

WAIA Bylaws

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*Washington Area Intergroup Association,
Inc.*

Preamble

In all of its proceedings, the Washington Area Intergroup Association shall observe the spirit of A.A. tradition, taking great care that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its 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 committee action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous groups in the Washington metropolitan area, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

[The above is adapted from the Third Legacy Manual of A.A. World Services and A.A. co-founder Bill W's Twelve Concepts for World Service as adopted by the General Service Conference on April 24, 1962. This adaptation of copyrighted A.A. material has been approved by the General Service Board.]

ARTICLE ONE: ORGANIZATION

Section 1.

The name of this organization shall be Washington Area Intergroup Association, Inc.

Section 2.

The organization shall have a seal which shall be in the following form:

Section 3.

The seal shall be kept at the office designated by the Board of Directors under the custody of the secretary of the Executive Committee.

(SEAL HERE)

ARTICLE TWO: PURPOSE

Section 1

The purpose of the corporation shall be the administration and coordination of Alcoholics Anonymous activities common to the various groups comprising its membership, including the maintenance of an intergroup office. This office shall act as a clearinghouse for the effective development of A.A. and as an A.A. information resource center for the Washington, D.C., area.

Section 2

The particular business of said corporation shall be to provide for the coordination of A.A. efforts among Washington area groups and to assist the recovery of persons suffering from alcoholism by:

- a) receiving and disbursing funds and doing and performing any and all other lawful things and acts necessary or desirable to carry on all or any of the corporate purposes;
- b) carrying on all or any activity and purchasing or acquiring holding and disposing of such property, real, personal and mixed, as may be requisite for the transaction of its business or the conduct of its affairs;
- c) acquiring property for the corporate purposes by grant, gift, devise, or bequest which shall not exceed the amount prescribed by the General Service Office of Alcoholics Anonymous.

Section 3

The corporation shall operate in a manner that is consistent with the Twelve Traditions of Alcoholics Anonymous.

ARTICLE THREE: BOARD OF DIRECTORS

Section 1

The membership of the association shall consist of a Board of Directors, each member having been elected by an individual A.A. group in the Washington, D.C. metropolitan area and who shall be Washington Area Intergroup Association Representatives. The Board of Directors shall control the management policies of the corporation.

Section 2

The term of office for a member of the Board of Directors shall be two years. There may be no limitation to any group in the number of terms its elected member can serve on the Board of Directors. Membership on the Board of Directors shall in no case be dependent upon dues, fees, or assessments.

Section 3

No member of the Board of Directors may represent more than any one group during the course of his or her term.

Section 4

Only members of the Board of Directors may vote on any issue before the Board; however, the Chairman of the Board of Directors may recognize anyone asking to address the Board.

Section 5

The Board of Directors may hold its meetings and may keep its records at the office of the corporation or at such other place or places as may be determined from time to time by resolution of the Board of Directors.

Section 6

The Board of Directors shall meet monthly at a time and place approved by the Board of Directors.

Section 7

Special meetings of the Board of Directors may be called by: the Chairman and Vice-Chairman; a majority of the five members of the Executive Committee; or on written request of twenty members of the Board of Directors to the Chair. Any special meeting shall be scheduled at least seven (7) days after written notice has been sent to each member of the Board of Directors.

WAIA Bylaws

Section 8

Every meeting of the Board of Directors shall be called to order by the Chairman or Vice-Chairman or, in the absence of both, by a member of the Executive Committee. The order of business normally shall be as follows:

Call to order

Approval of minutes of last preceding meeting

Reports of officers and committees

Old business

New business

Adjournment

The following reports must also be presented during the following prescribed meetings:

- a) A quarterly financial report must be given during the February, May, August, and November meetings.
- b) An annual budget must be presented during the October meeting.
- c) The annual budget shall be approved during the November meeting.
- d) A preliminary report of the Elections Committee shall be presented at the November meeting. The report shall include the names of any candidates already nominated by the committee to stand for election in December.
- e) A slate of candidates for Chairman, Vice-Chairman, and Executive Committee shall be presented during the December meeting.
- f) The election for Chairman, Vice-Chairman, and members of the Executive Committee shall take place during the December meeting.

