

## CONTENTS

ARTICLE	PAGE
I Twelve Steps	1
II Twelve Traditions	2
III Members	3
IV Nicotine Anonymous Groups	3
V Intergroups	3
VI World Service Conference	4
VII World Service Office (WSO)	5
VIII Meetings of Delegates	6
IX Finances	7
X Corporate Assets	8
XI Bylaws Amendments	8

Recovery from nicotine addiction in Nicotine Anonymous is based on taking these Twelve Steps under the guidance of a sponsor who has already done them.

### **Article I: The Twelve Steps**

1. We admitted we were powerless over nicotine – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to nicotine users, and to practice these principles in all our affairs.

The Twelve Steps reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. The Twelve Steps of Alcoholics Anonymous: 1. We admitted we were powerless over alcohol – that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

The Twelve Traditions are the fundamental principles upon which the fellowship of Nicotine Anonymous operates. They apply to all groups, Intergroups and service organizations and govern the activities of these bodies and their members.

### **Article II: The Twelve Traditions**

1. Our common welfare should come first; personal recovery depends upon Nicotine Anonymous unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for Nicotine Anonymous membership is a desire to stop using nicotine.
4. Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.
5. Each group has but one primary purpose – to carry its message to the nicotine addict who still suffers.
6. A Nicotine Anonymous group ought never endorse, finance or lend the Nicotine Anonymous name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
7. Every Nicotine Anonymous group ought to be self-supporting, declining outside contributions.
8. Nicotine Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. Nicotine Anonymous, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Nicotine Anonymous has no opinion on outside issues; hence the Nicotine Anonymous name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. The Twelve Traditions of Alcoholics Anonymous: 1. Our common welfare should come first; personal recovery depends upon A.A. unity. 2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. 3. The only requirement for A.A. membership is a desire to stop drinking. 4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole. 5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose. 7. Every A.A. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films. 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## **Article III: Members**

### **Section 1: Legal Status**

The Corporation may have associated with it persons who are not members of the Corporation within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law but who may be referred to as "members of Nicotine Anonymous" or "members" in these Bylaws. The identity, rights and privileges of such members with respect to the Corporation shall be as set forth in these Bylaws. Reference in these Bylaws to "members" shall refer to such persons.

### **Section 2: Qualifications**

Any person may become a member of Nicotine Anonymous who has a desire to stop using nicotine.

## **Article IV: Nicotine Anonymous Groups**

### **Section I: Composition**

- a) A group may be formed by two (2) or more persons meeting together who practice the Twelve Steps and maintain the Twelve Traditions of Nicotine Anonymous.
- b) Groups compose the Intergroups as set forth in Article V hereof.

## **Article V: Intergroups**

### **Section 1: Composition**

Two (2) or more groups may form an Intergroup for the purpose of servicing and representing the groups of which they are composed and acting as the guardian of the Twelve Steps and Twelve Traditions. Each Intergroup should be composed of groups within its region when feasible.

### **Section 2: Registration**

Each Intergroup shall be duly registered with the World Service Office (WSO) of Nicotine Anonymous by submitting its Bylaws and/or a summary of its purpose and operating procedures if Bylaws have not yet been adopted, and by submitting full information on each group it represents.

### **Section 3: Intergroup Representatives**

At a meeting of which its members have been given notice, each group shall select its representative to the Intergroup to be called "Intergroup representative" or "IR".

### **Section 4: Functioning**

- a) Intergroups may conduct the business of their groups by any method they choose.
- b) Exception: With prior notice to all member groups, Intergroups shall convene at least once a year for election of officers and selection, when necessary, of delegate(s) to the World Service Conference of Nicotine Anonymous.
- c) To send a delegation to the current World Service Conference, an Intergroup must be formally registered and must have provided information regarding number and name(s) of its Delegate(s) thirty (30) days prior to Conference opening.
- d) For the purpose of numbers of Conference Delegates or for any other Conference business, only groups formally registered at the World Service Office (WSO) will be counted.
- e) Intergroups may meet more often if necessary for the conduct of further business.
- f) Intergroups may form service offices to assist them in communicating with the groups.
- g) Intergroups may join together to create Intergroup Service Associations and service offices in order to help carry the message providing they adhere to the Traditions and do not alter or print any Nicotine Anonymous Conference-approved literature unless permitted by WSO.

### **Section 5: Conference Delegates**

- a) Each Intergroup shall be entitled to have one (1) Delegate for up to the first three (3) groups it represents and one (1) Delegate for each additional three (3) groups or fraction thereof.
- b) Each Delegate may be elected for a term of one (1) year and, in addition to attending the annual Conference, should serve the Conference for such term.
- c) A Delegate should not serve more than four (4) consecutive years, except for reasons to be decided by the local Intergroup with respect to its own Delegate.
- d) Whenever possible, a Delegate should have a minimum of one (1) year current and continuous freedom from nicotine prior to date of submitting qualifications and continuing to date of Conference.

