Chairperson.
- 16.17.7 The CPC chairperson or an appointed committee member will act as liaison to the Northern Nevada Area 42 General Service for CPC.

16.18 H&I COMMITTEE (H&I):

- 16.18.1 The Corrections, the Treatment and the Bridging the Gap Committees collectively shall be known as “Northern Nevada Intergroup Hospitals and Institutions Committee,” and informally may be identified as “NNIG - H&I” or “H&I.” The H&I Treasurer shall be selected by the H&I Committee and shall participate as a voting member of the H&I Committee.
 - 16.18.1.1 All H&I committee-chairpersons under sections 16.18 shall have two years of continuous sobriety, be familiar with CFC, TFC, & BTG works, working knowledge of the Twelve Traditions, Twelve Concepts of World Service, NNIG By-Laws, and Suggested Operating Procedures
 - 16.18.1.2 The H&I Committee shall meet on an as-needed basis, generally monthly as a committee and with the CoCenOf to discuss H&I needs, projects, and budgets. The Treasurer shall report the current Pink Can balance and collections, and the CoCenOf will be asked

to report on literature orders and receipts and other relevant information.

- 16.18.1.3 The H&I Committee shall select/appoint an H&I Chairperson to conduct the H&I Sub-Committee meetings.
- 16.18.14 The H&I Committee are voting members of NNIG, only if they are Group Representatives, at Intergroup Business Meetings and should have working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.

16.19 CORRECTIONAL FACILITIES CHAIRPERSON (CFC):

- 16.19.1 The CFC will be elected at the regular June Representatives Meeting each year and will assume office at that time. The term of Office is one year and no more than two years in succession.
- 16.19.2 The CFC will have two years of continuous sobriety; will be familiar with CFC, TFC, & BTG workings.
- 16.19.3 The CFC will form a committee and perform functions provided by the Twelve Traditions, Twelve Concepts, A.A. Guidelines and the A.A. World Service Corrections Kit/M-45.
- 16.19.4 Is a voting member of NNIG, only if they are Group Representatives, and should have working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.19.5 The CFC along with the TFC and the BTG shall select an H&I Chairperson to conduct the H&I committee meetings.
- 16.19.6 The CFC along with the TFC and the BTG shall select an H&I Treasurer to work with the CoCenOf on the Pink Can funds and coordinate buying and distributing literature for correctional and treatment facilities.

16.21 TREATMENT FACILITIES CHAIRPERSON (TFC):

- 16.21.1 The TFC shall be elected at the regular June Representative Meeting each year and will assume office at that time. The term of Office is one year and no more than two years in succession.
- 16.21.2 The TFC shall have two years of continuous sobriety; be familiar with CFC, TFC, & BTG workings.
- 16.21.3 The TFC will form a committee and perform functions provided by the Twelve Traditions, and Twelve Concepts of A.A.
- 16.21.4 Is a voting member, of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.21.5 The TFC along with the CFC and the BTG shall select an H&I Chairperson to conduct the H&I committee meetings.
- 16.21.6 The TFC along with the CFC and the BTG shall select an H&I Treasurer to work with the CoCenOf on the Pink Can funds and coordinate buying and distributing literature for correctional and treatment facilities.

16.22 BRIDGING THE GAP CHAIRPERSON (BTG):

- 16.22.1 The BTG Chairperson shall be elected at the regular June Representatives Meeting each year and will assume office at that time. The term of Office shall be one year and no more than two years in succession.
- 16.22.2 The BTG Chairperson shall have two years of continuous sobriety; be familiar with CFC, TFC, & BTG workings.
- 16.22.3 The BTG Chairperson will form a committee and perform functions provided by the Twelve Traditions, Twelve Concepts, A.A. Guidelines and the A.A. World Service literature in conjunction with the TFC/CFC kits.
- 16.22.4 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and the Suggested Operating Procedures.
- 16.22.5 The BTG along with the CFC and the TFC shall select an H&I Chairperson to conduct the H&I committee meetings.
- 16.22.6 The BTG along with the CFC and the TFC shall select an H&I Treasurer to work with the CoCenOf on the Pink Can funds and coordinate buying and distributing literature for correctional and treatment facilities.

