

BYLAWS OF
NORTHEASTERN PENNSYLVANIA AREA INTERGROUP ASSOCIATION
OF ALCOHOLICS ANONYMOUS

ARTICLE I

PURPOSE AND OFFICE

- 1.01 **NAME.** The name of the organization shall be Northeastern Pennsylvania Area Intergroup Association (NEPAIG).
- 1.02 **PURPOSE.** The purpose of the NEPAIG shall be the administration and coordination of Alcoholics Anonymous (A.A.) activities common to the various groups comprising the NEPAIG's membership.
- 1.03 **MAILING ADDRESS.** NEPAIG shall maintain its address of 422 North Main Street, Pittston, PA 18640.

ARTICLE II

MEMBERS AND REPRESENTITIVES

- 2.01 **MEMBERSHIP.** The membership in NEPAIG shall consist of each present A.A. group and any future A.A. group located in the NEPAIG area, which shall have elected or which shall elect to participate in NEPAIG. Such election shall be evidenced by the giving of notice to NEPAIG.
- 2.02 **INTERGROUP REPRESENTATIVE (IGR) AND ALTERNATE IGR.** Each member group of the NEPAIG shall designate or elect one person to serve as IGR of the member group to represent such group in the affairs of NEPAIG. Each member group may also designate or elect an alternate. The name and address of each IGR and alternate IGR of existing member groups elected or designated to serve as such for any calendar year shall be registered with NEPAIG not later than December 31 of the preceding calendar year. In the calendar year in which a group first elects to become a member of NEPAIG and elects or delegates an IGR and alternate IGR to serve for such year, the name and address of the IGR and alternate shall be registered with NEPAIG concurrently with or as soon as practicable after his or her designation or election. No person may serve concurrently as an IGR or alternate of more than one member group.

ARTICLE III

MEETING OF IGRs

- 3.01 **REGULAR MEETINGS.** Regular meetings of IGRs shall be held at 7:00 p.m. on the second Tuesday of each month unless another time and/or date is

designated by the Board of Directors of the NEPAIG and notice thereof is given to each IGR or alternate.

- 3.02 **SPECIAL MEETINGS.** Special meeting of IGRs may be called at anytime (other than a regular meeting date) by a majority of the Board of Directors or by written request of at least 25% of member groups received at the NEPAIG's office.
- 3.03 **NOTICE OF MEETING.** Notice if any change, in regular meeting dates or each special meeting should be given in writing (normally in the minutes) to each IGR or alternate IGR at the addresses registered with the NEPAIG, for the current year at least two (2) weeks prior to the date or revised date of each such meeting. **In the event of a snow storm that causes the cancellation of school in Pittston, the meeting will be held the following Tuesday.**
- 3.04 **PLACE OF MEETING.** Regular IGR monthly meeting shall be held at the Queen of the Apostles Parish, School Building, 715 Hawthorne St. Avoca Pennsylvania, 18640 at 7 p.m. unless another place is designated by the Board of Directors in a notice to IGR's and/or alternates. Board Meetings shall be held the week prior to the IGR Meeting at the Central Office located at 422 North Main Street, Pittston at a day and time approved by the current standing Board of Directors.

All Committee Meetings will be held monthly at a time and day approved by that Committee.

- 3.05 **VOTING.** Each member group represented at a meeting by a currently registered IGR or alternate IGR shall be entitled to one vote on each matter brought before the meeting, such vote to be exercised either by the IGR or alternate IGR. Unless otherwise specified in these by laws, the favorable vote of a majority of those present and entitled to vote shall be sufficient to approve any matter brought before a meeting. After minority opinion votes taken and passed, they cannot be revisited by current panel.

ARTICLE IV

BOARD OF DIRECTORS

- 4.01 **COMPOSITION.** The Board of Directors of NEPAIG shall consist of the following officers: President which shall be known as Chairperson, Vice-President which shall be known as Vice-Chairperson, Secretary and Treasurer. Note: President and Vice-President Officers names shall be used

when conducting any banking and business transactions due to our Incorporation papers filed with the State of Pennsylvania.

- 4.02 **PERSONAL LIABILITY.** A member of the Board of Directors shall not be personally liable for monetary damage for any action taken, or any failure to take any action, as a member of the Board of Directors except to the extent that by law liability for monetary damages may not be limited.
- 4.03 **ELECTION OF THE BOARD OF DIRECTORS.** The IGRs at their annual October meeting shall elect the officers and committee directors as follows:

Elected in October of the ODD year to take office in January of EVEN year

- Chairperson ● Vice-Chairperson
- Secretary ● Treasurer

Elected in October of the EVEN year to take office in January of ODD year

- Director of Activities Committee
- Director of Archives Committee
- Director of Central Office
- Director of Corrections Committee
- Director of Finance Committee
- Director of Institutional Committee
- Director of Public Information Committee
- Director of Unity Committee
- Director of Bridging The Gap Committee

Those elected are to serve in stated capacities for a period of two (2) years. No officer or director can be elected for two (2) consecutive terms in the same office.

