

# **NORTHERN NEVADA INTERGROUP OF ALCOHOLICS ANONYMOUS (NNIG)**

## **By-Laws**

**Revised; November 17, 2021**



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## **NNIG PREAMBLE**

General Warranties of Northern Nevada Intergroup Association of A.A.:

In all its proceedings, the Intergroup shall observe the spirit of A.A. Traditions:

- Taking great care that the Intergroup Association never becomes the seat of perilous wealth or power;
- 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 part of North Eastern 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 A.A. 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 reviewed and approved by the General Service Board.)

## **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**

- I. Final responsibility and ultimate authority for A.A. world service should always reside in the collective conscience of our whole Fellowship.
- II. 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.
- III. 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.”
- IV. 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.
- V. Throughout our structure, a tradition of “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receives careful consideration.
- VI. 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.
- VII. 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.
- VIII. 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.
- IX. 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.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. 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.
- XII. 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.

**ARTICLE I      NAME:**

- 1.1          NORTHERN NEVADA INTERGROUP OF ALCOHOLICS ANONYMOUS (NNIG).

**ARTICLE II      PURPOSE:**

- 2.1          The 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.
- 2.2          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.
- 2.3          NNIG maintains a Central Office as a communication center for A.A. in the area.
- 2.4          Specifically excluded from the objectives of the Intergroup Association is the operation of any club house, drying-out place and/or the endorsement of any public or private projects on alcoholism as outlined in Tradition Six.
- 2.5          The 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.
- 2.6          Anonymity is important and should be observed at all times. Anonymity has two main principles:
- 2.6.1.      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.
- 2.6.2      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.)
- 2.7          "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.

- 2.8 Our Articles of Incorporation, By-Laws of NNIG, Twelve Traditions, and Twelve Concepts of A.A. provide for the effective operation of the Northern Nevada Intergroup of Alcoholics Anonymous (NNIG).

### **ARTICLE III      ARTICLES of INCORPORATION:**

- 3.1 The Articles of Incorporation may be amended by a two-thirds affirmative vote of the attending registered Group Representatives or Alternates and NNIG Officers per Article 14.3.
- 3.2 Proposed amendments shall be made in writing to the NNIG Chairperson, for informational purposes only, and thereafter will be motioned and approved by the Representatives at a NNIG business meeting.
- 3.3 The NNIG Chairperson shall announce the proposed amendments to the Intergroup Representatives or Alternates. The Coordinator for the Central Office (CoCenOf ) and NNIG Secretary shall cause a notice the proposed amendments to be published in the next issue of “The Bracer” that the Articles of Incorporation are to be amended and a copy of the proposed changes are available at Central Office or NNIG.org.
- 3.4 The Amendment shall be automatically tabled for thirty days and referred to the groups for discussion, consideration and recommendations.
- 3.5 The proposed amendment shall only be voted upon at the next regular scheduled business meeting.

### **ARTICLE IV      MEMBERSHIP:**

- 4.1 If a group desires membership in the NNIG and all of the privileges afforded members, they must register as a group with Central Office at least thirty days prior to the Intergroup Association Representative Business 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.
- 4.2 Groups not presently registered but desiring to be members of NNIG and meet the requirements of paragraph 4.1, shall provide a “New Group” form to the Central Office. The Group’s Intergroup Representative shall be able to vote on any issue thirty days after the New Group form is filed.
- 4.3 Each Group shall be entitled to one vote in the meeting of NNIG. 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.

### **ARTICLE V      MEETINGS:**

- 5.1 The NNIG Business Meeting shall meet monthly at a published time and place.
- 5.2 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.

