

Bylaws of Heroin Anonymous Arizona Area, Inc.

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 Guidelines are intended to provide guidance for our activities in Heroin Anonymous within the Arizona Area. Decisions made by individuals, groups, and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle.

As a fellowship, we will always be guided by, and remain grounded in, the spiritual precepts of The Twelve Steps, The Twelve Traditions and The Twelve Concepts. It is the goal of these guidelines to offer specific insights and clarifications as to the needs of the Arizona Area. The adoption of these guidelines represents the conscience of the area as to their use.

Article III - Territory

H.A.AZ. Area, Inc. will support Arizona state and surrounding cities that need support.

Article IV - Board of Directors Membership

Members of the board of directors may consist of:

- A. Abstinent heroin addicts of the Heroin Anonymous Program.
- B. Abstinent members of another 12 Step Program.
- C. Non-addicts/alcoholics who are committed to helping heroin addicts to achieve abstinence and possesses adequate knowledge about addiction to mood altering substances.

Article V - Board of Directors

Section I: Board role, size, and compensation.

The Board's main function is to serve the Fellowship of Heroin Anonymous within Arizona. It is a body created to maintain services to those that seek help from Heroin Anonymous within Arizona. The Board shall have as many positions required to give the best support possible to its territory but no less than ten (10) positions. Board members shall be reimbursed for reasonable travel expenses, and postage and copying expenses incurred in the performance of their position.

The Board may or may not review and reimburse a Board member who, without prior authorization of the Board, incurs other expenses in the performance of their position.

Section 2: Meetings.

The Board shall meet as needed, at an agreed upon time and place. The meetings will follow **Roberts' Rules of Order.**

Section 3: Board Elections.

Officers will be elected by a majority vote of the current officers. Elections of new officers to a second term will occur as the first item of business at the appointed Board of Directors meeting. Once a new officer is elected the previous officer will be appointed to help the new chairperson with their transition.

Section 4: Terms.

Each Board member shall serve a two (2) year term. Existing board members can be elected for a consecutive two (2) year term if elected to a different position. Past board members will be eligible for re-election after being absent from the Board for two (2) years.

Section 5: Officers and Duties.

The officers of the Board consist of the Chairperson, Vice Chair, Secretary, Treasurer, Chips and Literature Committee Chairperson, H&I, Archives, IT, PI, and Advisor. Other voting positions consist of various other chairpersons and 4 at large voting Board Members; and shall not take any action individually that is not in accordance with our 12 Traditions and 12 Concepts. The suggested sobriety for a 12-step member to be eligible for any of the Board positions, is two (2) years of continuous abstinence.

Section 6: Who can make a motion?

Anyone can make a motion, discuss a motion and/or second the motion- only board members may vote on the motion.

Chairperson:

- A. Plan, announces the agenda for, and chairs all Board Meetings.
- B. Maintain a working relationship with the Board to ensure that the best interests of Heroin Anonymous are being served.
- C. Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.
- D. Is responsible for reaching out to any members holding positions who miss two (2) or more meetings in a year period and acquire a recommitment to the group.

Vice-Chairperson:

- A. In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- B. Keep informed of all H.A.AZ. Area, Inc. matters.

- C. Be one of two (2) signatures on all Board bank accounts.
- D. Will Chair committees on special projects as designated by the Board.
- E. Shall be the parliamentarian of the Board and be well versed in **Roberts' Rules of Order.**

Treasurer:

- A. Will use **Quick Book Basics™** or equivalent software to maintain financial records of all Board of director's business and make the current years financial records, bank statements, account ledgers, checkbooks, tax returns, and correspondence available at Board Meetings upon request.
- B. Provide current copies of the financial report at all Board Meetings summarizing all income and expenditures.
- C. Provide a current financial report to a Board Member prior to scheduled Board Meetings in event Treasurer cannot attend such scheduled Board Meeting.
- D. Be a signatory on all Board bank accounts.
- E. Work with the treasurer of Operating Committees to insure the proper maintenance of financial records.
- F. Oversee the preparation and filing of federal tax returns.
- G. Shall immediately inform the Board of any inconsistency in the accounts or records.
- H. Communicate with all chair persons and receive their yearly predicted budget and present budgets to board for approval.
Required to keep in line with prudent reserve.

Secretary:

- A. Keep minutes of all Board meetings, and furnish minutes from previous Board meeting to each Board member prior to the next scheduled Board meeting.
- B. Shall maintain email correspondence from the Web Site, answer all correspondence or direct it to the appropriate person promptly, and make available all correspondence to Board members monthly.
- C. Contact all board members before meetings via email and text to remind them of meeting times and locations.

Advisors, Three (3):

- A. Responsible for making sure the 12 Traditions and the 12 Concepts are practiced in all Board business.
- B. Offer guidance to the Board in matters concerning the 12 Traditions and the 12 Concepts, which may affect Heroin Anonymous as a whole.
- C. Address matters inside and outside the fellowship of H.A. which can affect the continuation and growth of Heroin Anonymous.

