BYLAWS
0F NEW JERSEY AND EASTERN PENNSYLVANIA INTERGROUP OF DEBTORS ANONYMOUS (“NJPADA”)

ARTICLE 1: NAME AND PURPOSE

1.1 Name. The name of this organization shall be New Jersey and eastern Pennsylvania Intergroup of Debtors Anonymous (“NJPADA”).

1.2 Purpose: The purposes of NJPADA shall be as follows:

a. to hold meetings at which the business of the of NJPADA for the Service Area of New Jersey and eastern Pennsylvania (hereinafter the "Service Area") shall conduct business;

b. to accept financial contributions from Debtors Anonymous (D.A.) members and from D.A. groups in the Service Area and disburse funds in accordance with the Twelve Steps, the Twelve Traditions and the Tools of D.A.;

c. to act as guardian of the Twelve Traditions of D.A. in the service area;

d. to create and periodically update a meeting list for the Service Area;

e. to coordinate and operate a website for outreach to persons seeking help from D.A. and from NJPADA.

f. to organize and coordinate Share-A-Day events.

g. to distribute D.A. “Conference Approved” literature to member groups and their representatives;

h. to distribute D.A. “Conference Approved” literature to health and services providers;

i. to establish and maintain exchanges of communication and organized service among D.A. meetings in the Service Area;

j. to originate and execute initiatives for service and funding;

k. to maintain needed exchanges of information, materials and fellowship with the D.A. General Services Office in Needham, Massachusetts and with other D.A. general service areas;

l. such other functions as it deems appropriate in the light of the Steps, Traditions and Tools of D.A.

ARTICLE 2: REPRESENTATIVES

2.1. **Number**: Each D.A. group meeting in the Service Area shall elect one Intergroup Service Representative ("ISR"), one General Service Representative ("GSR") and one alternate should the ISR or GSR be unable to attend (each such ISR, GSR and alternate hereinafter referred to as a "Representative").

2.2. **Duties**: A Representative shall attend each meeting of NJPADA, participate in and vote at NJPADA meetings and report the activities of NJPADA to the Representative's group. ISRs and GSRs may interchangeably vote upon matters of Intergroup Service Representatives and General Service Representatives.

2.3. **Election, Qualification and Term**: Each Representative shall be duly elected by the DA group which s/he represents to NJPADA. Such election shall be according to such rules and qualifications for office, and subject to such term of office and/or re-election or recall, as are determined by the group conscience of the represented meeting. By way of recommendation only, it is suggested that Representatives have been abstinent from incurring any new unsecured debt for at least 90 days prior to election.

2.4. **Which Groups may Send Representatives:** A DA group's Representatives may attend NJPADA meetings provided that such group has been in existence for at least three (3) months, has registered with the GSO and received an official Group Number from the GSO, and has at least five (5) members, except that such requirement may be waived in particular instances by the group conscience of NJPADA.

2.5. **Votes:** Each ISR, GSR, and alternate shall be entitled to one (1) vote at NJPADA meetings, except that no group may exercise more than two (2) votes at an NJPADA meeting. No individual can act as the voting representative of more than one group.

2.6. **Non-Representatives at Meetings:** Only Representatives, officers and coordinators (as defined below) may vote at meetings of NJPADA. Persons invited by representatives, officers or coordinators of NJPADA may speak, but not vote.

ARTICLE 3: OFFICERS AND COORDINATORS

3.1. **Powers:** The affairs of NJPADA shall be managed by its Officers and Coordinators.

3.2. **Number:** The Officers of NJPADA shall be a Chair, a Vice Chair, a Recording Secretary, and a Treasurer. The NJPADA Coordinators shall consist of a Webmaster, a Public Information (HIP) Coordinator, a Corresponding Secretary, and such other offices as NJPADA deems necessary.

3.3. **Election:** Officers and Coordinators shall be elected by a majority of Officers, Coordinators, and Representatives present and voting. Any Officer or Coordinator may be removed for cause and the resulting vacancy filled by a like majority.

3.4. **Term:** Officers and Coordinators shall be elected for one-year terms and shall serve no more than two (2) consecutive terms, with the exception of the Treasurer who will be elected for one-year terms and shall serve no more than three (3) consecutive terms.

3.5. **Vacancies:** Persons elected to fill vacancies shall serve the remainder of the term vacated. Should the portion of the term remaining to be served exceed one-half (1/2) of the original term, it shall be considered a full term.

