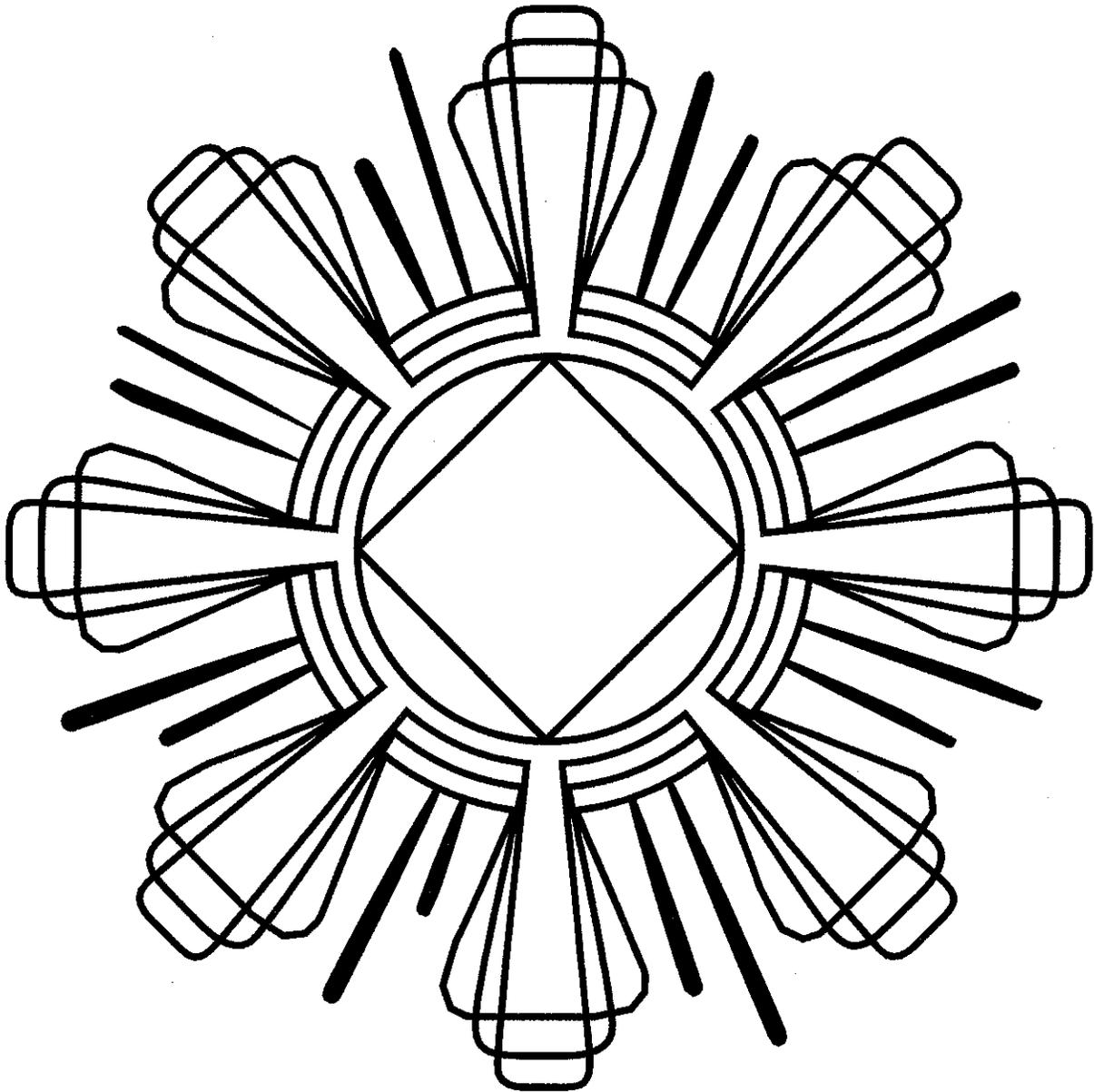


LANE COUNTY AREA  
NARCOTICS ANONYMOUS



LCASC HANDBOOK  
2024

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# ABBREVIATIONS

|         |  |
|---------|--|
| ASC     | Area Service Committee   |
| CAR     | Conference Agenda Report   |
| CBDM    | Consensus Based Decision Making                                    |
| GSR     | Group Service Representative                                       |
| GSR ALT | Group Service Representative Alternate                             |
| H & I   | Hospitals and Institutions   |
| HL      | Helpline   |
| IP      | Information Pamphlet   |
| LCASC   | Lane County Service Area Committee                                 |
| LSC     | Literature Subcommittee  |
| NAWS    | Narcotics Anonymous World Services                                 |
| NB      | New Business   |
| OB      | Old Business   |
| PCRCNA  | Pacific Cascade Regional Convention of Narcotics Anonymous         |
| PCRSC   | Pacific Cascade Regional Service Committee                         |
| PCRSCNA | Pacific Cascade Regional Service Conference of Narcotics Anonymous |
| PR      | Public Relations   |
| PSA     | Public Service Announcement  |
| RCM     | Regional Committee Member  |
| RCM ALT | Regional Committee Member Alternate                                |
| WSC     | World Service Conference   |
| WSB     | World Service Board  |
| WSO     | World Service Office   |

## ARTICLE I: NAME

The name of this committee shall be the Lane County Area Service Committee (hereinafter LCASC) of Narcotics Anonymous.

## ARTICLE II: PURPOSE

- A. The Lane County Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, "the final responsibility and authority for NA services rests with the NA Groups" (2<sup>nd</sup> Concept). This section defines our purpose – the reason we exist. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery. The purpose of this committee shall be to coordinate and administer the activities common to the welfare of the local Narcotics Anonymous groups, support the needs of these groups, serve as a link between the Pacific Cascade Regional Service Committee of Narcotics Anonymous, and foster unity.
- B. For the purpose of these guidelines, the term NA group shall be defined, "when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group," as stated in "What is an NA group" from the approved service manual *A Guide to Local Services in Narcotics Anonymous*, pg. 26. Below are points which describe an NA group:
1. All members of a group are drug addicts, and all drug addicts are eligible membership.
  2. As a group they are fully self-supporting
  3. As a group their single goal is to help drug addicts recover through applications of the Twelve Steps of Narcotics Anonymous.
  4. As a group they have no affiliation outside of Narcotics Anonymous.
  5. As a group they express no opinion of outside issues.
