

Article I - Name

The officers of the Board of Directors shall serve under the name "Heroin Anonymous Arizona Area, Inc." or "H.A. AZ Area, Inc."

Article II - Purpose

These bylaws are intended to provide guidance for the activities of Heroin Anonymous within the Arizona Area. All decisions by individuals, groups, and the area as a whole should align with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Heroin Anonymous. Each group remains autonomous, with the group conscience serving as the guiding principle.

As a fellowship, we remain grounded in spiritual principles. The purpose of these bylaws is to provide specific insight and clarity regarding the needs of the Arizona Area. Their adoption reflects the collective conscience of the Area.

Article III - Territory

H.A. AZ Area, Inc. shall support the state of Arizona and neighboring communities in need of assistance.

Article IV - Board of Directors Membership

Members of the H.A. AZ Area Board of Directors shall include:

- Abstinent heroin addicts who are members of Heroin Anonymous.
 - Abstinent members of other 12-Step programs (usually serving in advisory roles).
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Article V - Board of Directors

A. Role, Size, and Compensation

The Board serves the Fellowship of Heroin Anonymous in Arizona by maintaining services for those seeking help. The Board shall consist of no fewer than ten (10) positions, with additional positions added as needed. Board members may be reimbursed for reasonable expenses, including travel, postage, and copying. Reimbursements for other expenses incurred without prior Board authorization are subject to Board review.

B. Meetings

1. Meetings shall be held as needed at times and locations agreed upon by the Board, following Robert's Rules of Order.
2. Cancellations or rescheduling must be announced at least 24 hours in advance.
3. Zoom attendance may be permitted only with prior approval from the Chairperson.
4. Any new business should be submitted to the Secretary prior to the meeting.

C. Terms

Board members serve two-year terms. A member may be re-elected to serve one consecutive two-year term in a different position. Former Board members are eligible for re-election after a two-year absence.

D. Elections

The election process spans four months:

- Three months before the term ends, the Chairperson will announce open positions.
- Two months before, nominations and brief qualifications are submitted.
- One month before, nominees must attend a Board meeting and submit a detailed service resume.
- Elections are held at the following Board meeting. Outgoing officers will assist with the transition.

E. Officers and Duties

The Board includes the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Chips and Literature Chairperson, H&I Chairperson, Archives Chairperson, Information Technology Chairperson, Public Information Chairperson, Fundraising Chairperson, Outreach Chairperson, two At-Large Voting Board Members, four Delegates, and four Alternate Delegates. Additional voting members may include committee chairpersons.

A minimum of two years of continuous abstinence is recommended for all Board members.

F. Motions

Any individual may propose, discuss, or second a motion. Only Board members may vote.

G. Quorum

A two-thirds quorum (2/3 of all filled chair positions plus at-large members) is required to conduct business. World Conference Delegates and District Service Representatives are excluded from quorum calculations.

H. Vacancies

Vacancies are filled via special election. DSRs will notify intergroups, and nominees must present a service resume at the next Board meeting. Appointments will last until the original term ends. Members serving partial terms may still serve two full consecutive terms.

I. Resignations, Terminations, and Absences

Resignations must be submitted in writing to the Secretary. Members may be removed after missing two consecutive meetings or three meetings in a 12-month period. Removal for conduct detrimental to Heroin Anonymous requires a two-thirds vote of the full Board.

J. Duties of Officers

1. Chairperson

- Plans and announces meeting agendas.
- Ensures all Board functions support the Fellowship.
- Maintains financial oversight in collaboration with the Treasurer.
- Contacts absent Board members for recommitment.
- Does not make or second motions; votes only to break ties.
- Must be familiar with Robert's Rules of Order.

2. Vice-Chairperson

- Assumes Chairperson duties when needed.
- Serves on special committees.
- Acts as Parliamentarian.

3. Treasurer

- Maintains financial records using QuickBooks or similar software.
- Presents financial reports at meetings.
- Serves as signatory on bank accounts.

- Oversees tax return filings.
- Collects and presents yearly budgets from committee chairs.
- Checks Board P.O. Box.

4. Vice-Treasurer

- Assists Treasurer.
- Reviews receipts and helps with financial duties.
- Serves as a signatory on bank accounts.

5. Secretary

- Takes and distributes meeting minutes.
- Manages email correspondence.
- Notifies members of meetings.
- Edits minutes for professional publication.
- Checks Board P.O. Box.

6. Advisors (2)

- Provide guidance on the 12 Traditions and Concepts.
- Address internal/external issues affecting the Fellowship.

7. Chips and Literature Chair

- Orders and ships literature and chips.
- Communicates with intergroups.
- Maintains a budget.

8. At-Large Members (2)

- Attend and vote at Board meetings.
- Assume responsibilities as assigned.
- Support bylaws maintenance.

9. Information Technology

- Maintains website and updates meeting/event info.

- Uploads bylaws and minutes.

10. Convention Liaison

- Reports from the Convention Committee to the Area Board.

11. District Service Representative (DSR)

- Reports from the district to the Area Board.
- Supports district-level service.

12. Hospitals & Institutions (H&I)

- Coordinates literature and outreach for facilities.

13. Archives Chair

- Maintains historical documents and materials.
- Oversees archive displays.

14. Public Information Chair

- Manages outreach to public media.
- Oversees hotline.
- Maintains public-facing communication within Traditions.

15. Fundraising Chair

- Organizes a minimum of two events per year.
- Coordinates with other committees.
- Maintains event budget.

16. World Service Conference Delegates

- Attend and participate in WSC.
- Report back to Area groups.
- Serve as liaisons to WSO.

17. Alternate Delegates

- Support Delegates and step in as needed.

18. Outreach Chair

- Liaison with intergroups.
 - Provides materials and support for new meetings.
 - Manages social media.
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Article VI - Committees

The Board may create committees as needed. All committee Chairs (excluding Finance) are elected by a majority vote of the committee. Chairs must submit responsibilities for inclusion in the bylaws.

A. Executive Committee Composed of the Chair, Vice-Chair, Secretary, Treasurer, and an Advisor. May act on behalf of the Board between meetings, except for bylaw amendments. Meeting minutes must be provided.

B. Finance Committee Includes the Treasurer (Chair), Chair, Vice-Chair, and Secretary. Reviews financial policies, develops the budget, and monitors banking security. The Board must approve the annual budget. Records are public.

C. Committee Bank Accounts Committees must reconcile and submit monthly reports to the Treasurer.

Article VII - Amendments

These bylaws may be amended by a two-thirds vote of the Board. Proposed amendments must be submitted to the Secretary for distribution with meeting announcements.