- 5.3 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.
- 5.4 A simple majority vote is sufficient for passage of any motion brought to the floor except as outlined in the By-Laws, Articles 3.1, 12.1.3, & 17.1.
- 5.5 The NNIG Central Service Committees shall meet monthly at a published time and place within one week prior to the NNIG business meeting.
- 5.6 The NNIG meeting in June will be known as the Annual Meeting for the purpose of Election of Officers and Central Service Committees only.
- 5.7 Prior to the election Individuals standing for NNIG Officers and Central Service Committees, may or may not submit a written resume detailing their home group, sobriety date and their service experience in Alcoholics Anonymous.
- 5.8 Voting for the NNIG Board of Directors, Steering Committee and the Central Service Committees shall be by simple majority vote of the Group Representatives
- 5.9 All Northern Nevada Intergroup meetings of Alcoholics Anonymous (NNIG) are to be considered closed A.A. Meeting.

#### **ARTICLE VI FINANCIAL SUPPORT:**

- 6.1 There are no dues or fees for membership in NNIG.
- 6.2 The means of support shall be as follows:
  - 6.2.1 Voluntary A.A. Group Contributions.
  - 6.2.2 Individual Contributions from alcoholics not to exceed \$5,000.00 per year.
  - 6.2.3 Special functions as approved by the Intergroup Representatives.
  - 6.2.4 Faithful Fiver Contributions (five dollars for each month of the year).
  - 6.2.5 Birthday Contributions (one dollar for each year of sobriety).
- 6.3 The Steering Committee may not authorize any expense of \$500.00 or more without prior approval of NNIG Group Representatives.

#### **ARTICLE VII CENTRAL OFFICE:**

- 7.1 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, and By-Laws of NNIG. 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.
  - 7.1.1 Cooperates without affiliating with A.A. Clubs (as described in the GSO guidelines for Clubs).
- 7.2 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.



**ARTICLE VIII     HIRING OF THE COORDINATOR FOR THE CENTRAL OFFICE**  
**(CoCenOf):**

- 8.1        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.
- 8.2        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.
- 8.3        CoCenOf is a voting member of the Steering Committee except as matters may pertain to his/her employment.

**ARTICLE IX        DISMISSAL OF THE COORDINATOR THE CENTRAL OFFICE**  
**(CoCenOf):**

- 9.1        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.
- 9.2        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.

**ARTICLE X         HIRING OF THE CENTRAL OFFICE ASSISTANT (COA) AND OTHER**  
**PART-TIME EMPLOYEES (PTE):**

- 10.1       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.
  - 10.1.1     The Steering Committee (TSC) and CoCenOf shall be responsible for hiring the COA and PTE.
- 10.2       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.
- 10.3       COA and other PTE are voting members of NNIG only if they are a Group Representative.

**ARTICLE XI        DISMISSAL OF THE CENTRAL OFFICE ASSISTANT (COA) AND**  
**OTHER PART-TIME EMPLOYEES (PTE):**

- 11.1       The NNIG Steering Committee, by majority vote, has the authority to dismiss the COA and PTE after the second written warning of violating the Articles of Incorporation, By-Laws of NNIG, or unless dismissal is deemed of imminent

- concern. If the latter is deemed necessary, the NNIG chairperson may immediately place the COA or PTE on leave.
- 11.2 The NNIG Steering Committee has direct authority and oversight of the COA and PTE. They 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.

**ARTICLE X11 NORTHERN NEVADA INTERGROUP REPRESENTATIVES AND ALTERNATES:**

- 12.1 There will be Intergroup Representatives or Alternates. The following stipulations apply:
- 12.1.1 Each registered Group is entitled to elect an Intergroup Representative or Alternate. He/She is entitled to one vote at the regular business meeting of NNIG, (Ref: “Third Tradition” and “The A.A. Group”).
- 12.1.2 Only the registered Intergroup Representatives or Alternates shall make or second motions and vote.
- 12.1.3 Decisions are made by simple majority, except for revision of Articles of Incorporation and By-Laws. In the case of a tie vote, a second vote will be taken. After two tie votes and upon approval of the voting members, the Chairperson may cast a tie-breaking vote.