Section 9

Voting by proxy shall not be permitted at meetings of the Board of Directors.

Section 10

Any member of the Board of Directors may be removed by his or her local A.A. group with or without cause. Any vacancies occurring by such group action must be reported to the Chairman of the Board of Directors.

Section 11

Any vacancy on the Board of Directors shall be filled by the appropriate local A.A. group.

ARTICLE FOUR: THE EXECUTIVE COMMITTEE

Section 1

The membership of the Executive Committee shall consist of:

- a) five members selected at large by the Board of Directors who shall have a term in office of one year;
- b) the Chairman and Vice-Chairman of the Board of Directors, and;
- c) the Secretary and the Treasurer of the Board of Directors who shall serve ex-officio.

Section 2

The Chairman of the Board of Directors serves as Chairman of the Executive Committee but may vote only in the case of tie.

Section 3

The Executive Committee shall have the responsibility to administer the daily affairs of the corporation within guidelines that may be established by the Board of Directors.

Section 4

The Executive Committee shall have the responsibility to employ or dismiss such personnel as may be necessary to conduct the business of the corporation.

Section 5

The Executive Committee shall establish a salary range for each position established to conduct the affairs of the corporation and may establish guidelines to review personnel performance and procedures. Any personnel and procedural review must follow any guidelines established by the Board of Directors.

Section 6

The Executive Committee shall approve the chairmen of the Elections, Finance, Office, and Rules Committees established by the Board of Directors.

Section 7

The Executive Committee shall meet monthly at the call of the Chairman at a time and place agreed to by the committee.

Section 8

Four voting members of the Executive Committee shall constitute a quorum.

Section 9

Special meetings of the Executive Committee may be called by the Chairman or any three members of the committee.

Section 10

All members of the Executive Committee shall be notified of any special meeting by mail or phone to their most recent address and phone number on file at the Washington Area Intergroup Association office. Any issue decided or motion made at a special meeting must be carried by four votes.

Section 11

A member of the Executive Committee may be removed from any reason by the Board of Directors, providing:

- a) A resolution calling for the removal of a member of the Executive Committee shall be automatically tabled for a period of one month;
- b) A member of the Executive Committee addressed in a resolution of removal from office shall have the opportunity to address the Board of Directors prior to the vote at the meeting when the resolution is taken from the table;
- c) Passage of the resolution shall require a two-thirds vote of the members of the Board of Directors present and voting.

Section 12

A vacancy among the five members elected at large shall be filled by the Executive Committee from among members of the Board of Directors within one month of the occurrence of the vacancy.

ARTICLE: FIVE: OFFICERS

Section 1

The officers of the Board of Directors shall include a Chairman, Vice-Chairman, Secretary, and Treasurer.

Section 2: Chairman

- a) The Chairman of the Board of Directors shall also serve as Chairman of the Executive Committee and shall be the president of the corporation. The Chairman's term in office shall be one year; with the option of nomination and election to a second term immediately following their first term of service.
- b) At the time of his election the Chairman shall also be a member of the Board of Directors.
- c) The Chairman shall have the authority to appoint all the committee chairmen; the Executive Committee shall approve the appointments of the chairmen of the Finance, Elections, Office, and Rules Committees.
- d) The Chairman shall be the supervisor of the office manager.
- e) The Chairman shall arrange for an annual independent audit of the corporation's financial records by a CPA. The annual audit may be one of three types: full audit, review, or compilation report. The type of audit will be determined by mutual agreement between the Chairman and the CPA and be conducted to generally accepted accounting principles. A compilation review may be conducted no more than 3 years in a row. The Board of Directors may vote by simple majority to request a change of the audit type whenever deemed appropriate.
- f) The Chairman shall call the meetings of the Board of Directors and the Executive Committee at a time and place agreed to by the Board of Directors and the Executive Committee respectively.

