BY-LAWS

OF

NORTHERN VIRGINIA INTER-GROUP, INC.

ARTICLE ONE – Name and Policy

1. As specified in the ARTICLES OF INCORPORATION (hereafter referred to as the "Charter"), the name of this Corporation shall be NORTHERN VIRGINIA INTERGROUP, INC., hereinafter referred to as "INTERGROUP"; short title "NVI".
2. INTER-GROUP is a non-profit corporation. In accordance with the Charter it is the POLICY of the INTER- GROUP, INC. that no officer, member, or employee shall receive any pecuniary profit from the operations thereof.

ARTICLE TWO – Purpose

1. The PURPOSE for which this INTER-GROUP has been organized is to provide services to and assist AA ("AA") groups in their common purpose of carrying the AA message to the alcoholic who still suffers. NTER-GROUP is ever mindful of the Twelve Traditions of AA and the Twelve Concepts for World Service in fulfilling its purpose and in conducting its activities.

2. In pursuit of this purpose, INTER-GROUP may, among other things, assist the groups by:

    a. Providing 24 hour telephone answering coverage and web-based live chat for information about AA.
    b. Providing a directory of AA meetings in the community served by this INTER-GROUP.
    c. Acting as a central forum for disseminating information about AA and other information of interest to the fellowship, groups, members, and the public.

3. In pursuit of this purpose, INTERGROUP may:

    a. Raise, receive, and disburse funds (ARTICLE ELEVEN, Finances), and perform any and all other lawful things and acts as necessary or desirable to carry on INTER-GROUP's purpose.
    b. Rent, purchase; acquire by grant, gift, or device; and/or hold and dispose of such property, real, personal, and mixed, as may be requisite for the transaction of its business or the conduct of its affairs.
4. Specifically excluded from INTER-GROUP's purpose is the operation and maintenance of a club, Clubhouse, or residence for the stay, care, or treatment of alcoholics.
5. In fulfilling its purpose and in conducting its activities, INTER-GROUP shall operate within the spirit of the Twelve Traditions of AA and the Twelve Concepts for World Service.

ARTICLE THREE – Membership and Representation

1. Any person who is a member of a MEMBER GROUP as defined in Article THREE, Section 2, shall be a member of this INTER-GROUP. Individual membership shall not be dependent upon the payment of any dues, pledges, and/or assessments.
2. A Member Group is any existing duly-constituted group of AA:
    a. Located in the cities of Alexandria, Fairfax or Falls Church, Virginia;
    b. Located in the Counties of Arlington, Fairfax, Loudoun, Prince William, or Stafford, Virginia;
    c. That wants to be affiliated with NVI, provided that such group is located contiguous to the Northern Virginia Area as determined by the NVI Board of Directors (the "Board"); or
    d. Organized after the ratification of these By-laws that has notified NVI of its intention to join this INTER-GROUP.
3. A Member Group so defined is entitled to elect an INTER-GROUP REPRESENTATIVE ("IGR") to the Board to represent the group.
4. District INTER-GROUP Representation is available for:
    a. The following are INTER-GROUP Districts: Alexandria (Del Ray), Alexandria (Old Town), Arlington, Centreville, Dulles, Fairfax, Falls Church, Loudoun, Manassas, Mount Vernon, Springfield, Vienna, and Woodbridge. Each District shall elect or appoint one (1) District INTER-GROUP REPRESENTATIVE ("DIR") and one (1) alternate DIR ("ADIR") to represent its district conscience on the Board.
    b. Any AA group organized after the ratification of these By-laws that has notified NVI of its intention to join this INTER-GROUP.
    c. The District INTER-GROUP Representative and his alternate may be elected, appointed, or accepted as a volunteer from member groups of the respective District. DIRs and ADIRs shall each serve a term of two (2) years beginning on January 1st. In the spirit of diversity and rotation, there will be a panel (Panel 1) of odd-year terms, with DIRs selected in odd years, and panel (Panel 2) of even-year terms, with DIRs selected in even years. The Alexandria (Del Ray), Alexandria (Old Town), , Dulles, Falls Church, Manassas, andSpringfield Districts shall be Panel 1. The Arlington, Centreville, Fairfax, Loudoun, Mount Vernon, Vienna, and Woodbridge Districts shall be Panel 2. This schedule will start (or continue) in the calendar year immediately following the adoption of these revised by-laws. The Board, without amending these by- laws, may make changes in the existing selection schedule. Districts shall select DIRs and ADIRs prior to the January meeting of the Board.
    d. The Qualifications, Duties, and Responsibilities of DIRs are as follows. The DIR is the communication link between the AA groups in his district and NVI Board, officers, and Committees, and office staff. It is recommended that DIRs have at least two (2) years of sobriety and have served as an IGR. A District INTER-GROUP Representative shall:
        1. Serve on the Nominating Committee.
        2. Be available for selection and service as a member of the Steering Committee.
        3. Carry information about and from INTER-GROUP to the groups in their District and bring the informed group conscience of the District to the monthly Board meetings.
        4. Be responsible for keeping INTER-GROUP office staff informed, via accurate information, on groups in his District for NVI records and on meetings in their District for publication in the Where and When, online Automated Meeting Application (Meeting App), and other AA listings such as the Area 71 website.
        5. Encourage groups in their District to elect IGRs.
        6. Solicit volunteers to serve on INTER-GROUP Standing Committees from among the IGRs or group members in their District.

