

ARTICLE TEN – Elections

1. IGRs shall be elected, appointed, or accepted as volunteers by each individual “Member Group” which they shall represent. An individual “Member Group” shall construe nothing in these By-laws as determining the method of selection of its IGR.
2. The selection of candidates for OFFICER POSITIONS shall be by means of a Nominating Committee. **This committee shall be composed of the DIRs whose names shall be furnished by the Secretary at the October Board of Directors Meeting to the IGRs so that the latter may make recommendations of Officer candidates to the Nominating Committee.**
 - A. Officer candidates shall be selected from past or present members of the Board of Directors.
 - B. Each IGR is expected to make his recommendations to the Nomination Committee prior to the November Board of Directors Meeting.
 - C. The Nominating Committee shall consider all the names (of the nominees) submitted to it and shall determine eligibility and willingness to serve; and from such names, the Nominating Committee shall prepare a slate of all those so qualified for the offices of Chairman, Vice Chairman, Secretary, and Treasurer, as applicable, for the specific election in question.
 - D. The Chairman of the Nominating Committee, at the November Board of Directors Meeting, shall place in nomination the names of the nominees qualified by the Nominating Committee; at this time, nominations of other qualified candidates may be made from the floor.**
 - E. Elections for INTER-GROUP Officers shall occur by secret ballot at the same time and place as the December Board of Directors Meeting.

The nominees elected shall serve their terms from the first of January following their date of election

ARTICLE FOUR – INTER-GROUP Officers

1. The INTER-GROUP OFFICERS shall be Chairman, Vice-Chairman, Secretary, and Treasurer.
2. The tenure of each officer shall be two years commencing on the first of January each odd-numbered year. In the spirit of rotation, it is suggested that no officer succeed himself in any one office.
3. The recommended continuous sobriety qualification of each officer is three years upon election. Each officer must maintain continuous sobriety during his term. Cessation of continuous sobriety by an officer constitutes an automatic resignation from office with no further action necessary by the Board.
4. Any officer who misses three (3) consecutive monthly Board meetings shall be presumed to have resigned his position, with no further action necessary by the Board.
5. Any Officer may resign his office at any time; such written resignation is to take effect upon its receipt by any member of the Steering Committee.
6. Vacancies among the Officers shall be filled by a candidate approved by a majority vote of the Steering Committee, subject to the approval of the Board, at the time the vacancy occurs and to serve the balance of the resigned Officer’s term.
7. Officers’ Duties:
 - A. The CHAIRMAN shall:
 - 1) Be ipso facto President of the INTER-GROUP, Chairman of the Board of Directors and a member of the Steering Committee.
 - 2) Appoint all Standing and Ad Hoc committee chairmen unless otherwise noted. The Chairman shall announce his selection of committee chairman at the January Board of Directors’ meeting of each odd-numbered year or, in case of a committee chairman’s resignation or incapacity to serve, at the next regular Board meeting. The Vice-Chairman acting in the Chairman’s absence may not exercise this duty.
 - 3) Create Ad Hoc Committees as needed.
 - 4) Preside at Board meetings, ensuring that the business at hand is attended to in an expeditious manner and that the Twelve Concepts for World Service, especially the Rights of Decision, Participation, and Appeal, are adhered to.
 - 5) Provide for an annual audit of the INTER-GROUP’s financial records at calendar year end.
 - 6) Appoint members of Alcoholics Anonymous to fill any INTER-GROUP vacancies for which they are qualified and fall within his authority to appoint.
 - 7) Perform such other duties as the Board of Directors may from time to time assign.

B. The VICE CHAIRMAN shall:

- 1) In the Chairman's absence, preside at Board meetings, ensuring that the business at hand is attended to in an expeditious manner and that the Twelve Concepts for World Service especially the Rights of Decision, Participation, and Appeal, are adhered to.
- 2) Be a member of the Steering Committee.
- 3) Recruit IGRs and DIRs, being ever mindful of AA's Eleventh Tradition.
- 4) Provide orientation and education on the INTER-GROUP structure, services, and traditions to newly-elected/appointed IGRs and DIRs.
- 5) In the Chairman's absence, perform any and all duties of the Chairman, except as prohibited elsewhere in this Article.
- 6) Perform such other duties as the Board of Directors and/or the Chairman may from time to time assign.

C. The SECRETARY shall:

- 1) Attend Board meetings and act as Recorder of each meeting, verifying that a quorum is present to conduct business, recording all votes taken and maintaining the minutes of all proceedings and the record of attendees, making same available when required.
- 2) Cause notice to be given of special Board of Directors' meetings.
- 3) Provide an abbreviated copy of the most-recent regular Board meetings minutes to the Office Manager for inclusion in the INTER-GROUP monthly newsletter.
- 4) Provide a full copy of the most-recent regular Board meeting minutes to the Office Manager for distribution at the following regular Board meeting.
- 5) Perform such other duties as the Board of Directors and/or the Chairman may from time to time assign.

