

# CONTENTS

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

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 1: Definition

A group is defined as any registered meeting with Nicotine Anonymous World Services. (Hereafter all meetings will be referred to as “group”).

### Section 2: 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.

### Section 3: Registration

Each group shall be duly registered with the Worldwide Meeting List Coordinator (WWML) of Nicotine Anonymous World Services and listed on the meeting directory maintained by Nicotine Anonymous World Services.

### Section 4: Intergroup Representatives

Any group may choose and ask to affiliate with a registered Intergroup as defined in Article V, Section 1.

### Section 5: Functioning

- a) A group’s purpose is to meet and support Nicotine Anonymous’ primary purpose by carrying the message of recovery to the nicotine addict utilizing the Twelve Steps and Twelve Traditions of Nicotine Anonymous..
- b) Groups may conduct their meetings by any method consistent with the Twelve Traditions.
- c) With prior notice to all members, each group shall convene for selection of their Delegate to the World Services Conference of Nicotine Anonymous.
- d) To send a delegate to the current World Services Conference, a group must be formally registered and provide the name of their Delegate sixty (60) days prior to Conference opening.
- e) For the purpose of validating voting delegates, only those delegates formally registered with the Secretary Emeritus of Nicotine Anonymous World Services will be certified.
- f) Groups may meet to conduct business related to their group’s functioning.
- g) Groups may form service officers to manage the group’s procedures and requirements, and assist in communicating with the members of their group.

## Section 6: Conference Delegates

- a) Each group shall be entitled to have one (1) Delegate that they represent.
- b) An individual can only be a Delegate associated to one (1) Nicotine Anonymous registered group.
- c) 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. The term is from the date a group elects a Delegate until the group's next election date.
- d) World Services suggests that a Delegate not serve more than four (4) consecutive years, except for reasons to be decided by the local group with respect to its own Delegate.
- e) Whenever possible, it is suggested that a Delegate have a minimum of one (1) year current and continuous freedom from nicotine prior to the date of submitting qualifications and continuing to the date of the Conference.
- f) Delegates are expected to be informed as to any issues or concerns of the group they represent. **See Article VI, Section 3.- Provided approved)**
- g) As participants, Delegates' votes should be informed by input from their groups, but they remain free to vote as they believe will best serve the best interests of Nicotine Anonymous as a whole.

## Article V: Intergroups

### Section 1: Definition

An Intergroup (~~IG~~) consists of representatives within a common boundary, such as geographical or technological.

### Section 2: Composition

Two (2) or more groups may form an Intergroup for the purpose of ~~servicing~~ serving and representing the groups of which they are composed. Individual groups may ask to affiliate with any Intergroup and while assent to the requested affiliation is recommended to promote unity among the membership, each intergroup has the final decision with respect to affiliation.

### Section 3: Registration

Each Intergroup shall be duly registered with the Nicotine Anonymous World Services Office (NAWSO) 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 4: Intergroup Representatives

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

### Section 5: Functioning

- a) Intergroups may conduct the business of their Intergroups by any method ~~they choose~~ consistent with the Twelve Traditions.
- b) ~~Exception:~~ With prior notice to all member groups, Intergroups shall convene for selection of a Delegate ~~delegate(s)~~ to the World Services Conference of Nicotine Anonymous.
- c) To send a Delegate delegation to the current World Services Conference, an Intergroup ~~is required to~~ formally register ~~ed~~ and ~~must have~~ provided information regarding ~~number and the name(s)~~ of ~~its~~ their Delegate(s) sixty (60) days prior to the Conference opening business session.
- d) For the purpose of ~~numbers of Conference Delegates or for any other~~ Conference business, only Intergroups formally registered at the Nicotine Anonymous World Services Office (NAWSO) will be ~~counted~~ certified.
- e) Intergroups may meet ~~more often if~~ as they deem necessary ~~for the~~ to conduct ~~of further~~ additional business.
- f) Intergroups may form service officers, to assist them in communicating with ~~and serving~~ their 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 Twelve Traditions and do not alter or print any Nicotine Anonymous Conference-approved literature unless permitted ~~to do so in writing~~ by NAWSO.

## Section 6: Conference Delegates

- a) Each Intergroup shall be entitled to have one (1) Delegate for ~~up to the first three (3) the intergroups it they 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 is required to attending the annual Conference should serve the Conference~~ for such term. ~~See Article VI, Section 3.~~
- c) ~~World Services suggests that 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, ~~it is suggested that a Delegate should have a minimum of one (1) year current and continuous freedom from nicotine prior to the date of submitting qualifications and continuing to the date of the Conference.~~
- e) Delegates ~~are expected to be informed as to any issues or concerns may be instructed as to the desires~~ of the Intergroup they represent.
- f) As participants, Delegates ~~votes should be informed by input from their intergroups 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 but they remain free to vote as they believe will best serve~~ the best interests of Nicotine Anonymous as a whole.