16.23 H&I COMMITTEE TREASURER:

- 16.23.1 The Corrections, the Treatment, and the Bridging the Gap Chairpersons shall select an H&I Treasurer to work with the CoCenOf on the Pink Can funds and coordinate buying and distributing literature for correctional and treatment facilities. The H&I Treasurer may be one of the above Chairpersons or another individual as determined by the CFC, TFC & BTG Committee Chairpersons and approved at the next NNIG Business Meeting.
- 16.23.2 Shall have a minimum of two years of continuous sobriety.
- 17.23.3 The term of office is one year and no more than two years in succession. The Treasurer should have the ability to submit written, detailed reports and should be familiar with the workings of CFC, TFC, & BTG.
- 16.23.4 The H&I Treasurer shall monitor and coordinate with the CoCenOf regarding the “Pink Can” funds, and will be responsible for literature on an as-needed basis to CFC, TFC, and BTG.
- 16.23.5 Shall report monthly at the NNIG meetings regarding the Pink Can expenditures and receipts for the preceding month, in a format suitable for publication in “The Bracer.”
- 16.23.6 The H&I Treasurer is required to report the Committee’s income, expenses and will provide a financial report to the NNIG Treasurer. Upon acceptance of this report, it will become line items for inclusion in the NNIG Treasurer’s report.
- 16.23.7 NNIG will rely on the authorization of the H&I committee to distribute literature or A.A. related material to secretaries who bring meetings to the Treatment, Correctional and/or institutional meetings.
- 16.23.8 The Treasurer is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve

Traditions, Twelve Concepts, Intergroup By-Laws, and Operating Procedures.

16.24 SUNSHINE COMMITTEE CHAIRPERSON (SC):

- 16.24.1 The SC Chairperson will have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 16.24.2 The SC Chairperson will be elected at the regular June Representative Meeting each year and will assume office at that time. The term of Office is one year and no more than two years in succession.
- 16.24.3 Will form a committee to help carry the message to A.A. members who are shut-ins or who are hospitalized.
- 16.24.4 Is a voting member of NNIG, only if they are Group Representatives, at the NNIG Business Meeting and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.24.5 The purpose of this Committee is to help NNIG carry the A.A. message to alcoholics that have Special Needs as follows; visually impaired, hearing impaired, have mobility challenges, are chronically ill or homebound and alcoholics who speak other languages.
- 16.24.6 The SC Chairperson shall appoint committee members as necessary to fulfill the purpose of the committee.
- 16.24.7 The Committee shall be guided by the Twelve Traditions, Twelve Concepts, and other relevant Alcoholics Anonymous World Service Literature.

16.25 NNIG “THE BRACER” COMMITTEE CHAIRPERSON (BC):

- 16.25.1 The BC Chairperson will have two years of continuous sobriety, shall have served as Group Secretary, Group Representative, or Officer/Committee Chairperson to NNIG.
- 16.25.2 The BC Chairperson shall be elected at the regular June Representative Meeting each year and assume office at that time. The term of Office shall be one year and no more than two years in succession.
- 16.25.3 The BC Chairperson shall coordinate with the CoCenOf in the publishing of “The Bracer.”
- 16.25.4 Is a voting member of NNIG, only if they are Group Representatives, at NNIG Business Meetings and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.25.5 Any group wishing to receive a hard copy or more than one copy may subscribe for additional copies at the current subscription rate. The Chairperson will provide electronic (e-mail) version as appropriate for a minimal donation. Check with Central Office for subscription fees and the requested donation.
- 16.25.6 The BC Chairperson shall prepare and publish each month in “The Bracer” a calendar of special and major events held in the NNIG Area for the

upcoming months. Al-Anon/Alateen activities may be included in the publication at the discretion of the BC Chairperson.

- 16.25.7 The editor of “The Bracer” will publish the minutes of the Board of Directors, regular Intergroup Business Meeting, and Special Meetings as submitted by the NNIG Secretary.
- 16.25.8 Will send “The Bracer” to the NNIG Vice-Chairperson for review before publication.