  6. As a group their public relations policy is based on attraction rather than promotion.
  7. As a group they will only use Narcotics Anonymous approved literature
- C. The LCASC, its officers, and subcommittees shall not make any decision, pass on any proposal, or take any action that conflicts with the Twelve Concepts (Appendix A), the Twelve Traditions (Appendix B), or the Twelve Steps (Appendix C) of Narcotics Anonymous.
- D. The LCASC shall comply, in all its actions, with the following documents in order of priority as listed below:
1. The Twelve Concepts, Twelve Traditions, and Twelve Steps of Narcotics Anonymous.
  2. The current LCASC Handbook and Bylaws.
  3. A Guide to Local Services in NA and conference approved service handbooks.

## ARTICLE III: PARTICIPANTS

Although anyone can be a member of Narcotics Anonymous as long as they have "a desire to stop using" (3<sup>rd</sup> Tradition), the Area Service Committee is established by the groups as a means to express the group's conscience on issues that affect other groups, LCASC and NA as a whole. Therefore, membership is limited to those trusted servants elected by the groups to represent them.

The LCASC shall be composed of trusted servants who have been elected and/or selected to perform certain functions. Participants in the LCASC shall include, but are not limited to, the following:

- A. Group Service Representatives (hereinafter GSRs), and Alternate Group Service Representatives who have been elected from each of the groups in the Lane County Area and represent that group's conscience.
- B. Officers:
  - 1. Chairperson
  - 2. Vice-Chairperson
  - 3. Secretary
  - 4. Alternate Secretary
  - 5. Treasurer
  - 6. Alternate Treasurer
  - 7. Regional Committee Member (RCM)
  - 8. Regional Committee Member/Alternate
- C. Subcommittee Chairpersons:
  - 1. Activities Chairperson
  - 2. Ad-Hoc Committee Chairperson(s)
  - 3. Directories Chairperson
  - 4. Hospitals and Institutions Chairperson
  - 5. Literature Chairperson
  - 6. Public Relations Chairperson
- D. Executive Committee includes LCASC Officers and subcommittee chairpersons.
- E. Any Narcotics Anonymous member or interested person may attend the LCASC meeting as observers and may participate if they have been granted the floor by the acting Chairperson/Facilitator.
- F. An NA group may become an active member by attending an LCASC meeting and requesting the LCASC decide on the group's admission. **\*See additional Group responsibilities & information in Directories Subcommittee Guidelines PG. 2**
- G. Following the Spiritual principal of one addict helping another, the group requesting to become a member of the LCASC will be guided by an established LCASC Group through the process, systems, and structure of the LCASC for as long as needed.
- H. A group will lose its membership in LCASC entirely if it no longer meets the requirements of an NA group as defined in Article II.