3.6. **Qualifications**: To be eligible for election to NJPADA office, a person shall at the time of election: be a past or present Intergroup Service Representative or General Service Representative of NJPADA.

m. have abstained from incurring any new unsecured debt for at least six (6) months immediately preceding his/her nomination and one (1) year in the case of nominees for Chair and Treasurer;

n. be present in person at the meeting in which the election is held, or another person present shall attest to his/her willingness to hold that office so that his/her assent to serve is manifest;

o. be available to attend NJPADA meetings regularly;

p. resign any other NJPADA office (except that of Representative) s/he holds; and

q. understand and agree to be bound by the Constitution and these Bylaws of NJPADA.

3.7. **Waiver of Qualifications**. Except for the requirement that the Chair, Vice Chair, Treasurer and Secretary also be the Representatives, any or all of the requirements set out in the preceding section may be waived in particular instances by a majority vote of NJPADA.

3.8. **Chair:** Powers and Duties. The Intergroup Chair shall have general supervision of the affairs of NJPADA, and shall keep the Officers, Coordinators and Representatives fully informed about the activities of the NJPADA. He or she shall sign, together with appropriate other officers, all contracts or other legal instruments authorized either generally or specifically by NJPADA. He or she shall preside at all meetings of NJPADA. He or she shall be a member of all committees of NJPADA. The chair will send through email the agenda for the upcoming meeting, minutes from the previous meeting, and Treasurer’s report, to all intergroup representatives at least one week in advance. He or she shall perform such other duties as shall from time to time be assigned by the Officers, Coordinators and Representatives.

3.9. **Vice Chair:** Powers and Duties. The Vice Chair shall preside at meetings of NJPADA in the absence of the Chair. The Vice Chair shall have such other powers and duties as are assigned by the Officers, Coordinators and Representatives. In the absence of the Chair, the Vice Chair shall sign, together with other appropriate officer or officers, all contracts or other legal instruments authorized either generally or specifically by NJPADA.

3.10. **Secretary:** Powers and Duties. The Secretary shall act as the recording secretary at all meetings of NJPADA and shall maintain the meeting minutes and archives of NJPADA. The Secretary shall also be responsible for distributing copies of NJPADA meeting minutes to Representatives following meetings and for giving notice of upcoming meetings to all Officers, Coordinators and Representatives. The Secretary shall be responsible for transmitting all correspondence on behalf of NJPADA to meetings and information clearinghouses in the Service Area and to such other persons and entities as NJPADA may direct.

3.11. **Treasurer:** Powers and Duties. The Treasurer shall be the custodian of all funds received by NJPADA and shall be charged with disbursement of NJPADA funds in accordance with the will of NJPADA.

r. The Treasurer shall be a signatory on all bank accounts.

s. The Treasurer shall verify the validity of all bills submitted to NJPADA for payment or reimbursement and arrange for their payment subject to NJPADA approval.

t. The Treasurer shall make and maintain monthly or quarterly spreadsheets reports of all income and expenses of NJPADA during his/her term of office.

u. At each meeting of NJPADA and whenever else required by the Officers, Coordinators and Representatives, the Treasurer shall render a statement of NJPADA's accounts.

v. He or she shall at all reasonable times on request exhibit or cause to be exhibited NJPADA's books and accounts to any Officer, Coordinator or Representative of NJPADA and shall perform all duties incident to the position of treasurer except as such may be limited by the Officers, Coordinators and Representatives, and shall when required give such security for the faithful performance of his or her duties as the Officers, Coordinators and Representatives may determine.

w. For all checks issued, two (2) signatures will be required. The 2nd person signing may be, but is not required to be an ISR or GSR. If they are not an ISR or GSR, they must have one (1) year of solvency, have had three (3) Pressure Relief Meetings, and be active in the D.A. program. (2 signers is not always practical. How does this account for automatic bill payments and Bill-Pay or donations to GSO?)

3.12. **Webmaster**: Powers and Duties. The Webmaster shall oversee the operation of the website, www.njpada.org. She or he will maintain the website to include, current announcements within the Debtors Anonymous organization, a current meeting list and a downloadable meeting list. Any changes to the steps, tools, promises, preamble, etc. will be updated as well. Changes to the website should be made by contacting the webmaster directly from the link on the website.

3.13 **Public Information Coordinator**: Powers and duties. The NJPADA Public Information Coordinator (PI) shall have charge of NJPADA's relations and contacts with, and use of, public information organizations and media, including but not limited to commercial telephone directories and listings such as the Yellow Pages, TV, radio, newspapers, referral and recovery clearinghouses, bankruptcy information and service providers, financial and psychological counseling providers, and state and other governmental agencies, as approved and with moneys approved by NJPADA.