Section 3: Vice-Chairman

- a) The Vice-Chairman of the Board of Directors shall also serve as Vice-Chairman of the Executive Committee and shall be the vice-president of the corporation. The Vice-Chairman's term in office shall be one year; with the option of nomination and election to a second term immediately following their first term of service.
- b) At the time of his election the Vice-Chairman shall also be a member of the Board of Directors.
- c) The Vice-Chairman shall serve as Chairman whenever there is a vacancy in the office of Chairman or when requested to do so by the Chairman.
- d) The Vice-Chairman may assume any of the responsibilities of the Chairman when requested to do so by the Chairman.
- e) In the case of a vacancy in the office of Vice-Chairman, the members of the Executive Committee shall select someone from among their

WAIA Bylaws

membership who shall become the Vice-Chairman. This selection shall create a vacancy on the Executive Committee which shall be filled in accordance with these bylaws.

Section 4: Treasurer

- a) The Treasurer and Assistant Treasurer shall be nominated by the Chairman and approved by the Executive Committee.
- b) The term of office for the Treasurer and Assistant Treasurer shall be at the sole discretion of the Executive Committee or until a successor takes office.
- c) The Treasurer and Assistant Treasurer shall serve as a voting member of the Finance Committee.
- d) The Treasurer and Assistant Treasurer may also be a member of the Board of Directors but may not serve on the Executive Committee as a member elected at large, or as Vice-Chairman or Chairman.
- e) The Treasurer shall maintain the corporate financial records and prepare monthly financial reports for review by the Board of Directors.
- f) All disbursements of the corporation's moneys shall be made by check signed by the Treasurer and countersigned by the Chairman or Vice-Chairman. The Assistant Treasurer may sign in the Treasurer's place when acting as Treasurer. However, the Executive Committee may establish a petty cash fund with the approval of the Board of Directors.
- g) The Treasurer shall be responsible for maintaining up to date and correct bank signees on the Association's corporate accounts.
- h) The Treasurer shall be responsible for administration of the retirement plan provided to WAIA full-time employee. The Treasurer shall be responsible for administration of the retirement plan provided to WAIA full-time employees.
- i) The Assistant Treasurer shall assume all of the responsibilities of the Treasurer when requested to do so by the Executive Committee.
- j) The Treasurer shall serve as point of contact and maintain relationships with all financial institutions and the Certified Public Accountant for all financial matters relating to WAIA, including the annual review and/or audit.
- k) The Treasurer shall serve as point of contact and maintain relationships with all financial institutions and the Certified Public Accountant for all financial matters relating to WAIA, including the annual review and/or audit.
- l) In the event both the Treasurer and Assistant Treasurer can not perform their duties of office, then the Vice-Chairman of the Executive Committee shall act as Treasurer until a new Treasurer is appointed or either the Treasurer or Assistant Treasurer return to duty.
- m) The Treasurer and Assistant Treasurer shall serve as voting members of

the Finance Committee.

Section 5: Secretary

- a) The Secretary shall be nominated by the Chairman and approved by the Executive Committee.
- b) The term of office shall be at the sole discretion of the Executive Committee or until a successor takes office.
- c) The Secretary may also be a member of the Board of Directors but may not serve on the Executive Committee as a member elected at large, or as Vice-Chairman or Chairman.
- d) The Secretary shall maintain the minutes of the official business of the Board of Directors and may be appointed to maintain the minutes of the official business of the Executive Committee.
- e) The Secretary may receive a stipend at a rate approved by the Board of Directors.