- 4.04 **QUALIFICATION/REMOVAL** It is recommended that members of the Board of Directors be continuously sober for a period of at least two (2) years. If there are three or more unexcused absences in a calendar year, the member is disqualified from serving on the Board of Directors. Pre-notification of an absence can only be made to the Chairperson, Vice-Chairperson, or Office Manager. Members shall be subject to removal or recall by a majority vote at a duly constituted meeting of the IGRs, held after notice of the proposed action has been sent to the affected member, for violation of qualification.
- 4.05 **RESPONSIBILITIES.** The Board of Directors shall be responsible to conduct, manage and direct the affairs of NEPAIG subject to instructions by members adopted by a formal resolution of IGRs at a constituted meeting,

including Board of Directors pre-meetings and IGR meetings. It is also recommended that they support Intergroup, District and Area functions such as Workshops and attend at least one (1) Mini-Assembly.

- 4.06 **RESIGNATIONS / VACANCIES.** Any member of the Board of Directors may resign by giving written notice to the Chairperson and/or Secretary. Any vacancy in the Board of Directors, because of death, resignation, removal because of any other cause may be filled by the Chairperson subject to approval of a majority of the remaining members of the Board of Directors though less than a majority and the approval of IGRs at the next meeting of IGRs. Any person selected to complete another's term is eligible for re-election.
- 4.07 **MAJORITY VOTING.** The presence in person of a majority of the members of the Board of Directors then in office at any meeting shall constitute a majority for the purpose of conducting all business coming before such a meeting. Unless otherwise specified in these by laws, the favorable vote of a majority of the members present at any meeting shall be sufficient to approve any matter brought before the meeting.

ARTICLE V

OFFICERS' RESPONSIBILITIES

- 5.01 **DESIGNATION.** The Officers of NEPAIG shall be the persons elected as such at a meeting of the IGRs and currently serving as the Chairperson, Vice-Chairperson, Secretary, Treasurer, and the Directors of each permanent committee of the association. It is suggested that permanent committee members have an alternate.
- 5.02 **THE CHAIRPERSON.** The Chairperson shall be the chief executive officer of NEPAIG and shall have supervision over the affairs of NEPAIG subject to the Board of Directors. Will attend workshops, mini-assemblies, area conventions and NERASSA and any other deemed necessary, unless funds are not available.
- 5.03 **THE VICE-CHAIRPERSON.** The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall have general responsibilities for activities of NEPAIG and shall perform such other duties as may be assigned by the Board of Directors or the Chairperson. During the 2nd year, the Vice-Chairperson shall attend all functions with the Chairperson as well as attending quarterly Area meetings and prepare a report for the next IGR meeting.
- 5.04 **THE SECRETARY.** The Secretary shall attend all meeting of the IGR's and of the Board of Directors and shall record taped and written minutes of

such meetings including pre-meetings and the votes taken thereat. Tape recorded minutes are to be kept until approved by the IGRs at the IGR meeting. The Secretary shall additionally perform duties incident to the office of secretary. An alternate or assistant Secretary can be elected or appointed if deemed necessary.

- 5.05 **THE TREASURER.** The Treasurer shall have or provided for the custody of the funds or other properties of NEPAIG, shall collect and receive or provide for the collection and receipt of monies earned by or in any manner due to or received by the Association. Shall deposit all funds in his or her custody as treasurer in such banks or other places of deposit as may from time to time designate; shall whenever so required by, render an account showing all transactions as Treasurer and the financial condition of the Association and in general shall discharge such other duties as may from time to time be assigned by the Board of Directors or Chairperson. Two signatures are required on checks - the Treasurer's and the President/Vice-Chairperson. An alternate or assistant Treasurer can be elected or appointed if deemed necessary.
- 5.06 **THE DIRECTOR OF A PERMANENT COMMITTEE.** The Director of each permanent committee shall be responsible to assume performance of the purpose of the committee including the attraction and direction of committee members. An alternate is recommended and needs to be approved by the Board of Directors.