3,14 **Corresponding Secretary**: Powers and Duties. The NJPADA Corresponding Secretary shall have charge of updating the lists of D.A. meetings in the Service Area.

a. An updated copy of the meeting list in PDF format will be emailed to the Webmaster for uploading to the website.

b. An updated copy of the NJPADA member list will be emailed to the current NJPADA members.

c. The corresponding secretary will make a regular effort to make contact with all meetings via their contact representative or, when possible, visiting such meetings.

d. the corresponding secretary is in charge of updating the NJPADA Bylaws, as needed.

e. Delegation of Duties of Officers. In the case of the absence of any Officer, or for any other reason that the Officers, Coordinators and Representatives may deem sufficient, the Officers, Coordinators and Representatives may confer for the time being the powers or duties, of such Officer upon any other Officer.

ARTICLE 4: MEETINGS

4.1. **Meetings**: Meetings of NJPADA shall be held monthly via teleconference, video conference, or face-to-face at the Share-A-Day event(s) at such place, time and date as may be fixed by group conscience, or if not so fixed, as may be determined by the Chair.

4.2. **Notice of Meetings**: The annual calendar of monthly meetings is posted on the NJPADA.org website. In addition, written notice of the place, date and hour of any meeting shall be sent to each Officer and Representative entitled to vote at such meeting by electronic mail, not less than ten (10) days before the date of the meeting. Notice of special meetings shall indicate the purpose for which they are called and the person or persons calling the meeting. The attendance of any Officer, Coordinator or Representative at a meeting, in person, on teleconference, on video conference, or by proxy, without protesting prior to conclusion of the meeting the lack of notice of such meeting shall constitute a waiver of notice by him or her.

4.3. **Quorum:** At all meetings of NJPADA, unless a greater proportion is required by act of NJPADA in each case, the Officers, Coordinators and Representatives, taken as a whole, entitled to vote, present in person, shall constitute a quorum for the transaction of business.

4.4. **Organization:** The Chair of NJPADA shall preside at all meetings of NJPADA, or, in the absence of the Chair, the Vice Chair of NJPADA shall preside at a meeting of NJPADA. In the event that both the Chair and Vice Chair are absent, an acting Chair shall be chosen by the Officers, Coordinators and Representatives present. The Secretary shall act as recording secretary at all meetings of NJPADA, but in the Secretary's absence the presiding Officer may appoint any person to act as recording secretary of the meeting.

4.5. **Voting:** Except as otherwise provided by law or by these Bylaws, the vote of a majority of the Officers, Coordinators and Representatives present in person, on teleconference, on video conference, or by proxy at the time of the vote, shall be the act of NJPADA. Each Officer, Coordinator and Representative present in person, on teleconference, on video conference, or by proxy shall be entitled to one vote. A person who is not an Officer, Coordinator or Representative, and the Chair, shall not be entitled to any vote. The Chair shall only be entitled to vote in the event of a tie. Upon demand of any member, any vote upon any question before the meeting may be by written ballot. See Article 11: Amendment and Modification for voting on changes to Bylaws.

4.6. **Proxies:** On questions of which advance written notice has been given to the Officers, Coordinators and Representatives, voting may be by proxy, provided that any such proxy be in writing, stating the question being voted on, the vote to be cast and signed by the absent Officer, Coordinator or Representative casting the vote.

4.7. **Action by NJPADA:** At any meeting of NJPADA, and except as otherwise provided by law or by these Bylaws, any action of NJPADA authorized by a majority of the votes cast at a meeting of NJPADA in person, on teleconference, on video conference, or by proxy shall be the act of the NJPADA.

4.8. **Action Without Meeting**: Urgent ministerial actions required to be taken by NJPADA as a whole may be taken without a meeting by a telephone poll of a majority of NJPADA taken following a full explanation to each person from whom a vote is sought by the Chair or Vice Chair of the purpose of and necessity for the special vote and the action sought to be taken.

ARTICLE 5: PROCEDURE AT MEETINGS

5.1. **Robert's Rules of Order:** NJPADA meetings shall be conducted in accordance with Robert's Rules of Order, without undue punctilio, (great attention to detail) except where such observance may be modified by the Twelve Traditions of Debtors Anonymous.

5.2. **Precedence:** All matters shall be governed by the Twelve Traditions of Debtors Anonymous, the Constitution and Bylaws of NJPADA, and Robert's Rules of Order. The Twelve Traditions of D.A. shall always prevail in the presence of any conflict.

