

Structures and Bylaws

01 October 2023

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 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 bylaws to offer specific insights and clarifications as to the needs of the Arizona Area. The adoption of these bylaws represents the conscience of the Area as to their use.

Article III - Territory

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

Article IV - Board of Directors Membership

Members of the H.A. AZ Area board of directors may consist of:

- Abstinent heroin addicts of the Heroin Anonymous Program.
- Abstinent members of another 12 Step Program (Usually reserved for Advisory positions.)

Article V - Board of Directors

A. *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, 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.

B. Meetings:

1. The Board shall meet as needed, at an agreed upon time and place. The meetings will follow Roberts' Rules of Order.
2. Any canceling or rescheduling for meetings should take place no less than 24 hours before the previously determined meeting time.
3. Zoom attendance should be used as a last resort and must be approved by the chairperson.

C. Terms:

Each Board member shall serve a two (2) year term. Existing board members can be elected for a single 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.

D. 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.

E. Officers and Duties:

The officers of the Board consist of the Chairperson, Vice Chair, Secretary, Treasurer, Vice-treasurer, Chips and Literature Committee Chairperson, H&I, Archives, Information Technology, Public Information, Fundraising Chair, Outreach chair and Advisors. Other voting positions consist of various other

chairpersons, 2 at large voting Board Members, 4 delegates, and 4 alternate Delegates; 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.

F. 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.

G. Quorum:

For any scheduled meeting of H.A. AZ. Area to do business there must be a 2/3 quorum met (2/3 of all filled chair positions plus at large positions). This does not include World Conference Delegates and District Service Representatives.

H. 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. AZ Area 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}.

I. 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.

J. Positions and Duties:

1. Chairperson:

- Plan and announce the agenda at all Board Meetings.
- Maintain a working relationship with the Board to ensure that the best interests of Heroin Anonymous are being served.
- Work jointly with the Treasurer to maintain a working list of all financial obligations and ensure that all are being met.
- 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.
- The Chairperson does not make motions or second motions.
- The chairperson must remain impartial during debate.
- If the presiding officer wishes to participate in the debate. He or she must temporarily vacate the chair position to the co-chair.
- They do not vote (unless to break a tie.)
- Knowledgeable of Roberts' Rules of Order.
- Possess the ability to maintain order and keep meetings on-topic to promote concise communication among members during meetings.
- Be one of two (3) signatures on all Board bank accounts.

2. Vice-Chairperson:

- In the absence of the Chairperson, they shall accept the full duties of the Chairperson.
- Keep informed of all H.A. AZ. Area Inc. Matters.
- Will Chair committees on special projects as designated by the Board.
- Shall be the parliamentarian of the Board and be well versed in Roberts' Rules of Order.

3. Treasurer:

- 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.
- Provide current copies of the financial report at all Board Meetings summarizing all income and expenditures.
- Provide a current financial report to a Board Member prior to scheduled Board Meetings in event Treasurer cannot attend such scheduled Board Meeting.
- Be a signatory on all Board bank accounts.

- Work with the treasurer of Operating Committees to ensure the proper maintenance of financial records.
- Oversee the preparation and filing of federal tax returns.
- Will immediately inform the Board of any inconsistency in the accounts or records.
- Communicate with all chairpersons and receive their yearly predicted budget and present budgets to the board for approval. Required to keep in line with prudent reserve.
- Check for incoming mail at the board's P.O. Box located at 550 W. Baseline Rd, Ste 102-464, Mesa, Arizona 85210.

4. Vice-treasurer:

- Assist treasure with all duties
- Receive and review receipts for reimbursement from board members.
- Be one of two (3) signatures on all Board bank accounts.

5. Secretary:

- Keep minutes of all Board meetings and distribute minutes from previous Board meeting to each Board member via email prior to the next scheduled Board meeting.
- 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.
- Contact all board members before meetings via email and text to remind them of meeting times and locations.
- Clean up the minutes to be professional to post to the Area website. Removing any Curse words or inappropriate content prior to posting to the H.A. AZ. Area Website.
- Check for incoming mail at the board's P.O. Box located at 550 W. Baseline Rd, Ste 102-464, Mesa, Arizona 85210.

6. Advisors, Two (2):

- Responsible for sharing experience with the 12 Traditions and the 12 Concepts and ensuring they are practiced in all Board business.
- Offer guidance to the Board in matters concerning the 12 Traditions and the 12 Concepts.