Section 6: Registrar

The Registrar is the liaison between WAIA and the Area for communicating information about groups and meetings to and from GSO. The Registrar and outreach committee will work together to ensure that all updates and corrections are made to group information. The Registrar responsibilities are to include but are not limited to the following:

- a) The Registrar maintains a confidential database on the Intergroup computer and ensures it is kept current and the anonymity of its content so is properly preserved. The database consists of records of registered groups with Intergroup Representatives and contains information such as group name, address, time and phone number for groups, Secretary, Treasurer, and WAIA Representatives.
- b) The Registrar will attend each of the WAIA Board meetings and set up the registration desk.
- c) The Registrar registers voting members and members at large at all WAIA Board meetings and reports the number of voting members present.
- d) The Registrar keeps records current through use of group change forms.
- e) The Registrar works closely with the Outreach Committee, Area Registrar and Intergroup office staff during the creation of Area meeting lists, assisting as needed.
- f) The Registrar shall keep the Intergroup Office updated of any and all Group changes
- g) The Registrar shall be appointed by the Chairman. The term of the registrar shall be the term of the appointing Chairman.
- h) The registrar shall: 1) determine eligibility to vote; and 2) distribute election ballots

Section 7.

An officer may be removed from office for any reason by the Board of Directors, providing:

- a. A resolution calling for the removal of an officer shall be automatically tabled for a period of one month;
- b) The officer addressed in a resolution of removal from office shall have the opportunity to address the Board of Directors prior to the vote at the meeting when the resolution is taken from the table;
- c) Passage of the resolution shall require a two-thirds vote of the members of the Board of Directors present and voting.

ARTICLE SIX: COMMITTEES

Section 1

The WAIA Board of Directors shall have the following committees: Executive; Elections; Finance; Office; Rules; and such other committees or ad hoc committees as may be needed.

Section 2: The Executive Committee

The membership, operation, and responsibilities of the Executive Committee are described in Article Four of these bylaws.

Section 3: The Elections Committee

The membership, operation, and responsibilities of the Elections Committee are described in Article Seven of these bylaws.

Section 4

The chairmen of the Elections Committee, Finance Committee, Office Committee, and Rules Committee shall be appointed by the Chairman of the Board of Directors with the approval of the Executive Committee as provided in Article Four of those bylaws.

Section 5: The Finance Committee

The Finance Committee shall:

- a) formulate the overall financial policy of the Board of Directors;
- b) prepare an annual budget for the Board of Directors;
- c) present quarterly financial reports and an annual budget to the Executive Committee and to the Board of Directors;
- d) perform such other duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or by the Executive Committee;
- e) limit its membership to current members of the Board of Directors and current and past officers of the Board of Directors. The chairperson will be selected from members of the WAIA Board of Directors who are past elected officers of the Board of Directors or past members of the Executive Committee. Preference will be given to those who have been past elected officers or who have been committee chairs. In the event there is no chair-designate, a member of the Executive Committee, subject to the approval of the Board of Directors, will be permitted to serve as chairman. The Treasurer of the Board of Directors, the Assistant Treasurer of the Board of Directors, and the office manager shall be voting members of this

WAIA Bylaws

committee. Neither the Treasurer of the Board, the Assistant Treasurer, nor the office manager shall serve as Chairman of the Finance Committee., the Assistant Treasurer of the Board of Directors, and the office manager

- f) Announce the date of their next scheduled committee meeting at the preceding meeting of the Board of Directors. All meetings of the Finance Committee shall be open to all persons who are eligible to serve as members of the committee as well as any Executive Committee members. All persons eligible for membership on the Finance Committee shall become members upon notifying the Chairman of the Finance Committee of their desire for membership.

Section 6: The Office Committee

The Office Committee shall:

- a) formulate the overall policy for the operation of the WAIA office;
- b) recommend personnel policies for the employed staff of the Board of Directors to the Executive Committee and to the Board of Directors;
- c) recommend the salary range for the employees of the Board of Directors to the Executive Committee;
- d) perform other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee;
- e) limit its membership to current members of the Board of Directors, current and past officers of the Board of Directors, and members of the Executive Committee, except that at least one member of the Executive Committee shall be appointed to serve as a voting member and act as liaison with the Executive Committee;
- f) announce the date of their next scheduled committee meeting at the preceding meeting of the Board of Directors. All meetings of the Office Committee shall be open to all persons eligible for membership on the committee. All persons eligible for membership shall become members upon notifying the Chairman of the Office Committee of their desire for membership.