16.26 SPEAKER CHAIRPERSON COMMITTEE (SCC):

- 16.26.1 The SCC will have two years of continuous sobriety, shall have served one year as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG.
- 16.26.2 The SCC is elected at the regular June Representatives Meeting each year and will assume office at that time. The term of office shall be one year and no more than two years in succession.
- 16.26.3 The SCC shall be responsible for organizing the monthly Northern Nevada Intergroup Speaker Meeting; selects a Speaker in advance and is responsible for the selection of a Host Group. Selection of Speakers may come from out of town, if possible (funds permitting).
- 16.26.4 Contacts Central Office to confirm meeting location and ensures information at the location is placed on TV monitors or other visual displays the day of the meeting.
- 16.26.5 Responsible for collection of the Seventh Tradition and raffle monies collected during the event; verifies amounts collected with the Treasurer then turns funds over to Treasurer for deposit. Maintains close contact with Host Group for continued effective working relationships.
- 16.26.6 Has information fliers (Program Notes) available at the monthly Intergroup Business Meetings.
- 16.26.7 Be available to invite or accompany the Speaker and Host Group to a no-host dinner. Each member is responsible for his/her own dinner costs. Other members may attend.
- 16.26.8 The SCC-will form a committee or ask groups to help with the Speaker and to help form guidelines for the meeting.
- 16.26.9 Is a voting member of NNIG, only if they are Group Representatives, at the NNIG Business Meeting and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.
- 16.26.10 Monthly Speaker Meeting shall be the second Saturday of each month, except in the case of conflicts with planned A.A. activities/non-A.A. events.

16.27 LIAISONS WITHIN NNIG:

- 16.27.1 Area 42, NAGSC, and District Liaisons are elected/appointed from their resident Area/General Service/District from which they serve. Accordingly, they do not have a vote unless they are representing their A.A. Home Group as their designated Intergroup Representative.

16.28 ACTIVITIES COMMITTEE CHAIRPERSON (ACC):

- 16.28.1 The ACC shall have five years of continuous sobriety, served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG. The Chair should possess some skills in setting up activities.
- 16.28.2 The Chairperson may attend meetings of the steering committee with updated financial reports for the current activities for which preparations are in progress. Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Laws, and Suggested Operating Procedures of NNIG. The ACC serves one year and no more than two years in succession.
- 16.28.3 Shall be responsible for organizing the five NNIG activities. The Chairperson will form a committee for the New Year's Gala, Cabbage & Cribbage, Annual Picnic, Halloween Event and Dance, Gratitude Dinner and also help with these activities.
- 16.28.4 Shall have a budget of estimated expenses for each event and seek approval by the TSC. Budgets should be submitted at least three months in advance of the event. The accounting from all events shall be submitted to the Activities Committee Chairperson, along with all unpaid invoices and all receipts.
- 16.28.5 CoCenOf shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.28.6 The ACC shall ensure that all tickets for each event are kept separate for each event and no tickets are discarded (for accountability purposes). Tickets for each event will be kept securely at Central Office.
- 16.28.7 The ACC shall, upon the conclusion of the event, report the final accounting to the CoCenOf and NNIG Treasurer.
- 16.28.8 Any and all contracts committing Northern Nevada Intergroup to any financial liability or other liability will be signed by either the Activities Committee Chairman and/or NNIG Steering Committee Officer and/or the Coordinator for the Central Office.
- 16.28.9 The ACC will work closely with the NNIG Treasurer.

16.29 NEW YEARS GALA CHAIRPERSON:

- 16.29.1 Shall have two years of continuous sobriety. Shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG and have some skills in setting up activities, dinners, and speaker meetings.
- 16.29.2 The Chairperson shall serve one year no more than two years in succession.
- 16.29.3 Chairperson is responsible for organizing the New Years Gala. The Chairperson will form a committee to help with the New Years Gala.
- 16.29.4 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Law, and Suggested Operating Procedures of NNIG, unless he/she is representing a Group as its Intergroup Representative.

- 16.29.5 New Years Gala Chairperson shall keep an accurate accounting of all expenses and receipts for the event. This accounting shall be submitted to the Activities Committee Chairperson along with all unpaid invoices and all receipts.
- 16.29.6 Chairperson shall determine the planning, organization, promotion, and conduct of the event.
- 16.29.7 The Chairperson shall submit a budget of estimated expenses for the event to the Activities Chairperson.
- 16.29.8 CoCenOf or the ACC shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.29.9 The New Year's Gala Chairperson shall ensure that all tickets for the event are kept separate and no tickets are discarded for accountability purpose. Tickets for the event will be kept securely at Central Office.
- 16.29.10 New Year's Gala Chairperson shall, upon the conclusion of the event, report the final accounting to the Activities Chairperson.
- 16.29.11 The New Year's Gala Chairperson will work closely with the NNIG Treasurer.