ARTICLE VI

PERMANENT COMMITTEES

- 6.01 **IDENTITY AND COMPOSITION.** NEPAIG shall have eight (8) permanent committees and one permanent sub-committee (News letter), which shall be: The Institutional Committee, Corrections Committee, Public Information Committee, the Activities Committee, the Finance Committee, the Central Office Committee, the Director of Unity Committee, the Director of Archives Committee and the Director of Bridging The Gap Committee. Each committee shall consist of the Director, an Alternate, IGRs or group members who shall join and serve on the Committee.
- 6.02 **THE INSTITUTIONAL COMMITTEE.** The function of the Institution Committee shall be to establish and oversee the conduct of AA meetings in various hospitals, treatment centers, and other institutions in the NEPAIG area, in coordination and at the request of the directors or officials of such institutions. Keep in contact with institutions on a bi-monthly basis. Keep updated lists of days and times of meetings. Stay up to date on meeting lists and literature in institutions. The institutional committee shall meet monthly at an agreed upon time and place prior to the regular, monthly Intergroup

meeting of IGRs.

- 6.03 **THE PUBLIC INFORMATION COMMITTEE.** The Public Information Committee shall, on request, provide information to the public about AA and the AA Recovery Program, through the presentations in schools, churches, and the service groups, at health fairs and to other non-AA groups within the NEPAIG area. Distribution of meeting lists to appropriate locations for accessibility to the public (example. truck stops, doctor's offices, hotels, etc.). The Public Information Committee shall meet monthly at an agreed time and place prior to the regular, monthly intergroup meeting of the IGRs.
- 6.04 **THE ACTIVITIES COMMITTEE.** The Activities Committee shall inform AA groups in the NEPAIG area of the programs and activities of the association and shall encourage participation by AA members in service through NEPAIG members and AA general service. Will be responsible for organizing and putting on fund raising activities (example. Halloween and H2H/Sporting events) to help support NEPAIG. The Activities Committee shall meet monthly at an agreed time and place prior to the regular, monthly intergroup meeting of IGR's.
- 6.05 **THE CENTRAL OFFICE COMMITTEE.** The Central Office Committee shall be responsible for maintaining and overseeing answering service facilities to ask calls for information and/or help in the NEPAIG area. Also have committee members spend time at the office, making calls to phone volunteers to fill shifts. Keep updated 12 Step lists and phone volunteer lists, do mailing whenever necessary, order literature, medallions and office supplies as needed. The Central Office Committee shall meet monthly at an agreed time and place prior to the regular, monthly intergroup meeting of IGRs.
- 6.06 **THE FINANCE COMMITTEE.** The Finance Committee shall provide advice and recommendations from time to time to the Board of Directors with respect to the financial affairs of NEPAIG, including of income and other financial matters. The committee shall consist of at least 5 members, including the Treasurer and 4 persons selected by the President, preferably past Treasurer and past IGRs. The Finance Committee shall meet monthly at an agreed time and place prior to the regular, monthly intergroup meetings of IGRs.
- 6.07 **THE UNITY COMMITTEE.** Shall inform AA groups and Districts of the need and purpose of Intergroup when invited to their meetings. Encourage participation in Intergroup and support activities sponsored by Intergroup.
- 6.08 **A NEWSLETTER COMMITTEE.** Shall be responsible to compile the NEPAIG Newsletter, collecting articles from group members, group anniversaries and Intergroup, District and Area information. No

advertisements are permitted.

- 6.09 **THE ARCHIVES COMMITTEE.** Shall be responsible for the maintenance of local artifacts, documents, memorabilia, oral historian, association publications, copies, minutes, and such materials that pertain to the NEPAIG Association. The collection, maintenance, preservation and display of archival matter shall be under the supervision of a trusted servant known as The Intergroup Archivist.
- 6.10 **THE CORRECTIONS COMMITTEE.** Shall facilitate AA meetings and other related AA work with, and upon request of, Correction facilities. This committee shall keep and maintain a list of meetings, facilities, guidelines, applications, and administrative contacts of said facilities. Additionally, this committee will coordinate information, literature, and other resources for correctional facilities and the AA groups in the NEPAIG area.
- 6.11 **THE BRIDGING THE GAP COMMITTEE.** The function of Bridging the Gap in NEPA is to assist the new member who is confined and preparing for release from a treatment or correctional facility. It is designed to help them make the transition to A.A. Fellowship where they will be living. The responsibility of the committee is to maintain databases of the willing volunteers, AA's on the inside and participating facilities. The committee will provide training for the volunteers as well as for the facilities involved to foster an effective communication.
- 6.15 **COMMITTEE REPORTS.** All committees will be responsible to attend the pre-meetings and discuss committee activities giving a brief oral report on their committee activities at the regular, monthly meeting of the IGRs referenced in paragraph 3.01 of Article III. Also, a written report must be available upon request by the Secretary. The Director of subject committee or duly appointed committee member will be responsible for making said report.

ARTICLE VII

SPECIAL COMMITTEES

- 7.01 **IDENTITY.** NEPAIG shall from time to time have special committees. When applicable, the Chairperson may appoint other special committees to serve specific purposes.
- 7.02 **DISTRICT LIAISON.** Each District shall appoint or elect a person to attend IGR meetings to act as a messenger or line of communication between the Intergroup and the District they represent.