Section 7: The Rules Committee

The Rules Committee shall:

- a) prepare any proposed amendment to the bylaws for distribution to the Board of Directors;
- b) review proposed bylaw changes and prepare a report to the Executive Committee and the Board of Directors citing the impact and effect a bylaw change would have upon the operation of the Board of Directors and WAIA;
- c) review any proposed internal rules or the establishment of any

WAIA Bylaws

procedures of WAIA to ensure that they remain consistent with the bylaws;

- d) perform other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee;
- e) limit its membership to current members of the Board of Directors, current and past officers of the Board of Directors, and members of the Executive Committee, except that at least one member of the Executive Committee shall be appointed to serve as a voting member and act as liaison with the Executive Committee;
- f) announce the date of their next scheduled committee meeting at the preceding meeting of the Board of Directors. All meetings of the Rules Committee shall be open to all persons eligible for membership on the committee. All persons eligible for membership shall become members upon notifying the Chairman of the Rules Committee of their desire for membership.

Section 8: H&I Committee

- a) H&I shall be responsible for coordinating the hospitals and other institutions including, but not limited to, rehabs, corrections facilities and detox facilities, commitments in the greater DC area

Section 9: Literature Committee

- a) Literature shall be responsible for selling AA literature meetings or other AA events and functions.

Section 10: Nightwatch Committee

- a) Nightwatch shall be responsible for maintaining the WAIA phone line from 10pm - 10am.

Section 11: Outreach Committee

- a) Outreach shall be responsible for welcoming new WAIA representatives
- b) Outreach shall be responsible for confirming meeting's locations as they appear in the WAIA meeting directory
- c) Outreach shall be responsible for informing the AA community about WAIA

Section 12: Website Committee

- a) Website shall be responsible the functional requirements of any web development performed on behalf of WAIA
- b) Website, or a delegate, shall be responsible for the maintenance of the WAIA website.

Section 13: Additional and Ad Hoc Committees

- a. The Board of Directors, the Chairman of the Board of Directors, or the

WAIA Bylaws

Executive Committee shall have the power to create additional and ad hoc committees as needed.

- b. The chairman of each of these committees shall be appointed by the Chairman of the Board of Directors.
- c) These committees shall continue in existence until they are disbanded by the Board of Directors.
- d) The meetings of these committees shall be announced at the preceding meeting of the Board of Directors. Membership shall be open to any member of A.A. and to any such other persons as the Chairman or the committee may desire.

Section 9: Enactment

For the purposes of this Article, all committees authorized to be established at the time of the enactment of these bylaws shall be considered established. The enactment of this Article shall not prohibit anyone from serving on a committee who is a member of that committee at the time of the effective date of these bylaws.

ARTICLE SEVEN; ELECTIONS

Section 1: The Elections Committee

- a) The Elections Committee shall consist of a Chairman, appointed by the Chairman of the Board of Directors with the approval of the Executive Committee, and at least two other members of the Board of Directors appointed by the Chairman of the Elections Committee.
- b) No member of the Elections Committee shall be a candidate for election to any position in WAIA at the time of his or her service on the committee.

Section 2: The Nomination Process

- a) The Chairman of the Elections Committee shall accept nominations for the Executive Committee, Vice-Chairman of the Board of Directors, and Chairman of the Board of Directors beginning no later than the date of the October meeting of the WAIA Board of Directors. The Election Committee may contact members of the Board of Directors to determine their interest in running for an office.
- b) Members of the Board of Directors may nominate themselves as candidates for the Executive Committee, Vice-Chairman of the Board of Directors, or Chairman of the Board of Directors by notifying the Chairman of the Elections Committee of their intent to seek election. That notification must be made by telephone, mail, or in person no later than December 1st preceding the date of the December election.
- c) Candidates for election nominated by December 1st. shall have their names printed on ballots prepared for the annual election at the December WAIA meeting.