**ARTICLE XIII NORTHERN NEVADA INTERGROUP OF A.A.; BOARD OF DIRECTORS AND STEERING COMMITTEE:**

- 13.1 There shall be a Board of Directors composed of:
- 13.1.1 NNIG Chairperson
- 13.1.2 NNIG Vice-Chairperson
- 13.1.3 NNIG Treasurer
- 13.1.4 NNIG Secretary
- 13.2 There shall be a Steering Committee composed of the Board of Directors and the Coordinator for the Central Office (CoCenOf).
- 13.2.1 Two elected Intergroup Representatives
- 13.3 Composition and Duties of the Board of Directors and Steering Committee are to be consistent with the Articles of Incorporation and By-Laws of NNIG.

**ARTICLE XIV NORTHERN NEVADA INTERGROUP OF A.A. OFFICERS:**

- 14.1 There will be NNIG Officers to be composed of:
- 14.1.1 NNIG Chairperson
- 14.1.2 NNIG Vice-Chairperson
- 14.1.3 NNIG Treasurer
- 14.1.4 NNIG Secretary
- 14.2 Composition and Duties of the NNIG Officers are to be consistent with the Articles of Incorporation and By-Laws of NNIG.

- 14.3 All NNIG Officers are voting members except the NNIG Chairperson who may vote to break a tie vote only.

**ARTICLE XV NORTHERN NEVADA INTERGROUP OF A.A. CENTRAL SERVICE COMMITTEES (CSC):**

- 15.1 There will be a Central Service Committee composed of:
- 15.1.1 NNIG Chairperson
  - 15.1.2 NNIG Vice-Chairperson
  - 15.1.3 NNIG Treasurer
  - 15.1.4 NNIG Secretary
  - 15.1.5 Two Elected Intergroup Representatives
  - 15.1.6 Coordinator for the Central Office (CoCenOf)
  - 15.1.7 Answering Service Committee (ASC)
  - 15.1.8 Cooperation with the Professional Community (CPC)
  - 15.1.9 Correctional Facilities Committee (CFC)
  - 15.1.10 Treatment Facilities Committee (TFC)
  - 15.1.11 Bridging the Gap Committee (BTG)
  - 15.1.12 Sunshine Committee (SC)
  - 15.1.13 “The Bracer” Reporter (TBR)
  - 15.1.14 Speaker Committee (SCC)
  - 15.1.15 Liaison NAGSC 42
  - 15.1.16 Activities Committee (ACC)
- 15.2 Composition and Duties of the Central Service Committees are to be consistent with the Articles of Incorporation and By-Laws of NNIG.
- 15.3 The Activities Committee is composed of:
- 15.3.1 New Year’s Gala Chairperson
  - 15.3.2 Cabbage & Cribbage Chairperson
  - 15.3.3 Annual Picnic Chairperson
  - 15.3.4 Halloween Event and dance Chairperson
  - 15.3.5 Annual Gratitude Dinner Chairperson
- 15.4 Composition and Duties of the Activity Chairpersons are to be consistent with the Articles of Incorporation and By-Laws of NNIG.
- 15.5 Central Service Committee Members are voting members of NNIG only if they are Group Representatives.

**ARTICLE XVI AD-HOC COMMITTEES:**

- 16.1 Ad-Hoc Committees are appointed by the NNIG Chairperson for only one Event/Development per year and are approved by the NNIG Representatives or Alternates.
- 16.8.1 Election Committee
  - 16.8.2 By-laws Committee
  - 16.8.2 Other Committees as required
- 16.2 Composition and Duties of the AD-Hoc committees are to be consistent with the Articles of Incorporation and By-Laws of NNIG.