    e. If there are one or more Vacancies, the NVI Secretary shall notify the Virginia Area District Committee Member (DCM) if its DIR is absent from three (3) consecutive Board meetings.

ARTICLE FOUR – INTER-GROUP Officers

1. INTER-GROUP OFFICERS shall be Chairperson, Vice-Chairperson, 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 his- or herself 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 their 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 their position, with no further action necessary by the Board.
5. Any Officer may resign their 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 CHAIRPERSON shall:
    1) Be ipso facto President of INTER-GROUP, Chairperson 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 Chairperson shall announce their selection of committee Chairperson at the January Board of Directors' meeting of each odd-numbered year or, in case of a committee Chairperson's resignation or incapacity to serve, at the next regular Board meeting. The Vice-Chairperson acting in the Chairperson'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 meetings adhere to the Twelve Concepts for World Service, especially the Rights of Decision, Participation, and Appeal.
    5) Appoint members of AA to fill any INTER-GROUP vacancies for which they are qualified and fall within their authority to appoint.
    6) Perform such other duties as the Board of Directors may periodically assign.

    b. The VICE CHAIRPERSON shall:
    1) In the Chairperson's absence, preside at Board meetings, ensuring that the business at hand is attended to in an expeditious manner and that the meetings adhere to the Twelve Concepts for World Service, especially the Rights of Decision, Participation, and Appeal.
    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 INTER-GROUP structure, services, and traditions to newly-elected/-appointed IGRs and DIRs.
    5) In the Chairperson's absence, perform all duties of the Chairperson, except as prohibited elsewhere in this Article.
    6) Perform such other duties as the Board of Directors and/or the Chairperson may from time-to-time assign.
    c. The SECRETARY shall:
    1) Attend Board meetings and act as Recorder of each meeting; verify that a quorum is present to conduct business; record all votes taken; and maintain the minutes and record of attendees of all proceedings, 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 Operations Manager for inclusion in INTER-GROUP's monthly newsletter.
4) Provide a full copy of the most recent regular Board meeting minutes to the Operations Manager for distribution at the next regular Board meeting.
5) Perform such other duties as the Board of Directors and/or the Chairperson may periodically 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 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 Operations Manager may make this accounting or portions thereof with the express concurrence of the Treasurer.
3) Maintain records as required by any 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 their term, resignation, or removal from office, restore to such person as the Board may periodically designate all of NVI's books, papers, vouchers, monies, and other property of whatever kind and nature in their possession or under their control.
7) Perform such other duties as the Board of Directors and/or Chairperson may periodically assign.

ARTICLE FIVE – Committees

1. STEERING COMMITTEE:

A. There shall be a Standing Committee known as the Steering Committee. The Committee shall comprise: the Chairperson of NVI, the NVI Vice Chairperson, the NVI Treasurer, three DIRs, and three IGRs. The Operations 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 Chairperson 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 Chairperson. 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 Chairperson 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 Chairperson 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 (i.e., 3 of each). The minimum requirement for membership of the Steering Committee is two years continuous sobriety. Each Committee member must

maintain continuous sobriety during their 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.

