

# NATIONAL A.A. ARCHIVES WORKSHOP UNITED STATES AND CANADA

## National Alcoholics Anonymous Archives Workshop By-Laws

### I. Introduction

The National Alcoholics Anonymous Archives Workshop ("NAAAW") began in 1996 with a Workshop held in Akron, Ohio at the Mayflower Hotel. The Workshop grew out of the desire of a group of Archivists to have a Workshop for the Archivists operating within the General Service, Intergroup, and Institutions structures. These Archivists are found all across North America as well as the rest of the world. We take our inspiration from the first General Service Archivist, Nell Wing, and all of the subsequent General Service Office Archivists. Our Co-founder, Bill W., told us why we need Archives and Archivists:

**We are trying to build up extensive records which will be of value to a future historian.... It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion.... We want to keep enlarging on this idea for the sake of the full length history to come...**

– Bill W., 1957

### II. Mission Statement

The National Archives Workshop is committed to helping Alcoholics Anonymous Archivists working within the service structure of Alcoholics Anonymous who are also bound by the spiritual principles of our Fellowship.

### III. Statement of Purpose

The National A.A. Archives Workshop is an open, service-oriented, educational Workshop hosted on an annual basis by a Host Committee chosen through an open bidding, Third Legacy procedure. The Guidelines, Agendas, and overall direction of the Workshop are determined by the Board of Trustees, Officers, and Advisory Council of the National A.A. Archives Workshop. The individual workshops are conducted in an A.A. Forum format, with a specific focus on the open sharing of the experience, strength and hope of Archivists, attendees and members of the NAAAW. Each Workshop seeks to renew and energize our efforts and foster enhanced communications between A.A. Archivists and Archives Committee members. We share information, methods, procedures, ethics, and our enthusiasm at each Workshop.

Consistent with A.A.'s primary purpose, A.A. Archivists and National A.A. Archives Workshop attendees try to help the still suffering alcoholic by preserving the integrity of the A.A. message and the history of the Fellowship for current and future members

As our A.A. unity, spirit, and support for A.A. Archives efforts continues to grow, develop, and prosper, our service encourages further study, attraction, and participation in A.A. and archival related matters to help carry the A.A. message to the still suffering alcoholic.

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## IV. The National A.A. Archives Workshop

The work of the National A.A. Archives Workshop named the NAAAW Limited Liability Not for Profit Company ("NAAAW LLC") shall be carried out by and through the NAAAW Board, its Officers, and by the Host Committees. It is NAAAW's policy to practice general transparency in regard to its mission, activities, finances, and governance.

## V. The NAAAW Board Responsibilities

Although most of the active responsibility for the NAAAW rests with the Host Committees, the final responsibility for the NAAAW rests with the NAAAW Board. "Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined." – *"Twelve Concepts for World Service" p.IV\** The NAAAW Bylaws, Guidelines, and other NAAAW Documents (listed on page four) define the responsibilities and the scope of authority for the NAAAW Board and Host Committees. In this working relationship between the NAAAW Board, the Host Committees, and the attendees of the workshop the NAAAW Board and Host Committees must always respect the "Right of Decision" and the "Right of Participation" in of each entity in reasonable proportion to their responsibilities. "No class is set in absolute authority over another." – *Twelve Concepts for World Service" p.15\** It is the responsibility of the NAAAW Board to review Host Committee reports to ensure timely communication if Host Committee activities or plans violate these bylaws, are in conflict with any of the NAAAW Documents, or the Twelve Traditions or Twelve Concepts of Alcoholics Anonymous.

## VI. Composition of the NAAAW Board

The NAAAW Board will be composed of no fewer than nine (9) members, five of these members (5) will serve as Officers of the NAAAW Board and the remainder serve as the Advisory Council. Whenever possible the NAAAW Board will be composed of four (4) or more members of past three (3) Host Committees. Up to eight (8) members shall be elected from applications submitted by Past Delegates, Past General Service Board Trustees, Past Non-Trustee Directors of the A.A.W.S. or A.A. Grapevine Board, Past Young People's Conference Advisory Council Members, Area and District Archivists, Intergroup Archivists, and past attendees of the NAAAW who have attended three (3) consecutive or five (5) total NAAAWs.

## VII. The NAAAW Board Service Positions

The NAAAW Board is composed of the Officers and the Advisory Council. The service position descriptions for the NAAAW Board are contained in the NAAAW Board Guidelines. Additional service positions may be created by the NAAAW Board and listed in the NAAAW Board Guidelines. If a member of the Advisory Council is not available to serve in a specific position they may serve as a "Member at Large, Board Trustee". Due to this, or due to the creation of additional service positions on the Advisory Council, there may be Chair positions that remain open.