16.30 CABBAGE & CRIBBAGE CHAIRPERSON:

- 16.30.1 The Cabbage & Cribbage Chairperson shall have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG and will have some skills in setting up an activity.
- 16.30.2 The Chairperson shall serve one year and no more than two years in succession.
- 16.30.3 Shall be responsible for organizing the Cabbage & Cribbage. The Chairperson will form a committee to help with the Cabbage & Cribbage.
- 16.30.4 Is not a voting member unless he/she is representing their Group as an Intergroup Representative.
- 16.30.5 The Cabbage & Cribbage Chairperson shall keep an accurate account of all expenses and receipts for the event. This accounting shall be submitted to the Activities Committee Chairperson along with all unpaid invoices and all receipts.
- 16.30.6 The Chairperson shall determine the planning, organization, promotion, and conduct of the event.
- 16.30.7 The Chairperson shall submit a budget of estimated expenses for the event to the Activities Chairperson.
- 16.30.8 The CoCenOf or the ACC shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.30.9 The Cabbage & Cribbage Chairperson shall ensure that all tickets for the event are kept separate and no tickets are discarded for accountability purpose. Tickets for the event will be kept securely at Central Office.
- 16.30.10 The Cabbage & Cribbage Chairperson shall, upon the conclusion of the event, report the final accounting to the Activities Chairperson.

- 16.30.11 The Cabbage & Cribbage Chairperson will work closely with the NNIG Treasurer.
- 16.30.12 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Laws, and Suggested Operating Procedures of NNIG. at NNIG Business Meetings and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures.

16.31 ANNUAL PICNIC CHAIRPERSON:

- 16.31.1 The Picnic shall be the second Saturday of June to celebrate A.A.'s birthday. The picnic shall precede the Speaker Meeting.
- 16.31.2 The Picnic Chairperson shall have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG and will have some skills in setting up picnics.
- 16.31.3 The Chairperson shall serve one year and no more than two years in or succession.
- 16.31.4 Shall be responsible for organizing the NNIG Picnic. The Chairperson will form a committee to help with the NNIG Picnic.
- 16.31.5 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Law, and Suggested Operating Procedures of NNIG. at NNIG Business Meetings and should have a working knowledge of the Twelve Traditions, Twelve Concepts, Intergroup By-Laws, and Suggested Operating Procedures
- 16.31.6 The Annual Picnic Chairperson shall keep an accurate account of all receipts for the event. This accounting shall be submitted to the Activities Committee Chairperson along with all unpaid invoices and all receipts.
- 16.31.7 The Chairperson shall determine the planning, organization, promotion, and conduct of the event.
- 16.31.8 The Chairperson shall submit a budget of estimated expenses for the event to the Activities Chairperson.
- 16.31.9 The CoCenOf or the ACC shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.31.10 The Annual Picnic Chairperson shall, upon the conclusion of the event, report the final accounting to the Activities Chairperson.
- 16.31.11 The Annual Picnic Chairperson will work closely with the NNIG Treasurer.

16.32 HALLOWEEN EVENT AND DANCE CHAIRPERSON:

- 16.32.1 Shall have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson in the NNIG, and shall have some skills in setting up an activity
- 16.32.2 The Chairperson shall serve one year no more than two years in succession.
- 16.32.3 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Laws, and Suggested Operating Procedures of NNIG.
- 16.32.4 Shall be responsible for organizing the NNIG Halloween Event and Dance. The Chairperson will form a committee to help with the Halloween Event and Dance.
- 16.32.5 The Halloween Event and Dance Chairperson shall keep an accurate account of all expenses and receipts for the event. This accounting shall be submitted to the Activities Committee Chairperson along with all unpaid invoices and all receipts.
- 16.32.6 The Halloween Event and Dance Chairperson shall determine the planning, organization, promotion, and conduct of the event.
- 16.32.7 The Chairperson shall submit a budget of estimated expenses for the event to the Activities Chairperson.
- 16.32.8 The CoCenOf or the ACC shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.32.9 The Halloween Event and Dance Chairperson shall, upon the conclusion of the event, report the final accounting to the Activities Chairperson.
- 16.32.10 The Halloween Event and Dance Chairperson will work closely with the NNIG Treasurer.