2. The following STANDING COMMITTEES shall be overseen and appointed by INTER-GROUP:

A. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE: The CPC Committee is a liaison between AA, NVI, and professionals working with alcoholics or alcoholism. The CPC Committee also serves as a liaison between other Standing Committees such as the Corrections Committee or Treatment Facilities Committee, where appropriate.
B. PUBLIC INFORMATION (PI) COMMITTEE: The PI Committee provides guest speakers for civic/church/school affairs when requested. The Committee provides public information booths at health fairs or conventions when requested. Ttheir committee provides press releases or information about AA to the press, radio, and television media using only AA General Service Conference approved materials.
C. CORRECTIONS COMMITTEE: The Corrections Committee facilitates members' participation in correctional facility meetings and maintains schedules of group and individual commitments for providing the AA member support to correctional institution meetings. Included with this function is the requirement to maintain contact with the correctional institutions.
D. TREATMENT FACILITIES COMMITTEE: The Treatment Facilities Committee is a liaison that facilitates group and individual commitments for providing the AA member support to treatment facility meetings. Included with this function is the requirement to maintain contact with the treatment facilities.
E. ARCHIVES COMMITTEE: The Archives Committee is responsible for recording the history of AA in the Northern Virginia area and maintaining in a safe manner INTER-GROUP papers and other memorabilia of interest to the Northern Virginia AA community. The Archives Committee to display collected memorabilia at area AA conventions or workshops where other AA members can appreciate AA history.
F. PHONE WATCH COMMITTEE: The Phone Watch Committee is responsible for scheduling telephone answering volunteers on a 24-hour basis, providing training sessions for new telephone answering volunteers, maintaining an accurate and up to date phone training manual, and an accurate and up to date 12th Step list.
G. LITERATURE COMMITTEE: The Literature Committee shall make available as requested General Service Conference-approved literature for sale at INTER-GROUP, district, or area events such as workshops and conventions, or elsewhere as appropriate. The Literature Committee is encouraged to provide education and information on General Service Conference approved literature and products

H. WEBSITE COMMITTEE: The Website Committee, is responsible for creating, developing, and maintaining an NVI website for the purpose of posting information and facilitating communication among members of AA in furtherance of their recovery and for recommending guidelines for the content and use of the same.

I. INFORMATION TECHNOLOGY COMMITTEE: The Information Technology (IT) Committee, unique to NVI, shall be responsible for advising the NVI Board as to the acquisition, maintenance, and disposal of all IT systems; equipment; and recommendations for programming solutions required by Northern Virginia Inter-Group (NVI). Disposal of end-of-life equipment involves protecting confidentiality and anonymity.

3. Any Standing Committee Chairperson not present for three (3) consecutive regular INTER-GROUP Board of Director meetings shall be presumed to have resigned and may be replaced by the Chairperson.

4. The Activities of Standing Committees shall be in accordance with suggested GSO AA Guidelines.

ARTICLE SIX – Office Staff

1. INTER-GROUP office may be staffed by a member of AA whose title shall be INTER- GROUP Operations Manager.

2. The Operations Manager shall:

A. Be a member of AA with a recommended minimum of four (4) years of continuous sobriety.
B. Maintain continuous sobriety while holding any position at INTER-GROUP. Any cessation of continuous sobriety constitutes a violation of the written and/or implied employment contract and will result in immediate dismissal from any and all NVI paid positions.
C. Have experience in the AA service structure.
D. Display a reasonable knowledge of A.A.'s Traditions and The Third Legacy of Service.
E. Give a bond satisfactory to the Board of Directors. INTER-GROUP will pay any expense adhering to this bond.