D. The TREASURER shall:

- 1) Be a member of the Steering Committee.
- 2) Render to the Board at the monthly Board meetings or whenever they may request it, an accounting of the INTER-GROUP's financial condition. This accounting includes but is not limited to, reports of contributions received from Member Groups (by name), or other approved sources. The Office Manager may make this accounting or portions thereof, with the express concurrence of the Treasurer.
- 3) Maintain records as required by any and all local, state, or federal taxing authorities.
- 4) Review and approve all office, financial, operating, cash management and funds disbursement procedures and practices.
- 5) Give a bond satisfactory to the Board of Directors. INTER-GROUP will pay any expense adhering to this bond.
- 6) Upon end of his term, resignation, or removal from office, restore to such person as the Board may from time to time designate all of NVI's books, papers, vouchers, monies, and other property of whatever kind and nature in his possession or under his control.
- 7) Perform such other duties as the Board of Directors and/or Chairman may from time to time assign.

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DIR's for NVI Steering Committee

The following Districts have served on the NVI Steering Committee:

1999-2000: Alexandria (before split), Fairfax, Springfield

2001-2002: Arlington, Falls Church, Vienna

2003-2004: Del Ray, Manassas, Mt. Vernon

2005-2006: Falls Church, Manassas, Springfield

2007-2008: Centreville, Fairfax, Vienna

2009-2010: Dulles, Loudoun, Woodbridge

2011-2012: Old Town, West End, Fairfax

2013-2014: Arlington, Del Ray, Mt. Vernon

2015-2016: Dulles, Vienna, Woodbridge

2017-2018: Arlington, Manassas, Alexandria -West End

2019-2020: Centreville, Dulles, Alexandria-Old Town

2021-2022: Manassas, Mt. Vernon, Springfield

According to the NVI By-Laws the NVI Steering Committee should consist of the NVI Chair, the NVI Vice Chair, the NVI Treasurer, 3 DIR's, and 3 IGR's.

The names of the 3 DIRs to serve on the Steering Committee shall be "pulled from the hat"; with their districts thereafter precluded from representation on the Steering Committee until all districts have had the opportunity to have their District Intergroup Representative serve on the Committee.

The 3 IGR's shall be elected at the December Board of Directors meeting in even numbered years.

See next page for committee description

ARTICLE FIVE – Committees

1. STEERING COMMITTEE:

- A. There shall be a Standing Committee known as the Steering Committee. The Committee shall comprise: the Chairman of NVI, the NVI Vice Chairman, the NVI Treasurer, three DIRs, and three IGRs. The Office Manager shall serve as an Advisory Member of the Committee, without a vote.
- B. Committee members shall serve for a term of two years. The three IGRs shall be elected to serve as Steering Committee members during the December Board meeting during even-numbered years. The names of three DIRs to serve on the Committee shall be “pulled from the hat”, with their districts thereafter precluded from representation on the Steering Committee until all districts have had the opportunity to have their District Intergroup Representative serve on the Committee.
- C. The NVI Chairman shall officiate at the first meeting of the Steering Committee, at which time the Committee shall elect from its membership, by secret ballot, a member to serve as the Committee Chairman. The committee shall meet as needed, but at a minimum, on a quarterly basis and shall report at least once per quarter to the Board of Directors concerning its activities. The Committee may meet more frequently subject to the call of the Committee Chairman or upon the request of three Committee members. To conduct business, five (5) members of the Steering Committee constitute a quorum.
- D. In the event of a vacancy, the Steering Committee Chairman shall appoint an individual to serve out the vacant remaining term from among NVI past officers, DIRs or IGRs, such that the Committee maintains its ratio of IGRs, DIRs, and NVI officers. The minimum requirement for membership of the Steering Committee is two years continuous sobriety. Each Committee member must maintain continuous sobriety during his term. Cessation of sobriety by any member constitutes an automatic resignation from the Committee, with no further action necessary by the Committee and/or the Board.
- E. The Steering Committee as constituted in these by-laws shall commence January 1, of the calendar year immediately following the adoption of these by-laws.
- F. Duties and responsibilities of the Steering Committee shall consist of but are not limited to:
 - 1) Provide for the training of and supervision of the office staff.
 - 2) Assess office facilities and equipment needs.
 - 3) Determine staffing needs of office.
 - 4) Recommend to the Board of Directors office staff salary range and benefits.
 - 5) Recommend to the Board of Directors office staff hiring and termination.
 - 6) Establish personnel policy for office staff, including but not limited to guidelines for evaluating office staff performance.
 - 7) Establish policies for overall operation of the office.
 - 8) Perform annual evaluation of office staff.
 - 9) Recommend creation of Standing and Ad Hoc Committees to the Board of Directors.
 - 10) Establish a process for approval of an annual budget for NVI.

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