16.33 ANNUAL GRATITUDE DINNER CHAIRPERSON:

- 16.33.1 Shall have two years of continuous sobriety, shall have served as Group Secretary, Group Representative or Officer/Committee Chairperson to NNIG and some skills in setting up formal dinners to include obtaining a Speaker for the event.
- 16.33.2 The Chairperson shall serve one year no more than two years in succession.
- 16.33.3 Shall be responsible for planning, organizing, promotion and conduct of the Annual Gratitude Dinner. The Chairperson will form a committee to help with the dinner.
- 16.33.4 Is a voting member of NNIG, only if they are Group Representatives, and should have a working knowledge of the Twelve Traditions, Twelve Concepts, By-Law, and Suggested Operating Procedures of NNIG.
- 16.33.5 The Chairperson shall keep an accurate account of all expenses and receipts for the event. This accounting shall be submitted to the Activities Committee Chairperson along with all unpaid invoices and all receipts.
- 16.33.6 The Chairperson shall submit a budget of estimated expenses to the Activities Chairperson-

- 16.33.7 The CoCenOf or the ACC shall make all payments and submit the accounting to the NNIG Treasurer. The Treasurer shall make the appropriate accounting entries.
- 16.33.8 The Annual Gratitude Dinner Chairperson shall ensure that all tickets for the event are kept separate and no tickets are discarded for accountability purpose. Tickets for the event will be kept securely at Central Office.
- 16.33.9 Annual Gratitude Dinner Chairperson shall, upon the conclusion of the event, report the final accounting to the Activities Chairperson.
- 16.33.10 The Annual Gratitude Dinner Chairperson will work closely with the NNIG Treasurer.

16.34 WEBMASTER:

- 16.34.1 The Webmaster shall have two years of continuous sobriety, Shall have served as a Group Secretary, Group Representative, or Officer/Committee Chairperson to NNIG.
- 16.34.2 The Webmaster is elected at the regular June Representative Meeting each year and assumes office at that time. The term of office is one year and no more than two years in succession.
- 16.34.3 Is a voting member of NNIG, only if they are Group Representatives. The Webmaster should have a working knowledge of the Twelve Traditions, Twelve Concepts, NNIG By-Laws, and Suggested Operating Procedures.
- 16.34.4 Requirements: Access to a computer, computer knowledge, and time to work on the Website.
- 16.34.5 Required skills: knowledge of Web technologies such as HTML, Cascading style sheets, FTP and image manipulating tool (Photoshop, The Gimp, etc.). Cell phone, laptop computers, and other mobile devices are desirable for the Webmaster to be contacted if the Web site is inoperative. Spanish language knowledge is helpful.
- 16.34.6 Responsibilities include: Maintains up-to-date NNIG meeting schedules consistent with the hard copy printed by Central Office. Adds/removes events from the event schedule page. Adds/removes committee meetings from the committee meeting schedule. Posts “The Bracer” on the Website as new editions become available. Responds to all e-mails. Monitors and maintains as necessary the existing site and presents a report at the monthly NNIG Business Meeting. Works closely with the CoCenOf.
- 16.34.7 The Webmaster creates a special event calendar for NNIG Web page (flyers).

SECTION XVII: NNIG AD-HOC COMMITTEES:

17.1 ELECTION COMMITTEE CHAIRPERSON:

- 17.1.1 The NNIG Intergroup Chairperson has the option of serving as the Election Chairperson or selecting another person with experience in the Third Legacy Procedures to act as Election Chairperson.

- 17.1.2 All people present shall be eligible for election to any position for which they are qualified on the date of election. The qualifications are set out separately for each elected position throughout these Operational Procedures.
- 17.1.3 All candidates must normally be present to be eligible for election. However, the Representative, by a majority vote, may allow an absent candidate to be available for election in unusual circumstances, (such as a family or employment emergency). When possible, a written notice of acceptance of candidacy must be submitted.