Chips and Literature Committee Chairperson:

- A. Order literature.
- B. Mail Start-Up Kits and all other literature materials.
- C. Liaison with area Intergroups.
- D. Follow up with persons receiving Start-Up Kits.
- E. Responsible for collecting, editing and presenting to the World Service Board any new literature, formats or readings which will be put out to the fellowship on behalf of H.A.AZ. Area, Inc.
- F. Look for improvements or updates we can make to any of our current literature
- G. Manage online site where chips/lit can be purchased.

At Large Voting Board Member, Four (4):

- A. Attend all Board Meetings.
- B. Vote on matters before the Board.
- C. Can be assigned various responsibilities by the acting board.

Structure and Bylaws Chairperson:

- A. Update this document accordingly to reflect the changes and status of the existing World Service Board.

- B. Be well versed in the current H.A.AZ. Area Service Board Guidelines and can answer any questions involving them.

Internet Technology:

- A. Maintain the appearance and functionality of the AZ Area Website (<https://www.haazarea.org/>)
- B. Add new meetings and update existing meetings to the meeting section of the website (Meeting name, date/time, contact info etc.).

Area Convention Liaison:

- A. Organizes and evaluates bids from various Cities to be presented to the board to vote on.
- B. Maintains communication with the AZ Area Convention Committee and reports any relevant information to the Area Service Board.
- C. Is available to guide the host city with any issues or questions they may run into while planning the Area Convention.

Direct Service Representative:

- A. Maintains communication with the intergroup they represent and reports any relevant information to the Area Service Board
- B. Is available to guide the intergroup with any issues or questions they may run into while their commitment.

World Liaison:

- A. Maintains communication with H.A. World Services and reports any relevant information to the Area Service Board, vice versa

Hospitals & Institutions:

- A. Orders chips and books
- B. Mail/deliver Start-Up Kits and all other literature materials to intergroups.
- C. Liaison with area H&I Committees.

Archives:

- A. Track and store All but not limited to; Memorabilia, Flyers, Minutes, Bylaws, Pictures (Please keep anonymity in mind here), other H.A.AZ. Area items.
- B. Display and attend Archive tables when necessary.

Public Information:

- A. Outreach the fellowship to press radio, films, public etc.
- B. Communicate closely with board and advisors as to not break traditions.
- C. Run and manage H.A. Area Hotline 1(844) NO-BLACK, 1(844) 662-5225

World Convention Bid Chair:

- A. Organize a committee to create and present a Bid to host the H.A.W.S. convention in Arizona.

Funraising Chair:

- A. Organize a committee to create fun and loving events for the members of H.A.AZ. Area to attend and contribute to the unity of H.A.AZ. Area
- B. Communicate with the treasurer to ensure money is handled and transferred properly.
- C. Organize a minimum of 2 events per year.
- D. Coordinate with H.A.AZ. Area convention fundraising committee chair and H.A.AZ. Area Calendar to ensure that event dates are not clashing.
- E. Prepare written detailed budget +/- 10% in accuracy and submit to Finance committee for approval.

Section 6: Vacancies.

In the event of a vacancy, the Board may receive nominations for new members from present Board and Heroin Anonymous members at least two (2) weeks in advance of a Board meeting. These nominations will be sent out to Board members and will be voted upon at the next Board meeting. These vacancies will be filled only to the end of the Board member's term. All Board vacancies will be communicated to the fellowship of H.A. as a whole. {If a member is elected to fill a partial term, the time served would not preclude them from serving two (2) consecutive full terms as outlined in section IV}.

Section 7: Resignation, Termination and Absences.

Voluntary resignations from the Board must be in writing and received by the Secretary. A Board member may be dropped for missing two (2) consecutive board meetings or three (3) total in any 12-month period. A Board member may be removed for any issues which may be deemed detrimental to the common welfare of Heroin Anonymous. Removal of an existing board member requires a 2/3 vote of the full board.

Article VI - Committees

Section 1: The Board may create committees as needed. Except for the Finance Committee, all committee Chairs will be elected by a majority vote of said committees. Once elected, the chairperson of any new committee must draft a list of responsibilities, expectations and duties defining their position, to be added to this document.

Section 2: The five Board members (Chair, Vice Chair, Secretary, Treasurer and Advisor) serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors if deemed necessary.

Section 3: Finance Committee: The Treasurer is chair of the Finance Committee, which should include The Board chair, vice-chair, and secretary. The finance committee not including the treasurer shall have read-only access to bank accounts. Treasurer and one other signer are required to make changes to account. The finance committee is responsible to decide how to operate the security aspects of the area bank accounts. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public upon request.

Article VII - Amendments

Section 1: These Guidelines may be amended when necessary by a 2/3-majority vote of the Board of Directors. Proposed amendments must be submitted to the Secretary and are to be sent out with regular Board announcements.

Amendments

Not Approved for Review Only 2nd Draft Created July 21, 2017