**ARTICLE XVII NORTHERN NEVADA INTERGROUP OF A.A. AMENDMENTS TO  
THE BY-LAWS:**

- 17.1 These By-Laws may be amended by a two-thirds affirmative vote of the attending registered Group Representatives or Alternates and NNIG Officers per Article 14.3. at the next regularly scheduled meeting of the NNIG and will constitute adoption of the Amendment. Once the vote has been recorded, no changes shall be made.
- 17.2 Proposed Amendments to the By-Laws will be submitted in writing to the NNIG Chairperson, with a copy to the Secretary for informational purposes only. Proposed amendments shall specify the Article and paragraph to be amended and the reason for the amendment. If changes are required to more than one Article and paragraph to obtain the desired results, the change may be submitted as one proposal.
- 17.3 The NNIG Chairperson shall announce the proposed amendments to the Intergroup Representatives or Alternates. The CoCenOf and NNIG Secretary shall cause a notice to be published in the next issue of "The Bracer" that the By-Laws are to be amended and a copy of the proposed changes are available at Central Office or NNIG.org.
- 17.4 The Amendment shall be automatically tabled for thirty days and referred to the groups for discussion, consideration and recommendations.
- 17.5 The NNIG Chairperson reports as to the compatibility of the change with the Articles of Incorporation and the By-Laws at the next Intergroup Representatives or Alternates business meeting.
- 17.6 All amendments take effect upon adoption unless noted in the motion.
- 17.7 Revised copies of the affected section(s) of the By-Laws are made available within thirty days of adoption.
- 17.8 Amendments may be submitted by elected service members, CoCenOf, Intergroup Representatives, and By-Laws/Operating Review Ad-Hoc Committee Members.

**ARTICLE XVIII NORTHERN NEVADA INTERGROUP OF A.A. CONFLICTS OF  
INTEREST:**

- 18.1 The Officers, Committee Chairpersons or Intergroup Representatives will not enter into any contracts or transactions with:
  - 18.1.1 One or more of its Chairpersons.
  - 18.1.2 A Chairperson of a related Organization.
  - 18.1.3 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:
    - 18.1.3.1 That interest is disclosed to or known by the Board of Directors, the NNIG Chairperson and the NNIG CoCenOf.
    - 18.1.3.2 The Committees approve, authorize or ratify the action in good faith.
    - 18.1.3.3 The final approval is made by a majority of Intergroup Representatives, not counting the interested members.

18.2 Board Discussion:

- 18.2.1 The 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 must clearly reflect that these requirements have been met.

**ARTICLE XIV PRESSING EMERGENCY OF NORTHERN NEVADA INTERGROUP:**

- 19.1 In the event of an unusual or pressing emergency in the operations of the NNIG, the Intergroup Representatives or Alternates may temporarily suspend the NNIG By-Laws.
- 19.2 Such suspension may only be enacted after a full discussion and with a two-thirds majority vote. Such policy decisions will take effect immediately until such time as the proper amendment can be enacted in the manner outline in Article XVII of these By-Laws. Any emergency policy decision made will automatically expire after four regularly scheduled Intergroup Representatives or Alternates meetings from the date of the By-Laws suspension.
- 19.3 The NNIG Intergroup Representatives or Alternates body cannot temporarily suspend the Articles of Incorporation for any reason without following the procedures outlined in Article III of these By-Laws.

**ARTICLE XX NORTHERN NEVADA INTERGROUP OF A.A.; DISSOLUTION OF THE INTERGROUP:**

- 20.1 Upon the dissolution of the organization, the Board of Directors will, after paying or making provision for the payment of all the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose of the organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purpose as shall at the time qualify as an exempt organization or organizations under the Internal Revenue Code as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by any court having jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.



Revision to these NNIG By-Laws is consistent with **ARTICLE XVII** and approved by Intergroup Representatives during the November 2, 2018 NNIG monthly Business Meeting.

Date Adopted: November 2, 2018

\_\_\_\_\_  
NNIG Chairman's Signature: Paul J. Malikowski

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NNIG Secretary's Signature: Jeff Whittingham

By-Law Rewrite Committee:

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Signature: Robin Young

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Signature: Chris Gladding

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Signature: Sharon Rodarte

Back Cover