17.2 RESUMES:

- 17.2.1 Prior to the election individuals standing for NNIG Officers or Central Service Committees, may or may not submit a written resume detailing their home group, sobriety date and their service experience in Alcoholics Anonymous.

17.3 ELECTION PROCEDURES:

- 17.3.1 For all elected positions at the June Business Meeting the Third Legacy Procedures shall be followed:
- 17.3.2 The Election Chairperson shall poll each person present to determine whether they are available to serve in any position.
- 17.3.3 A fifteen minute break shall be called by the Election Chairperson prior to the election to allow for the preparation of a resumes by those who have not previously done so.
- 17.3.4 Each candidate's name (suggest full names be used) is written on a whiteboard in the front of the room. As each name is written, the candidate shall stand as their resume is read or give their A.A. service history.
- 17.3.5 The Election Chairperson polls each candidate to determine whether they are available for the position elected. The name of the unavailable candidates shall be removed.
- 17.3.6 Paper and pencils are distributed for written ballots, if applicable.
- 17.3.7 The voting members are the Representatives. The Secretary calls the roll of the Representatives present to determine the total number of eligible voters.
- 17.3.8 Two non-voting persons are selected as tellers, two non-voting members are selected as collectors of ballots, and one non-voting person is selected to record the tallied votes on the whiteboard. These people must not be applying for office and should not be presently serving in any NNIG elected position.
- 17.3.9 The Representatives present cast written ballots. The ballots are collected and given to the tellers to count. Votes will be written on the whiteboard alongside the names of the candidates.
- 17.3.10 The candidate receiving two-thirds of the vote is elected.
- 17.3.11 If there is a need for a second ballot (assuming no candidate received the necessary two-thirds on the first, the candidate having less than one-fifth

- of the total vote, will be withdrawn. The remaining candidates will stand for a third vote.
- 17.3.12 At the third ballot, candidates with less than one-third of the total vote will be withdrawn. The top two candidates must remain (in case there are ties for second place, the top candidate and tied second place candidate remain).
 - 17.3.13 After the fourth ballot, if no candidate has two-thirds of the vote total, the Election Chairperson asks for a motion, second and majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go to the “Hat” immediately (The candidate with the smallest total is dropped, except that the two top candidates must remain, in case there are ties for second place, the top candidate and tied second place candidate remain). If the motion passes, a fifth and final ballot will be conducted.
 - 17.3.14 If no election occurs by this time, the Election Chairperson announces the choice will be made by lot (from the “Hat”).
 - 17.3.15 Lots are then drawn by teller and the first one “out of the Hat” is elected.

17.4 ORDER OF ELECTION:

It is recommended that the Order of Election of the Officers and the Committee Chairpersons be as follows:

- 17.4.1 NNIG Intergroup Chairperson.
- 17.4.2 NNIG Intergroup Vice-Chairperson.
- 17.4.3 NNIG Intergroup Treasurer.
- 17.4.4 NNIG Intergroup Secretary.
- 17.4.5 NNIG Two elected Intergroup Representatives (Steering Committee).
- 17.4.6 NNIG Answering Service Committee Chairperson.
- 17.4.7 NNIG Public Information Committee Chairperson.
- 17.4.8 NNIG Cooperation with the Professional Community Committee Chairperson.
- 17.4.9 NNIG H & I Committees Chairpersons.
 - 17.4.9.1 NNIG Corrections Chairperson.
 - 17.4.9.2 NNIG Treatment Chairperson.
 - 17.4.9.3 NNIG Bridging the Gap Chairperson.
- 17.4.10 NNIG Sunshine Committee Chairperson.
- 17.4.11 NNIG “The Bracer” Committee Chairperson.
- 17.4.12 NNIG Speaker Committee Chairperson.
- 17.4.13 NNIG Activities Committee Chairperson.
- 17.4.14 NNIG Webmaster.
- 17.4.15 Election results shall be published in "The Bracer" after the Elections.

17.5 AUDIT COMMITTEE:

- 17.5.1 The Audit Committee is appointed by the NNIG Chairperson/Steering Committee and shall consist of a Chairperson and two Intergroup Representatives.