### NAAAW Board Officers

Chair  
Alt Chair  
Treasurer  
Secretary  
Workshop Coordinator

### Advisory Council Service Positions

Bid Development Chair  
Contracts and Documents Chair  
NAAAW Archivist  
NAAAW Digital Archivist  
Outreach Chair  
Website and Technology Chair

## VIII. Terms of Office

Officers and Advisory Council Service Positions are elected annually for two-year terms and a member may stand for re-election for the same position no more than one (1) time, except for the NAAAW Archivist who may stand for re-election multiple times. Members from Host Committees may remain on the NAAAW Board longer than the initial two (2) year term when they serve as an Officer, hold a service position on the Advisory Council, or hold another service position defined in the NAAAW Board Guidelines. No member of the NAAAW Board (with the exception of the Archivist) may serve longer than a total of eight (8) years.

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## IX. Elections

All NAAAW elections will be conducted using such means as the board prescribes using methods such as voice vote, blind ballot, email voting and/or the Third Legacy Procedure outlined in the A.A. Service Manual. The NAAAW Board will elect, its Officers and Advisory Council Service Positions at the first business meeting after the Workshop. Whenever possible elections will be facilitated by an unrelated party. Committee positions that are not elected may be appointed by the NAAAW Board Chair.

Each year the Host Committee of the current Workshop has the opportunity to elect, by Third Legacy Procedure, up to two (2) members to serve on the NAAAW Board and up to two (2) numbered alternates. The Host Committee Chair of the current Workshop will submit the resumes of the members and alternates elected to serve to the NAAAW Board Chair and NAAAW Board Secretary no less than thirty (30) days before the Workshop they are hosting. If the NAAAW Board has significant concerns regarding one or more of the resumes submitted, they must make every effort to address these with the individual in a timely manner. If the NAAAW Board is not able to resolve these issues with the individual, the NAAAW Board may object to the Host Committee member's addition to the NAAAW Board with a three-fourths (3/4) vote of the NAAAW Board.

Any A.A. member who is not a member of a Host Committee, who meets the qualifications listed below for Non-Host Committee Members, may submit a resume to the NAAAW Board Chair and NAAAW Board Secretary no less than thirty (30) days before the current Workshop.

## X. NAAAW Board Qualifications for Host Committee Members

Host Committee members who make themselves available to serve on the NAAAW Board must have at least five (5) years sobriety and at least five (5) years of General Service, Intergroup, Institutions, and/or Young Peoples Conference service experience, with at least one year of service as the Archivist or on the Archives Committee in that service branch.

## XI. NAAAW Board Qualifications for Non-Host Committee Members

Any A.A. member who is not currently serving on a Host Committee for the NAAAW may make themselves available to serve on the NAAAW Board provided that they have at least ten (10) years sobriety and at least ten (10) years of General Service, Intergroup, Institutions, and/or Young Peoples Conference service experience, with at least one year of service as the Archivist or on the Archives Committee in that service branch.

## XII. Conduct of the NAAAW Board and Host Committees

All members of the NAAAW conduct themselves within the spirit of Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous. The NAAAW Board and Host Committee members must adhere to all approved NAAAW Documents (listed on page three). The NAAAW Board as well as the Chair, Co-Chair, and Treasurer of awarded Host Committees are expected to sign and adhere to the Conflict of Interest Policy. Additionally, all members of the NAAAW should familiarize themselves, and take greatly into account, the shared experience contained in the A.A. Guidelines from GSO especially the Archives, Conferences, Conventions and Roundups, and Finance Guidelines.

## XIII. Removal from the NAAAW Board

A member may send a letter of resignation to the Chair and Secretary if they are unable to continue to serve. If a member fails to perform their duties, they may be removed by a three-fourths (3/4) vote of other members of the NAAAW Board. Any of the following actions are considered a resignation from the NAAAW Board: Drinking alcoholic beverages, use of illegal drugs, or abuse of any drug. Failure to attend three (3) consecutive or six (6) total business meetings during a two (2) year term. Violating our Conflict of Interest and Ethics Policy.

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## XIV. Vacancies

Vacant NAAAW Board seats shall be filled at the next NAAAW Annual Business Meeting or NAAAW Board Conference Call Business Meeting provided that ninety (90) days' notice is given on the NAAAW Board's website and to the Chairs of the last two Host Committees. If the vacancy occurs less than ninety (90) days before the next business meeting then it will not be filled until the following business meeting. When the vacant seat is one of the former Host Committee members' the numbered alternate is contacted to confirm that they are still available and the same procedure outlined under "NAAAW Elections" is followed. When an Officer or Advisory Council Service Position is vacant, the position is made available to current NAAAW Board members at the next business meeting.