- Address matters inside and outside the fellowship of H.A. which can affect the continuation and growth of Heroin Anonymous.

7. Chips and Literature Committee Chairperson:

- Order literature and chips.
- Mail Start-Up Kits and all other literature materials.
- Liaison with Area's Intergroups.
- Follow up with meetings receiving Start-Up Kits.
- Chips and Lit chairperson will prepare written detailed budget +/- 10% in accuracy and submit to Finance committee for approval.~Communicate with the treasurer to ensure money is handled and transferred properly.~

8. At Large Voting Board Member, Two (2):

- Attend all Board Meetings.
- Vote on matters before the Board.
- Can be assigned various responsibilities by the acting board.
- Fill vacated positions if immediately necessary temporarily or until elections as the board decides.
- Organize a committee to create and present a Bid to host the H.A.W.S. convention in Arizona.
- Update this document accordingly to reflect the changes and status of the existing H.A. AZ Area.
- Be well versed in the current H.A. AZ Area Service Board Guidelines and can answer any questions involving them.
- Changing or ratifying bylaws should take a 2/3 majority vote.
- Responsible for furnishing current and updated bylaws and providing them to Internet Information chairperson for public review on Area's website.

9. Information Technology:

- Maintain the appearance and functionality of the H.A. AZ Area Website (<https://www.haazarea.org/>)
- Add new meetings and update existing meetings to the meeting section of the website (Meeting name, date/time, contact info etc.).
- Responsible for uploading any relevant event information to the website.
- Check email often to ensure the needs of the fellowship are met in regard to the website. Communicate with those who need assistance.
- Upload current minutes and bylaws as needed.

10. Area Convention Liaison:

- Maintains communication with the H.A. AZ. Area Convention Committee and reports any relevant information to the HA. AZ. Area Committee.
- This position is elected by the convention committee.

11. District Service Representative:

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

12. Hospitals & Institutions:

- Orders chips and books.
- Mail/deliver Start-Up Kits and all other literature materials to intergroups.
- In charge of creating their own H&I Committee to liaison with intergroups
- Comitee will prepare written detailed budget +/- 10% in accuracy and submit to Finance committee for approval.~Communicate with the treasurer to ensure money is handled and transferred properly.~

13. Archives:

- 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.
- Display and attend Archive tables when necessary.
- Hold the key to the storage locker.

14. Public Information:

- Outreach the fellowship to press radio, films, public, etc.
- Communicate closely and seek counsel with the board and it's advisors so as to not break traditions.
- Run and manage H.A. Area Hotline 1(833)254-3348 (1833 ALIFE4U).
- Seek opportunities to outreach.
- PI chairperson will prepare written detailed budget +/- 10% in accuracy and submit to Finance committee for approval.~Communicate with the treasurer to ensure money is handled and transferred properly.~

15. Fundraising Chair:

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

16. World Service Conference Delegates: The Delegate's Job is a Spiritual One!

(Taken Directly from World Service Manual)

- Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service, and the World Services Conference Charter.
- Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of Conference. Every Conference Delegate, after his or her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
- After the Conference, the Delegate transmits the information back to his or her Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of H.A.
- Delegates shall encourage their Areas to generate funds to help support World Services.
- Delegates must be prepared to attend District and Area service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
- Delegates cooperate with WSO by providing local meeting schedules and local H.A. information numbers.
- Delegates provide H.A. leadership by helping to solve local problems involving the H.A. Traditions. In the spirit of this leadership need, it

is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.

- Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
- Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
- Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
- Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
- They are also responsible for contacting the WSC secretary at least once per quarter to provide them with Area reports and updates.

17. Alternate Delegates (3)

18. Outreach Chair

- Liaison with intergroups and provide a point of contact for new meetings
- Provide meeting kits and other resources for new meetings
- Liaison with IT chair to get new meetings on the website

Article VI - Committees

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.

A. *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.

Minutes of these meetings between the executive committee must be taken and provided to H.A. AZ Area the following month if Executive action is needed.

B. 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. The treasurer and one other signer are required to make changes to the account. The Finance Committee is responsible for deciding 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 the 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, expenditure 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.

C. Committee Bank Accounts:

The checking account register should be kept up to date, with all deposits and checks shown clearly. Once a month, when the bank statement comes in, the Committee Treasurer should reconcile that statement and review it with other group officers. Once the account register has been reconciled, submit it to the Treasurer on a monthly basis.

Article VII - Amendments

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.