- e) Delegates may be instructed as to the desires of the Intergroup they represent.
- f) As participants, Delegates should not be bound by the wishes of their Intergroups, but should not vote against these wishes unless situations arise at the Conference that make it necessary for the best interests of Nicotine Anonymous as a whole.

## **Article VI: World Service Conference**

The Corporation shall sponsor an annual meeting of Delegates of the members, which may be known as the World Service Conference (sometimes herein referred to as "the Conference"). The Conference shall serve as the collective conscience of the fellowship of Nicotine Anonymous as a whole.

### **Section 1: Voting Delegates**

The voting Delegates to the World Service Conference shall be as follows:

- a) Delegates from Intergroups, chosen in accordance with these Bylaws.
- b) Delegates for groups that are not affiliated with any Intergroup will be determined as follows: In any state, province or region, if the number of groups that are not affiliated with an Intergroup total between one (1) and three (3), those groups collectively may select one (1) Delegate to the World Service Conference. If there are more than three (3) groups in a state, province or region that are not affiliated with an Intergroup, those groups collectively may select one (1) Delegate to the World Service Conference for every three (3) groups or portion thereof.
- c) Any person who is currently serving as an officer of the Corporation shall be considered a Delegate at large to the World Service Conference. As such, each of these officers shall be considered to be a voting Delegate.

### **Section 2: Registration of Delegates**

All delegates must be formally registered with the Secretary of the World Service Office (WSO) of Nicotine Anonymous a minimum of thirty (30) days before the start of the Conference. Formal registration requires the complete name of the Delegate, as well as a mailing address and, when possible, a telephone number where the Delegate may be contacted. In addition, the Delegate should specify which group, Intergroup, or other body they are representing.

## **Article VII: World Service Office (WSO)**

### **Section 1: Composition**

The WSO of Nicotine Anonymous shall consist of all officers of the Corporation elected at the annual Conference or by such other means as put forth in these Bylaws. The WSO consists of nine (9) officers. The titles of these officers are Chairperson Elect, Treasurer Elect, Secretary Elect, Chairperson, Treasurer, Secretary, Emeritus Chairperson, Emeritus Treasurer and Emeritus Secretary. In unusual circumstances, such as the death or resignation of an officer, a replacement officer may be appointed to the WSO as detailed in Article VII: Section 5 below. In such cases, the replacement officer may not be required to assume one of the above titles, but may instead be considered an officer at large.

### **Section 2: Duties and Responsibilities**

Subject to the limitations of these Bylaws and to the action of the Delegates at the Conference, all powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the WSO. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the officers shall have the following powers:

- a) To act as guardians of the Twelve Steps and Twelve traditions.
- b) To conduct, manage and control the affairs and business of the Corporation and any charitable foundation organized in conjunction with or allied with Nicotine Anonymous as they may deem best, and to make such rules and regulations not inconsistent with law, the Articles of Incorporation, or with these Bylaws or the action of the Conference taken through the Delegates at the Conference.
- c) To designate a place for holding of any meeting or meetings of the Delegates.
- d) To manage in such manner as they may deem best all funds and real or personal property received and acquired by the Corporation, and to distribute, loan, or dispense with same and the income therefrom.
- e) To call to the attention of any group or Intergroup any violation of the Twelve Traditions which it believes the group or Intergroup has made, but to act only in an advisory capacity in matters affecting Nicotine Anonymous as a whole.
- f) To act as a spokesperson for Nicotine Anonymous in all matters affecting Nicotine Anonymous as a whole.
- g) To supervise and print Nicotine Anonymous publications.
- h) To furnish counsel and guidance to member groups and new groups.
- i) To supervise and guide education and attraction efforts of Nicotine Anonymous.
- j) To furnish a medium or media for the interchange of ideas between groups, and to be instrumental in carrying the message to persons and places where indicated. Through annual ratification at its World Service Conference, Nicotine Anonymous may adopt and recognize a publication that will, for the ensuing year, act as its official vehicle of communication.
- k) To perform such other duties as may be directed by the Delegates at the Conference.

- l) To prepare and present an Annual Report to the Delegates at the Conference.

**Section 3: Minutes**

The WSO shall submit written minutes of the World Service Conference to each officer of the Corporation, and to all Intergroups and Delegates.

**Section 4: Limit to Term of Office**

No WSO officer shall serve more than five (5) consecutive years.

**Section 5: Replacement of Officers Due to Death or Resignation**

If a vacancy occurs among the board members it should be filled. If a vacancy occurs among the active board members the position should be filled by a current board member at the discretion of the remaining board members. All other vacancies should be filled by appointment by majority vote of the remaining board members. In all cases, replacement officers should be approved by the voting Delegates attending the next World Service Conference. In the event the replacement officer is not approved, and assuming the replacement officer still has one (1) or more years left to serve, the voting Delegates shall then elect a different replacement officer to fill the vacancy.

**Article VIII: Meetings of Delegates**

**Section 1: Annual Conference**

- a) The annual World Service Conference shall be held during the month of April of each year, or on such other date as the WSO officers may fix, at such place as the officers may designate.
- b) Special meetings of Delegates or Committees of Delegates during the Conference for any purpose or purposes may be called at any time by the Chairman or by a majority of the WSO officers and/or Delegates.

