



SOUTHERN CALIFORNIA INTERGROUP  
OF  
NICOTINE ANONYMOUS  
BYLAWS

Revised **September** 2020

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## Article I: The Twelve Steps

1. We admitted we were powerless over nicotine, and 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 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, and 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 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.

## Article II: The Twelve Traditions

1. Our common welfare should come first; personal recovery depends on Nicotine Anonymous unity.
2. For our 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 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 on A.A. unity.
2. For our 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 using nicotine.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one purpose – to carry its message to the nicotine addict 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 self-supporting, declining outside contributions.
8. A.A. 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. A.A. 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, television and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## Article III Organization

### A. Name:

The name of this Intergroup shall be Southern California Intergroup of Nicotine Anonymous (SCINA)

### B. Boundaries:

The boundaries for the Southern California Intergroup of Nicotine Anonymous (SCINA) shall include all counties in Southern California, and SCINA defines this to include the following counties: Ventura, Los Angeles, San Bernardino, Riverside, Orange, San Diego and Imperial.

### C. Composition:

SCINA shall be comprised of the Officers of SCINA, the Intergroup Representatives of Groups, Group Secretaries, and any interested Members in Southern California who wish to attend our meetings and follow our By-laws.

### D. Qualifications:

1. The only requirement for Nicotine Anonymous membership is a desire to stop using nicotine.
2. Groups may be comprised of two or more persons who gather together to practice The Twelve Steps and maintain the Twelve Traditions of Nicotine Anonymous.
3. Intergroup Representatives and Group Secretaries shall be designated by their groups in any manner they deem appropriate. Intergroup Representatives and their Group Secretaries must be members of Nicotine Anonymous. It is requested but not required that each Group identify to SCINA, in writing, the name of their Intergroup Representative and their Group Secretary. It is also suggested that the Intergroup Representatives and Group Secretaries be free of nicotine and be willing to serve for a period of one year.

### E. Registration:

Each group shall be registered with SCINA by notifying the Registrar of their existence and the date, time, location, and phone contacts for their meeting. SCINA will maintain a database of all groups and will publish a monthly meeting schedule. Meeting information will also be forwarded to World Services for publication in the World Wide Meeting Directory.

## Article IV Meetings

SCINA shall hold a regularly scheduled meeting at least once every three months at a time and place, or virtually, as determined by a vote of the Intergroup.

The regular meeting date for the meeting shall be the 3<sup>rd</sup> (third) Sunday of the month.

This can be changed by a vote of the Intergroup. Reasons for changing the dates may include conflicts with holidays, SCINA events, and other reasons.

## Article V Voting

Nicotine Anonymous members who reside within SCINA'S geographical area of responsibility may vote on motions and election of SCINA Officers.

A Quorum requires at least seven members.

## Article VI Officers

### A. Positions

The Officers of SCINA shall be subject to the limitations of these By-laws, the votes of SCINA, and the following: "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."

The Officers are as follows:

Chairperson

Secretary

Treasurer

## B. Elections and Term

The term of each Officer is to be one year with nominations to be made no later than the regularly scheduled SCINA meeting in September and elections to be held no later than the regularly scheduled meeting in October of each year. After their active term, officers shall serve an additional one (1) year term as Officer Emeritus.

## C. Functions

1. Act as guardians of the Twelve Steps and the Twelve Traditions of Nicotine Anonymous.
2. Assure that Nicotine Anonymous will be there when anyone, anywhere, anytime, reaches out for help with his or her addiction to nicotine.
3. Conduct and manage the business and affairs of SCINA in accordance with these By-laws and the votes of SCINA.
4. Convene, conduct and serve at the regularly scheduled meetings of SCINA, led by the Chairperson or the Secretary in the Chairperson's absence, or the Treasurer in the absence of the other two officers or any other member of SCINA present as approved by the members attending that meeting.
5. Submit written Minutes of the monthly meeting to the registered Groups, Intergroup Representatives, and Officers.
6. Manage all funds and assets of SCINA and distribute, loan or dispense such funds or assets as directed by the Intergroup.
7. Follow prudent business practices in the conduct of all of SCINA'S business affairs.
8. Set up appropriate Internal Controls to safeguard the assets of the Intergroup.

9. Report monthly to the registered Groups, Intergroup Representatives and Officers a Statement of Financial Condition of SCINA. This will include but not be limited to:
  - Reconciliation of Bank Account
  - Statement of Assets, Liabilities and Net Worth
  - Statement of Income and Expenses
10. Maintain a prudent cash reserve of six (6) months' expenses identifiable non-recurring expenses, and distribute any excess periodically to Nicotine Anonymous World Services.
11. Offer counsel and guidance to existing and prospective Groups as they may request.