## Article VI: World Services 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 Services Conference shall be as follows:

- a) Delegates from Intergroups, chosen in accordance with these Bylaws. ~~(Article V, Section 6-a)~~
- b) Delegates ~~for from groups, chosen in accordance with these Bylaws. (Article IV, Section 6-a) that are not affiliated with any 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 Services Conference. As such, each of these officers shall be ~~considered to be~~ a voting Delegate.

### Section 2: Registration of Delegates

All delegates ~~must are required to~~ be formally registered with the Secretary Emeritus of the Nicotine Anonymous World Services Office (NAWSO) of Nicotine Anonymous a minimum of sixty (60) 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, ~~or Intergroup, or other body officer position~~ they are representing.

### Section 3: Delegate Duties and Responsibilities

Roles and Responsibilities other than outlined in these Bylaws are as follows:

- a) Attend the group or ~~Intergroup~~ that they represent
- b) Attend in person or by video conference the annual World Services Conference.
- c) Attend any special meeting as described in Article VIII – Meetings of Delegates, Section 2 Special Meetings.
- d) Vote on items at the annual World Services Conference
- e) Disseminate information and communication to their group or Intergroup from the fellowship, conference, quarterly board meetings, and/or special meetings during their term.
- f) Provide feedback from their group or Intergroup at workshops and the fellowship at large
- g) Suggest that each Delegate participates with at least one of the Nicotine Anonymous committees.

## Article VII: Nicotine Anonymous World Services Office (NAWSO)

### Section 1: Composition

The NAWSO 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 NAWSO 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 NAWSO 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. It is suggested that people nominated for officers of the Board ~~and coordinators of committees~~ have a minimum of one (1) year abstinence from nicotine in all forms as of the date of their appointment to the position. ~~Whoever is~~ Individuals nominated as Treasurer shall be a resident in the United States for ease of working with the US banks.

### 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 NAWSO. 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 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 Services 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 NAWSO shall submit written minutes of the World Services Conference to each officer of the Corporation, and to all groups, Intergroups, and Delegates.

### Section 4: Limit to Term of Office

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

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

If a vacancy occurs among any board members, it should shall be filled. If a vacancy occurs among the Active officer position, board members, the that position should shall be filled by a current [or former] board member at the discretion of the remaining board members. All other vacancies should shall be filled by appointment by majority vote of the remaining board members. In all cases, replacement officers should shall be approved by the voting Delegates attending the next World Services 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 Services Conference shall be held during the month of April of each year, or on such other date as the NAWSO officers may fix, at such place or platform 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 Chairperson Chairman or by a majority of the NAWSO 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 Chairperson Chairman of the NAWSO or by a majority of its officers.

### Section 3: Notice

Notice of the annual World Services Conference and all special meetings of Delegates shall be deemed given to each member group and Intergroup entitled to vote there at by prepaid mail, any electronic communication, or official publication. ~~Notices shall be deemed to have been given if sent by mail or official publication to the Delegates representing each group or Intergroup.~~ Such notices for the World Services Conference shall be sent no less than sixty (60) days or no less than thirty (30) days for a special meeting before each special meeting and shall specify the place or platform, day, and hour of the meeting and shall state the general nature of the business to be considered at such special meeting. The notice of the annual Conference shall designate it as the World Services Conference.

### Section 4: Voting

~~No~~ Each Delegate shall have a single 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 Chairperson Chairman of the NAWSO. In the absence of the Active Chairperson Chairman, the Active 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 Chairperson Chairman shall provide that the agenda for the annual Conference includes written reports of the Treasurer and the Chairperson Chairman of NAWSO.
- b) Notwithstanding any action of the Chairperson 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 groups and Intergroups responding to an agenda questionnaire within 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 NAWSO 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 NAWSO, and any question concerning the finances of the NAWSO 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 NAWSO; 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 NAWSO, after all debts have been paid shall be delivered and paid over, in such amounts as the NAWSO may determine or as may be determined by a court of competent jurisdiction upon application of the NAWSO, 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 **group** or Intergroup or by the Conference Bylaws Committee and submitted to the **Chairperson** **Chairman** of the NAWSO postmarked at least one hundred and twenty (120) days before the annual meeting of the Conference. The NAWSO may also submit amendments to the Bylaws.
- b) The Chairperson of the NAWSO 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 Services Conference, and to each formally registered **group**, Intergroup and officer of the NAWSO. This communication should reach each officer of the NAWSO at least ninety (90) days prior to the annual conference. It should also reach each formally registered Delegate, **group**, 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 **Emeritus** of the NAWSO 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. A quorum is defined as a majority (51%) of registered delegates **attend** **attending** an annual conference.
- 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.