ARTICLE SEVEN – Board of Directors

1. The BOARD OF DIRECTORS of INTER-GROUP (Board) shall:

A. Be composed of IGRs, DIRs, NVI officers, Standing and Ad Hoc Committee Chairpersons, the NVI Operations Manager, and the immediate past NVI officers.
B. Determine and control policy for the affairs and business of this INTER-GROUP.
C. Be responsible for devising means of obtaining financial support for NVI activities.
D. Approve an annual budget for INTER-GROUP.
E. Hire employees and approve salaries for INTER-GROUP employees.
F. Have authority to remove, with or without cause, any NVI officer, official, agent, or employee upon an affirmative vote of three-fourths (3/4) of the Board present.
G. Have authority to approve the disbursement of funds necessary for the proper maintenance of the INTER- GROUP central office.
H. Have authority to rescind the decisions and actions of any subordinate person or Committee established in these By-laws, except when such action constitutes a violation of any legally enforceable contract.

ARTICLE EIGHT – Meetings

1. GENERAL MEETINGS:
   A. The Board shall meet monthly at a time, day, and location as the Board may by resolution prescribe periodically.
   B. The Board may meet at such other times, days, and locations as the Board may by resolution prescribe periodically, subject to two weeks prior notice.
2. SPECIAL MEEINGS of the Board:
   a. May be called by the NVI Chairperson or the Steering Committee Chairperson upon two weeks prior notice to each member of the Board. Nothing in this provision shall be construed to preclude holding a special meeting in the event one or more members cannot be reached by ordinary means of communication.
   b. Shall be called upon petition of not less than two hundred (200) members of NVI. Participation of members shall be though "Member Groups" as defined in ARTICLE THREE, sections 1 and 2.
3. Order of Business:
   a. Monthly Board meetings shall include, but are not limited to, the itemsbelow; the order of presentation may be modified by the Presiding Officer:
      1. The Secretary shall identify eligible voters from those present and determine if a quorum exists. If a quorum exists, the Presiding Officer shall call the meeting to order.
      2. The Chairperson shall present/read the Minutes of the preceding monthly meeting for approval.
      3. The Treasurer shall present/read the Treasurer's Report for approval.
      4. The Chairperson shall conduct:
         a. Completion of old business.
         b. Transaction of new business.
      5. District Intergroup Representative shall present/read their reports.
      6. N.V.I. Committee Chairs shall present/read their Reports .
      7. N.V.I. Officers shall present/read their Reports.
      8. Adjourn meeting.

   b. Special Board meetings shall include, but are not limited to, the items below; the order of presentation may be modified by the Presiding Officer:
      1. The Secretary shall identify eligible voters from those present and determine if a quorum exists. ; If a quorum exists, the Presiding Officer shall call the meeting to order.
      2. The Presiding Officer shall:
         a. State the reason for calling the Special Board meeting.
         b. Ensure the business at hand is attended to in an expeditious manner.
         c. Ensure the Twelve Concepts for World Service, to include the Rights of Decision, Participation, and Appeal, are adhered to.

ARTICLE NINE – Voting

1. VOTING shall be limited to one (1) vote per member eligible to vote. Notwithstanding the number of positions or titles a member may hold, the member may vote only one (1) time on any one (1) issue. In the same way, an individual shall be counted only once in establishing a quorum.
2. A majority shall constitute a number greater than half of the total number of those voting, also known as a simple majority.
3. The QUORUM that is required to conduct the official business of INTER-GROUP shall exist under the following conditions:

a. Board of Directors Meetings: When a minimum of two (2) Officers, three (3) DIRs, two (2) Chairmen of Standing and/or Ad Hoc Committees, and six (6) IGRs are present.
b. Special Meetings of the Individual Members: When a minimum of two (2) Officers and at least one hundred one (101) petitioners are present.