#### D. Requirements:

Officers must be members of Nicotine Anonymous and it is suggested that they have at least six (6) months free of Nicotine.

#### E. Termination

##### a. Causes of Termination

The Intergroup may terminate an Officer or Committee Chair for any of the following reasons:

- I. The resignation of an Officer or Committee Chair.
- II. The failure of the Officer or Committee Chair to attend 2 consecutive Intergroup meetings without notification to the Board.
- III. The determination by the Intergroup Officers that the Officer or Committee Chair has failed in a material and serious degree to perform his or her duties.

##### b. Procedure for Removal:

Following the determination that an Officer or Committee Chair is to be terminated the following procedure will be implemented:

- I. The decision of the Intergroup Officers must be approved at the next scheduled Intergroup meeting.
- II. A notice shall be sent by mail to the most recent address of the individual involved as shown in the Intergroup records noting the termination and the reasons for the termination.



- III. The individual being terminated shall be given an opportunity to appeal the termination by notifying the Intergroup Chair within 10 days of receiving the termination letter above.
- IV. The Intergroup Officers (Chair, Treasurer, and Secretary – or remaining Officers if the situation involves and Officer) will meet and review the appeal within five days of receiving an appeal.
- V. Based on this review the Officers will make a decision whether or not the individual will be terminated. The decision of the Officers will be final and will be presented to the Intergroup at the next regular scheduled meeting of the Intergroup.

F. Vacancies:

When an event has occurred to cause a vacancy due to death or resignation the Intergroup Officers will designate a member to fill out the remaining term of the vacancy at the next regular scheduled Intergroup Meeting.

## Article VII Committees

A. Definition

SCINA “... as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.”

These committees will include but are not limited to:

- Registration
- Public Outreach
- Communications
- Hospitals & Institutions
- New Meetings
- Literature
- By Laws
- Refreshments
- Correspondence
- Events

## B. Elections and Term

Each Committee shall have elected by the vote of SCINA a Chairperson to serve a term of one year concurrent with the term of SCINA Officers. Incumbents may serve for more than one year.

## C. Requirements

The Committee Chair must be a member of Nicotine Anonymous and be free of nicotine.

# Article VIII Delegates to the Annual World Service Conference

## A. Elections and Term

Delegates to the World Services Conference of Nicotine Anonymous shall be elected by SCINA in accordance with the Bylaws of Nicotine Anonymous World Services.

One Delegate will be elected for each three meetings or fraction there-of (for example: 31 meetings would elect 11 Delegates).

The approval of Delegates to a one-year term will take place at least 30 days prior to the World Conference. SCINA will notify the Secretary of World Services of the names of the appointed delegates prior to the deadline imposed by World Services (Currently 30 days).

## B. Functions

The functions and duties of the Delegates are as follows:

1. Attend the Nicotine Anonymous World Services Conference to which they have been appointed.
2. Represent the desires and wishes of SCINA as they may be expressed to the Delegates of that Conference.
3. Attend the Business Meetings and vote their conscience at that Conference
4. Report to SCINA the spirit, the issues, and their vote at that World Conference

## C. Requirements

Delegates must be members of Nicotine Anonymous and it is suggested that they have at least six months free of nicotine.

## Article IX Amendments to the Bylaws

Amendments to these Bylaws may be made as follows:

1. Acceptance by a vote of SCINA to establish a Proposed Amendment.
2. Thirty day notice of the upcoming Vote and the Proposed Amendment, in writing, to the registered Groups of SCINA.
3. When an amendment is approved by SCINA, a new set of Bylaws must be printed and distributed to all Groups, Intergroup Representatives and Officers by the next scheduled meeting of SCINA.
4. Vote by SCINA to approve or disapprove any Proposed Amendment to these Bylaws limited by the following: "Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole."

## Article X Parliamentary Authority

The latest edition of Robert's Rules of Order shall serve as the governing parliamentary authority of SCINA. A Parliamentarian may be appointed by a vote of the Intergroup to assist in the conduct of meetings. In the case of any conflict between these Bylaws and the governing parliamentary authority (i.e. Robert's Rules of Order, etc.), these Bylaws shall prevail. Standing Rules may be adopted by the Intergroup to supplement these Bylaws and shall not be construed to change or replace any of the Bylaws provisions. Standing Rules may be adopted, amended, or repealed by a vote of the Intergroup.