- 17.5.2 This committee will work with the Northern Nevada Intergroup Treasurer and the CoCenOf to review the books and office procedures annually, and report to NNIG
- 17.5.3 This Committee does not have a vote at NNIG Business Meetings, and persons on the committee will serve for the period of the audit.
- 17.5.4 Renewing this Committee will be at the duty of the NNIG chairperson.
- 17.5.5 This Committee will utilize the services of our Tax Consultant to maintain the professional and legal quality of reports.

17.6 SUGGESTED OPERATING PROCEDURES REVIEW AD-HOC COMMITTEE: (SHALL BE ASSIGNED BY THE NNIG CHAIRPERSON):

- 17.6.1 The purpose of this Committee is to review the current Suggested Operating Procedures, to present to the Group Representatives for any recommended changes. This Committee is appointed by the NNIG Chairperson.
- 17.6.2 Committee Chairperson shall have a minimum of two years of continuous sobriety and have a comprehensive understanding of the Articles of Incorporation, By-Laws, Suggested Operating Procedures of NNIG, and will have served as a member of the Intergroup organization.
- 17.6.3 Committee may meet monthly and/or more frequently as required by the nature of their business.
- 17.6.4 Committee Chairperson shall give a report to the Steering Committee and Group Representatives at the regular monthly meeting.
- 17.6.5 At the next regular scheduled meeting of the Intergroup Representatives Business Meeting a vote is taken. If the majority of Group Representatives vote affirmatively for the changes, it will be adopted and the changes takes effect immediately unless the motion states otherwise.

SECTION XVIII: SUGGESTED OPERATING PROCEDURES:

- 18.1 Proposed changes to the Suggested Operating Procedures shall be submitted the NNIG Steering Committee for their review.
- 18.2 After reviewing by the Steering Committee, by majority vote, the proposed changes ore considered accepted or rejected.
- 18.3 At the next business meeting of NNIG the Steering Committee shall report their vote to the Group Representatives present, and ask for a simple motion of approval.

SECTION XIX CONFLICTS OF INTEREST:

19.1 OFFICERS PROHIBITED FROM CONTRACTING:

- 19.1.1 The Officers/Committee Chairpersons, Ad Hoc Committee or Representatives shall not enter into any contract or transaction in NNIG with the following:
 - 19.1.1 One or more of its Chairpersons.

- 19.1.2 A Chairperson of a related organization.
- 19.1.3 An Organization in or of which a member of Intergroup is a Chairperson, Officer, or legal Representative, has a close friendship with the outside organization, or in some other way has a material financial interest unless:
 - 19.1.3.1 That interest is disclosed or known to the Board of Directors, the NNIG Chairperson, and the NNIG Central Office Manager.
 - 19.1.3.2 The Committees approve, authorize, or ratify the action in good faith.
 - 19.1.3.3 The final approval is made by a majority of the Intergroup Representatives (not counting interested members).
 - 19.1.3.4 The final approval is made at a meeting where a quorum, (five present of Registered Groups), is present (not counting interested members).

19.2 BOARD DISCUSSION:

- 19.2.1 Interested persons may be present for discussion to answer questions, but may not advocate for any action to be taken and must leave the room while a vote is taken. The Minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.



NNIG Central Service Committees:

Answering Service ASC Public Information PIC Cooperation with the Professional Community CPC Sunshine Committee SC
“The Bracer” Committee TBC Speaker Committee SCC Webmaster Area 42 Liaison

H & I Chairpersons

Treatment Facilities Committee TFC Corrections Facilities Committee CFC Bridging the Gap Committee BTG
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Activities Committees Chairperson (ACC)

New Year’s Gala Committee Cabbage and Cribbage Committee Annual Picnic Committee Gratitude Dinner Committee Halloween Event Committee

NNIG Steering Committee Members:

NNIG Chairperson
NNIG Vice-Chairperson
NNIG Treasurer
NNIG Secretary
Two NNIG Intergroup Representatives (Steering Committee)
Coordinator for the Central Office (CoCenOf)

NNIG Board of Directors:

NNIG Chairperson
NNIG Vice-Chairperson
NNIG Treasurer
NNIG Secretary



Date Adopted: November 2, 2018

NNIG Chairman's Signature: Paul J. Malikowski

NNIG Secretary's Signature: Jeff Whittingham

Rewrite Committee:

Signature: Robin Young

Signature: Chris Gladding

Signature: Sharon Rodarte