WAIA Bylaws

- d) Candidates for election may be nominated at the time of the December meeting by having their names placed in nomination for any office.
- e) Ballots shall be prepared in such a manner as to permit electors to write in the names of candidates. Each ballot shall have sufficient write-in lines to permit electors to write in the names of five (5) candidates for the Executive Committee, one (1) candidate for Vice-Chairman of the Board of Directors, and one (1) candidate for Chairman of the Board of Directors.
- f) At the date of the December meeting the names of all nominated candidates shall appear in writing on a blackboard or similar visual display so as to permit each elector to view the names.
- g) Each candidate for each office shall be introduced in such a manner as to allow the electors to associate the name of the candidate with the nominee.

Section 3. The Election Process:

- a) The election for Chairman of the Board of Directors, Vice Chairman of the Board of Directors, and members of the Executive Committee shall take place at the December meeting of the Board of Directors.
- b) One ballot shall be distributed to each WAIA Representative present at the December meeting of the Board of Directors. Alternate Representatives will be permitted to vote in the absence of the Representative, Absentee ballots and proxy ballots are not permitted.
- c) No elector may receive more than one ballot.
- d) Ballots shall be completed in secret, so far as practicable.
- e) The Elections Committee shall tally the results publicly at the conclusion of business following the December meeting.
- f) The tally of results shall be made public at the close of the canvass of ballots and a written summary of the names of the candidates and the total number of votes received by each candidate shall be presented by the Elections Committee to the Chairman of the Board of Directors within one week of the election.
- g) A ballot shall be designated defective and not be counted only if the elector casts more votes for every office than there are candidates to be elected. A ballot shall be marked "partly defective" if the elector votes for more candidates than there are to be elected for one or two offices, but otherwise correctly votes his ballot for the remaining office or offices. No ballot shall be defective if the elector votes for fewer candidates than there are to be elected to an office.
- h) In case of a dispute among members of the Elections Committee concerning the manner of tallying any particular ballot, the Executive Committee shall meet and decide how to cast any ballots in question prior to the completion of the canvass. Whenever practicable, the Executive Committee shall be on hand during the canvass of ballots and should meet

WAIA Bylaws

to decide upon disputed ballots on the day of the election. Any such meeting of the Executive Committee shall be open to all qualified electors, but the Chairman of the Board of Directors may choose to limit discussion to members of the Executive Committee.

- i) Except in duties described in the Article Five Section 6, or this Article Seven Section 3, or as otherwise set forth in these Bylaws the Elections Committee shall be the arbiter of any question or issue related to elections.
- j) The Elections Committee is responsible for producing, maintaining, and conducting an election procedure. The election procedure is to: incorporate the third legacy procedure and the GSO "Election of Trustee and Officer" disapproval procedure, both of which are found in the latest AA Service Manual; comply with WAIA Bylaws; ensure voting integrity; and follow WAIA election practices.

Section 4: Candidate Qualifications

- a) Every member of the Board of Directors is qualified to be a candidate for Chairman of the Board of Directors except the incumbent Chairman (unless running for a consecutive term immediately following their first term of service), and any previous chairman. An incumbent chairman who has served fewer than six months is not considered to have served a one year term and may stand for election to their first term of service.
- b) Every member of the Board of Directors is qualified to be a candidate for Vice-Chairman of the Board of Directors except the incumbent Chairman and incumbent Vice-Chairman (unless running for a consecutive term immediately following their first term of service), any previous Vice-Chairman, and any previous Chairman. An incumbent Vice-Chairman has served fewer than six months is not considered to have served a one-year term and may stand for election to their first term of service.
- c) Every member of the Board of Directors is qualified to be a candidate for the Executive Committee except the incumbent Chairman, incumbent Vice-Chairman, or a current member of the Executive Committee who is serving his second consecutive term.