4. The Quorum, having been established, shall decid an issue by a majority of eligible votes cast. Changes to or ratification of these By-laws shall be governed by ARTICLE TWELVE, Amendments.
5. ELIGIBLE VOTERS:
    a. Those eligible to vote at Board of Directors Meetings are:
        i. Each IGR (or in their absence the AIGR).
        ii. Each Officer.
        iii. Each DIR (or in their absence, the ADIR).
        iv. Each Standing and Ad Hoc Committee Chairpersonperson.
        v. Each Immediate Past Officer.
        vi. The Operations Manager.
    b. At General Meetings, as described in ARTICLE EIGHT, voting shall be voice vote; however, a majority of the membership present at the meeting may demand a vote by other means.
    c. Voting by proxy shall not be permitted at Board of Directors Meeting. An exception to this shall entail adopting proposed amendments to the Charter (Articles of Incorporation) requiring a quorum of the Board of Directors and a two-thirds (2/3) plurality of the votes entitled to be cast by members present; in this case, absentees may be represented by proxy given to aMember able to be present at the meeting.
    d. Votes for the ELECTION OF OFFICERS shall be accepted from any member of any "Member Group" present at the meeting. Voting by proxy is prohibited. Voting via virtual video-conferencing/tele-conferencing means (i.e. Zoom) is permitted. A simple majority of the votes cast for each Officer position shall be sufficient for the purpose of electing the selected candidate.

ARTICLE TEN – Elections

1. IGRs shall be elected, appointed, or accepted as volunteers by each individual "Member Group" for which they represent. An individual "Member Group" shall construe nothing in these By-laws as determining the method of selection of its IGR.
    a. The selection of candidates for OFFICER POSITIONS shall be by means of a Nominating Committee. A Nominating 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. Officer candidates shall be selected from past or present members of the Board of Directors.
    b. Each IGR is expected to make his or her recommendations to the Nomination Committee prior to the November Board of Directors Meeting.
    c. The Nominating Committee shall consider all the nominee names submitted thereto and 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 Chairperson, Vice Chairperson, Secretary, and Treasurer, as applicable, for the specific election in question.
    d. The Chairperson 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.
    f. The nominees elected shall serve their terms from the first of January following their date of election.

ARTICLE ELEVEN – Finances

1. The activities of INTER-GROUP shall be financially supported by:
    a. Funds contributed voluntarily by "Member Groups".
    b. Funds contributed by individual members, not to exceed the amount suggested by the General Service Conference.
    c. Funds raised through member participation in NVI-sponsered events. Sale of General Service Conference approved literature, and other articles approved by the Board of Directors.
    d. Other sources as may be approved by the Board of Directors.
2. Outside contributions are prohibited.
3. The financial activities of INTER-GROUP shall be conducted in accordance with the Twelve Traditions and guidelines approved by the AA General Service Conference.
4. INTER-GROUP shall not accumulate funds beyond current necessities with a retention of a prudent reserve as determined by the Steering Committee and in consultation with the Treasurer.
5. Guidelines concerning deposit accounts of INTER-GROUP shall be established by the Steering Committee and in consultation with the Treasurer. Signatory authority over INTER-GROUP deposit accounts shall be any two of the following: Treasurer, Operations Manager, Chairperson, and Vice Chairperson.
6. No debt, contract, or continuing obligation shall be incurred without the consent of the Board of Directors.
7. Directors (with the exception of the paid Operations Manager), Steering Committee members, or INTER-GROUP Officers shall not receive, directly or indirectly, any salary, compensation, or emolument from INTER-GROUP. Such persons may be compensated for expenses incurred in the exercise of their official duties, subject to authorization by the Steering Committee. Reimbursement shall be based on presentation of acceptable proof of expenditures.

ARTICLE TWELVE – Amendments

1. These By-laws may be altered, amended, repealed, added to, and ratified by an affirmative vote of not less than two-thirds (2/3) plurality of the Board of Directors present, at a meeting wherein the proposed change is on the agenda by prior notice. Such changes shall then become effective.

ARTICLE THIRTEEN – Dissolution

1. In the event of a DISSOLUTION of INTER-GROUP, after paying the lawful debts and obligations of INTER- GROUP, the remaining assents shall be distributed, in substantially equal portions, to each District comprising this INTER-GROUP, provided that any District receiving INTER-GROUP assets has been represented by a DIR and/or a Virginia Area Committee DCM for at least three hundred sixty-five (365) days. Assets so disbursed will be mailed to the last mailing address for each District on record at the NVI office.

THE FOREGOING SUPERSEDES PREVIOUS VERSIONS OF THE BY-LAWS OF NORTHERN VIRGINIA INTERGROUP, INC.

APPROVED BY THE BOARD OF DIRECTORS, June 2025