**Section 2: Special Meetings**

Special meetings of the Delegates for any purpose or purposes may be called at any time by the Chairman of the WSO or by a majority of its officers.

**Section 3: Notice**

Notice of the annual World Service Conference and all special meetings of Delegates shall be given to each member Intergroup entitled to vote there at by prepaid mail or in the official publication. Notices shall be deemed to have been given if sent by mail or official publication to the Delegates representing each Intergroup. Such notices shall be sent no less than sixty (60) days before each meeting and shall specify the place, day and hour of the meeting and shall state the general nature of the business to be considered at such meeting. The notice of the annual Conference shall designate it as the World Service Conference.

**Section 4: Voting**

No Delegate shall have more than one vote. Votes may be taken by voice, by show of hand or by ballot or as called for by the presiding officer of the meeting, provided that the Delegates may prescribe the method of voting desired on any question without regard to the method called for by the presiding officer.

**Section 5: Presiding Official**

All meetings of Delegates shall be presided over by the Chairman of the WSO. In the absence of the Chairman, the Treasurer shall preside over meetings of the Delegates.

**Section 6: Parliamentary Authority**

All meetings of the Delegates shall be conducted in accordance with the latest edition of Robert's Rules of Order Newly Revised or such successor publications as may from time to time be published, where not in conflict with the Articles of Incorporation, these Bylaws, law, or special rules that Delegates may adopt.

**Section 7: Business Agenda**

- a) The Chairman shall provide that the agenda for the annual Conference includes written reports of the Treasurer and the Chairman of WSO.
- b) Notwithstanding any action of the Chairman or mandate of Section 6 above, questions of policy shall take precedence over proposed Bylaws amendments at all Conference meetings, except for such Bylaws amendments as may be required to conform with or be mandated by any action of State or Federal statute, code or law. The agenda of the Conference shall specifically provide for such consideration of policy questions before consideration of Bylaws amendments.
- c) New business to be placed on the agenda prior to the Conference shall follow the same procedure for submission as for Bylaws amendments and will need to be approved by thirty (30) percent of all Intergroups responding to an agenda questionnaire with sixty (60) days prior to the Conference. Other new business of an urgent nature must receive a majority vote of the New Business Committee in order to be brought to the Conference floor.

## **Article IX: Finances**

### **Section 1: Procedure**

- a) Full and complete disclosure of all WSO official financial matters is a prime guideline and objective for all accounting procedures and financial statements.
- b) Any Delegate or officer is entitled to examine the accounting records of the WSO, and any question concerning the finances of the WSO is completely proper and is to be answered promptly.
- c) Accounting procedures shall be geared to periodic reporting and financial controls shall be established for credibility of the financial statements.
- d) Statements shall be clear and easy to understand to prevent confusion and misinterpretations.

## **Article X: Corporate Assets**

No Delegate to the Conference or member of any local group which is a member of Nicotine Anonymous, and no officer or employee or member of a committee of or person connected with the Corporation or any other private individual shall receive at any time any earnings or any pecuniary profit from the operations of the Corporation; provided that this shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the WSO; and no such person or persons shall be entitled to share in the distribution of any of the assets upon the dissolution of the Corporation. All Delegates to the Conference and all members of local groups which are members of Nicotine Anonymous shall be deemed to have expressly consented and agreed that, upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation then remaining in the hands of the WSO, after all debts have been paid shall be delivered and paid over, in such amounts as the WSO may determine or as may be determined by a court of competent jurisdiction upon application of the WSO, exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

## **Article XI: Bylaws Amendments**

### **Section 1: Procedure**

- a) Amendments to these Bylaws may be proposed by any registered Intergroup or by the Conference Bylaws Committee and submitted to the Chairman of the WSO postmarked at least one hundred and twenty (120) days before the annual meeting of the Conference. The WSO may also submit amendments to the Bylaws.
- b) The Chairperson of the WSO shall cause a copy of any proposed amendments to the Bylaws of Nicotine Anonymous to be communicated to each formally registered Delegate to the World Service Conference, and to each formally registered Intergroup and officer of the WSO. This communication should reach each officer of the WSO at least ninety (90) days prior to the annual conference. It should also reach each formally registered Delegate and Intergroup at least ninety (90) days prior to the annual conference, except in such cases where a Delegate or Intergroup has not formally registered with the Secretary of the WSO by at least one hundred and twenty (120) days prior to the annual conference. In such an event, the communication of the proposed amendments should occur at the earliest practicable time prior to the annual conference.
- c) Except as otherwise specified in these Bylaws, proposed amendments to the Bylaws may be adopted by a two-thirds (2/3) vote of the Delegates present and voting as long as a quorum is present.
- d) Amendments to Article I (Twelve Steps) and Article II (Twelve Traditions) of these Bylaws may only be adopted if, in addition to (c) above, they are ratified by three-fourths (3/4) of the registered Nicotine Anonymous groups responding within six (6) months of notification.