ARTICLE VIII

GUIDING PRINCIPLES

- 8.01 **TWELVE TRADITIONS.** The Twelve Traditions of Alcoholics Anonymous are accepted as guides regarding the NEPAIG Intergroup Association of Alcoholics Anonymous (A.A.); some service offices hold yearly banquets, conventions and similar events, using the profits for support of the office. Also many AAs make contributions to their Central Office in celebrations of their AA Birthday or Anniversary (Reference AA Guidelines for Central or Intergroup Office).
1. Our common welfare should come first; personal recovery depends upon AA 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 AA membership is a desire to stop drinking.
 4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
 5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
 6. An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
 7. Every AA group ought to be fully self-supporting, declining outside contributions.
 8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
 9. AA 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 AA 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.

8.02 **THE TWELVE CONCEPTS.** The Twelve Concepts of Alcoholics Anonymous are also accepted as guides regarding the NEPAIG Intergroup Association of AA.

1. The financial responsibility and ultimate authority for AA World Services should always reside in the collective conscience of our whole Fellowship.
2. When, in 1955, the AA groups confirmed the permanent charter for their General Service Conference, they thereby delegated to the Conference complete authority for the active maintenance of our world services and thereby made the conference - excepting for any change in the Twelve Traditions or in Article 12 of the Conference Charter - the active voice and the effective conscience for our whole society.
3. As a traditional means of creating and maintaining a clearly defined working relation between the groups, the Conference, the AA General Service Board and its several service corporations, staffs, committees, and executives and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of world service with a traditional "Right of Decision".
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional "Right of Participation" taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our world service structure, a traditional "Right of Appeal" ought to prevail thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of AA as a whole, our General Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting huge matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the General Service Board of Alcoholics Anonymous.
7. The conference recognizes that the Charter and the By Laws of the General Service Board are legal instruments: that the trustees are thereby fully empowered to manage and conduct all of the world service affairs of Alcoholics Anonymous. It is further understood that the Conference Charter itself is not a legal document: that it relies instead upon the force of tradition and the power of the AA purse for its final effectiveness.
8. The Trustees of the General Service Board act in two primary capacities:

- (a) With respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.
 - (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of full stock ownership and of custodial oversight which they exercise through their ability to elect all directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of AA must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.
 10. Every service responsibility should be matched by an equal service authority-the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
 11. While the Trustees hold final responsibility for AA's world service administration, they should always have the assistance of the best possible standing committees, corporate service direction, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualification of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staff and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concerns.
 12. General Warranties of the Conference: in all its proceedings, the General Service Conference shall observe the spirit of AA Tradition, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds; plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that, though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

ARTICLE IX

AMENDMENTS TO BYLAWS

- 9.01 **AMENDMENTS.** These bylaws may be amended by a majority vote of IGRs present at any regular meeting provided the amendment is read at three consecutive meetings, a majority has been met and provided a copy of the proposed amendment and which is submitted to each IGR and/or alternate before the next regularly scheduled meeting at which time a vote is taken on the amendment.
- 9.02 **AMENDEMENT FORMAL REGISTRATION.** An approved amendment will be implemented immediately after concurrence with paragraph 9.01 but will not be formally registered until December of that year.
- 10.01 Purpose of the Board of Directors Meeting (pre-meeting) is to discuss and agree upon the agenda to be presented at regular IGR meeting.
- 10.02 Bi-annual Cooperation meeting with Seven (7) Districts represented in NEPAIG area. To be held at intergroup office. Attended by DCMs and Alternate DCMs, all Intergroup Board of Directors, and Area Intergroup Liaison. Chairmanship of meeting will rotate between districts and Intergroup.
- 10.03 In accordance with the 7th Tradition (self-supporting through out own contributions) allowance will be made for travel and meal expenses. Meals - Breakfast \$5.00, Lunch \$10.00 and Dinner \$15.00. Mileage - \$0.50 per mile. Overnight stay (if necessary) reasonable hotel accommodations. This is necessary to allow everyone (rich or poor) to participate in service to NEPAIG. (Reference AA Guidelines - Finance).
- 10.04 Prudent Reserve - An amount of money primarily set aside to ensure that in, time of emergency or disaster, Intergroup would be able to carry on for a reasonable length of time. The fund is currently defined not to exceed one year's combined operating expenses. The Board of Directors on recommendation of the Financial Director may authorize the use of the reserve fund. (ex. Office equipment, remodeling, etc.) Reference AA Financial Guideline.

Approved To Be Revised In Accordance with Section 9.01: July 14, 2015 v1