ARTICLE 6: EMPLOYEES AND AGENTS

6.1. NJPADA may appoint from time to time such employees and other agents as it shall deem necessary, each of whom shall hold office at the pleasure of NJPADA and shall have such authority and perform such duties and shall receive such reasonable compensation as the Officers, Coordinators and Representatives may from time to time determine. Such compensation may be paid only in accordance with the Twelve Traditions of D.A.

ARTICLE 7: FUNDING

7.1. The activities of NJPADA shall be funded by contributions from Debtors Anonymous groups in the Service Area and by other activities of NJPADA as may be authorized by the Officers, Coordinators and Representatives. NJPADA may accept contributions from individual members of Debtors Anonymous or from any D.A. group, but such contributions must conform to the Twelve Traditions of D.A. Acceptance of bequests, donations, or contributions from outside sources shall be prohibited.

ARTICLE 8: CONTRACTS, CHECKS, BANK ACCOUNTS, DISTRIBUTIONS AND INVESTMENTS

8.1. **Checks, Notes and Contracts:** The Officers, Coordinators and Representatives are authorized to select such depositories as they shall deem proper for the funds of NJPADA and shall, except as otherwise provided for in these Bylaws, determine who shall be authorized in NJPADA's behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts, and documents.

8.2. **Investments:** No funds of NJPADA may invested in any property, real, personal or otherwise, including but not limited to stocks, bonds, or other securities.

8.3. **Not a Trustee:** An ISR or GSR shall not serve as a trustee or in any other similar capacity**. (What does this mean? On the WSO board?)**

8.4. **Distribution of Funds**: NJPADA shall not distribute its funds to the account of any Officer, Coordinator or Representative or to any other person except to pay reasonable compensation for services rendered to, or monies advanced or to be advanced on behalf of, NJPADA. The allocation and distribution of funds other than funds of NJPADA is prohibited.

8.5. **Distribution of Funds from the NJPADA Scholarship Fund:** The Officers of NJPADA will determine the dollar amount of funds from the NJPADA Scholarship Fund to be disbursed to Representatives seeking funding to attend the World Service Conference.

(The John H Scholarship Fund is a function of and controlled by the GSO, not NJPADA. It is separate and distinct from NJPADA's scholarship fund, which should be referred to as NJPADA Scholarship Fund.)

8.6. **Distribution of Monthly Excess Funds**: The Treasurer will report monthly to the NJPADA meeting the excess funds, above the Prudent Reserve, distributions to the NJPADA Scholarship Fund and Special Events Fund, and other earmarked funds, that are in the treasury. The Treasurer will motion to disburse money to the GSO and/or The John H. Scholarship Fund of WSO. (The 2021 disbursement formula is 80% to GSO and 20% to The John H. Scholarship Fund.

ARTICLE 9: BOOKS

9.1. There shall be kept at such place as shall be determined by the Officers, Coordinators and Representatives correct books of account of the activities and transactions of NJPADA including a minute book, which shall contain a copy of these Bylaws, and all minutes of meetings of the Officers, Coordinators and Representatives.

ARTICLE 10: DISSOLUTION

10.1. In the event of dissolution of NJPADA, after discharging all obligations of NJPADA, the funds of NJPADA shall be contributed to D.A. World Services; or, if it not be then in existence, then equally among the remaining meetings in the Service Area; or, if there be none then in existence, then to Alcoholics Anonymous World Services; or, if it not be in existence, to its lawful heirs and assigns; or, if there be no such person or entity, then to any charitable organization as NJPADA may designate; provided, however, that any such recipient must be a non-profit organization which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of the United States, as amended, and otherwise be qualified as a not-for-profit corporation under the laws of the State of New Jersey.

ARTICLE 11: AMENDMENT AND MODIFICATION

11.1. These bylaws may be amended or modified by the affirmative vote of two-thirds of the Officers, Coordinators and Representatives present at any meeting of NJPADA, provided that:

a. notice of the proposed amendment or modification has been included in the notice of three (3) consecutive meetings and discussed at those three (3) consecutive NJPADA monthly business meetings;

b. a copy of such amendment or modification has been submitted to each Officer, Coordinator and Representative so voting, and;

c. the constituent group of each Representative so voting has discussed and voted on such amendment or modification.

d. The vote will be taken during the third consecutive NJPADA business meeting after the changes have been discussed for the third time.

(END OF NJPADA BYLAWS)