ARTICLE EIGHT: CENTRAL OFFICE

Section 1

A staff of salaried employees whose number shall be determined by the Board of Directors shall discharge the business and administrative functions of the office. An office manager, who is a member of the staff, shall be in charge and have complete supervision of the central office, being responsible for the efficient, faithful, and loyal discharge of the staff's duties, as described in the office manager job description., as described in the office manager job description.

Section 2

The salaried staff does not determine policy. The office manager is under the supervision of the Chairman of the Executive Committee. Written policies and procedures for office management may be provided by the Board of Directors. The Executive Committee shall have the responsibility to employ or dismiss central office employees.

Section 3

Under the supervision of the office manager are full and part-time staff members and volunteer A.A. workers. This staff handles many services involved in the operation of A.A. in the Washington area. These include but are not limited to:

- a) telephone service to answer calls for help, twelfth step calls, information, and group service;
- b) distribution of information among all groups via regular and special bulletins, financial reports, and a monthly newsletter;
- c) distribution of A.A. books and literature;
- d) referring calls and inquiries when appropriate into proper channels, such as Al-Anon, Alateen, and other programs and agencies;
- e) maintenance of a current list of A.A. meeting places, days and times;
- f) working closely with WAIA committees in coordinating efforts, supplying information, and services as required; also act as liaison between the public and the committees, thereby protecting the anonymity of the committee members.

ARTICLE NINE: AMENDMENTS

Section 1

Any member of the Board of Directors may propose an amendment to these bylaws.

Section 2

Any proposal to amend these bylaws must be presented to the Executive Committee and the Board of Directors in writing.

Section 3

The Rules Committee shall be required to meet and review the proposed amendment. The Rules Committee will present a written report to the Executive Committee and the Board of Directors stating how the proposed amendment would change the bylaws and the operation of the Association.

Section 4

The Rules Committee shall prepare and distribute the proposed amendment to the Board of Directors prior to the meeting when the proposal is to be considered.

Section 5

The Executive Committee may or may not make a recommendation to the Board of Directors on the proposed amendment.

Section 6

These bylaws shall be amended upon an affirmative vote of no fewer than two thirds of the Board of Directors present and voting.

Section 7

The Elections Committee shall conduct the voting on the proposed amendment to the bylaws.

ARTICLE TEN: FINANCIAL SUPPORT

Section 1

The activities of the Washington Area Intergroup Association shall be financially supported by the voluntary contributions of its members. The Association may also accept contributions from individuals and groups within the A.A. community. In addition, the Board of Directors may provide for other means of financially supporting the activities of the Association.

Section 2

All moneys accepted by the Association shall be in accordance with the Twelve Traditions of Alcoholics Anonymous.

ARTICLE ELEVEN: PROHIBITED ACTIVITIES

Section 1

No officer, member of the Executive Committee, or other committee, member of the Board of Directors or employee of the Association may receive or be entitled to receive any pecuniary profit from:

- a) the activities of the Association;
- b) their activities for or on behalf of the Association.

Section 2

However, the Association may reasonably compensate those it employs or who act for it or on its behalf.

ARTICLE TWELVE

Section 1

All of the activities of the Washington Area Intergroup Association, Inc., shall be conducted in accordance with the Twelve Traditions of Alcoholics Anonymous.

Section 2

All meetings of the Association and its Committees shall be conducted in

accordance with group-conscience principles.

ARTICLE THIRTEEN: REQUIREMENTS TO BE A WAIA REPRESENTATIVE

Section 1

All WAIA Intergroup Representatives as well as A.A. members are allowed to attend and participate in the monthly WAIA Board meeting. However, only registered WAIA Representatives are allowed to vote during the meeting.

Section 2

To be a registered WAIA Representative you must:

Fill out the WAIA Update Form with the name of the group's WAIA Representative and at least one other point of contact (at the minimum, there must be name and phone number for the point of contact; please provide as much information as possible) and submit it to the WAIA Registrar. A Representative will not be allowed to register unless a complete form has been submitted.

Section 3

To vote, a WAIA Representative must:

Check-in or register with the WAIA Registrar before each Board meeting.