## XV. NAAAW Board Business Meetings and Motions

The NAAAW Board shall have an Annual Business Meeting during the Workshop, and at least four Conference Call Business Meetings at a time most convenient for all the Officers and members of the NAAAW Board. To ensure an informed group conscience, all business should be conducted during regularly scheduled NAAAW Board Business Meetings whenever possible. Additional NAAAW Board Business Meetings may be scheduled at the discretion of the Chair including those requested by NAAAW Board members.

Any member or committee of the NAAAW Board may present a motion or resolution, those submitted by an individual require a second. Additionally, the Chair of any awarded Workshop may submit a motion or discussion item for consideration by the NAAAW Board. Any attendee of the NAAAW may submit a request for consideration of the NAAAW Board. All motions should be submitted in writing to the Chair and Secretary well in advance, whenever possible, and every effort should be made "That all important decisions be reached by discussion, vote, and, whenever possible by substantial unanimity." – *"Twelve Concepts for World Service" p.66\**

## XVI. NAAAW Board Ad Hoc Committees

Ad hoc Committees may be created at the discretion of the NAAAW Board Chair. Ad hoc Committees should have a specific purpose, length of service, and stated outcome (a report, motion and/or recommendation).

## XVII. The NAAAW Documents

### The NAAAW Board Bylaws

These Bylaws may only be changed by a vote of substantial unanimity (2/3 vote) of all NAAAW Board members. All NAAAW Board members should have at least fifteen (15) days to review any proposed changes or revisions to the NAAAW Board Bylaws. After a change to the NAAAW Bylaws is approved, a final copy and summary of all changes will be sent to all members of the NAAAW Board and to the Chair of the Host Committees. The revised copy of the NAAAW Board Bylaws will be posted on the website in a timely manner.

### The NAAAW Guidelines and Policies

The NAAAW Guidelines and Policies may be changed or updated as necessary at any regularly scheduled NAAAW Business Meeting. These documents include, but are not limited to:

The NAAAW Board Guidelines

The NAAAW Host Committee Guidelines

The NAAAW Bidding Guidelines

The NAAAW Non-Discrimination Policy

The NAAAW Anti-Harassment Policy

Conflict of Interest and Ethics Policy for National A.A. Archives Workshop, LLC

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## XVIII. The NAAAW Bidding Process

Any A.A. General Service Area or Intergroup Archives Committee in the US & Canada Service Structure may present a completed bid for the NAAAW. A bid is considered complete when the potential Host Committee (known as the Bid Committee) follows the NAAAW Bidding Guidelines and submits a completed Bid Package to the Chair and Secretary of the NAAAW Board. Whenever possible the location of the Workshop and the Host Committee will be chosen at the Annual NAAAW Business Meeting two (2) years before the next available Workshop. Any Bid Committee may present their partial or completed Bid Package to the NAAAW Board at any time during the calendar year in which the next workshop location and Host Committee will be chosen (Bid Year). The NAAAW Board may give feedback to the Bid Committee during this time. Bid Committees are encouraged to review all hotel proposals and potential contracts with the NAAAW Contracts and Documents Chair. All completed Bid Packages are due by May 1<sup>st</sup> of the calendar year in which the next workshop location and Host Committee will be chosen. All members of the NAAAW Board are expected to review all Bid Packages. Before the NAAAW Board selects the next Workshop Location a "Priority Inventory Session" will be held to give all NAAAW Board members and opportunity to share which factors they consider most important to their decision. The next Host Committee is then elected using the Third Legacy Procedure in the same manner as individuals are elected to a service position. In the event that no completed bids are made, or the NAAAW Board does not feel ready to award the Workshop to one of the Bid Committees, the Bid Year will remain "open" until the February NAAAW Board Business Meeting. If no suitable Host Committee is found the NAAAW Board will determine whether the Workshop should be suspended.

## XIX. The NAAAW Host Committee Responsibilities

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## XX. The National A.A. Archives Workshop Financials

The National A.A. Archives Workshop is financially responsible for the Workshop. The National A.A. Archives Workshop is not affiliated with any other entity, including, but not limited to General Service Areas and A.A. Intergroups. The Prudent Reserve, listed in the NAAAW Guidelines, is based on an average of the last four (4) years contract obligations and is regularly reviewed and updated. Funds over the Prudent Reserve, as well as any funds that remain upon dissolution of the NAAAW 501 (c)(3) (applied for), will be distributed to the General Service Board of Alcoholics Anonymous.

*\*Quotes above reprinted from "Twelve Concepts for World Service", with permission of A.A. World Services, Inc.*