## ARTICLE IV: AREA SERVICE COMMITTEE MEETINGS

The LCASC is a resource for the groups to seek input on a variety of service-related topics and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the LCASC meeting. It is also an opportunity for any committee member to receive information on service-related topics that they would like guidance on. Above all else, the LCASC is to maintain and support our primary purpose to carry the message to the addict who still suffers.

In addition, the spiritual principles of the Twelve Concepts, Twelve Traditions, and Twelve Steps of Narcotics Anonymous should be observed and found in evidence. Some of these principles include honesty, trust, faith, courage, integrity, fidelity, willingness, humility, discipline, perseverance, awareness, service, love and compassion.

- A. The LCASC shall meet on the first Saturday of each month, unless changed by LCASC consensus (i.e. holidays and NA function conflicts).
- B. Workshops, Learning Days, or any other major LCASC committee meetings and/or events will be established and approved by LCASC.
- C. All permanent subcommittee meetings (Activities, Directories, Hospitals and Institutions, Literature, Public Relations) shall meet each month with the time and place to be scheduled by the individual *subcommittee*.
- D. The LCASC shall include a GSR orientation conducted as needed by a predetermined Executive Body Member or experienced GSR.
- E. The LCASC shall hold two Conference Agenda Report (CAR) workshops, to be set up by the RCM and funded if needed by the LCASC, to explain the CAR to GSRs and Executive Committee members. The CAR motions will be voted on at the April area service meeting without any discussion. After each vote, however, GSRs may give explanations for their vote or give proposals for consideration.
- F. In case of the temporary absence of the Chairperson, accession will be in the following order: Vice Chairperson, Secretary, Regional Committee Member, Regional-Committee/Alternate Member, Treasurer, and Alternate Treasurer.
- G. In all areas not covered by the LCASC Handbook and LCANA Bylaws, then the LCASC Amendments, Twelve Concepts, Twelve Traditions, Service Manuals of Narcotics Anonymous, and consensus-based decision making shall be authority to settle all questions of procedure.
- H. Discussion on the floor of the LCASC meetings shall be limited to the subject at hand.

## ARTICLE V: DECISION MAKING

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving Higher Power's will is expressed through our group conscience (2<sup>nd</sup> Tradition).

In the event that we cannot reach consensus and with the exception of elections, Parliamentary Procedure or a simplified version of Robert's Rules of Order (Appendix E) will be used to reach our decision (as in A Guide to Local Services in Narcotics Anonymous, pgs.105-111) (Heretofore A Guide to Local Services).

### A. PROPOSALS

1. Proposals are orders of business
2. Proposals can be made by all members of the LCASC, including the GSR from each group present, all members of the Executive Committee, and standing *subcommittee* chairpersons.
3. All proposals are to be in writing and given to the secretary at the LCASC meeting.
4. Proposal forms *will be* provided at the meeting.

### B. CONSENSUS BASED DECISION MAKING

1. All LCASC proposals and decisions will be first considered using Consensus Based Decision Making (Further expanded in Appendix D, pg. 27)
2. Presentation: Members making proposals will bring the written proposals to the LCASC meeting. Members making proposals will formulate clear proposals in advance with as much communication and collaboration as possible.
3. The maker of the proposal speaks first as to the intent of the proposal.
4. Clarifying questions: The floor will be opened for clarifying questions about the proposal to ensure that everyone understands the proposal before discussing it. This is not a debate over the proposal; this discussion is for clarification purposes only.
5. All members of the LCASC, except for the acting facilitator of the meeting, may participate in consensus based decision making.
6. Discussion or Reservations: The facilitator will ask if there is assent or reservations, if there are no reservations, the proposal passes. If there are reservations, the proposal can be discussed and debated. At this time, possible amendments to the proposal can be made. The maker always reserves the right to alter the proposal.
7. If, at the end of the discussion, the LCASC has not reached an agreement, the opposing individuals are asked to express their concerns and what it might take to reach a compromise.
8. If their opposition does not persuade the majority to change their view, the opposing member(s) may be asked if they can support the majority view, even though they themselves do not agree with it.
9. For proposal wherein the opposing members stand aside to the majority, a decision will be reached (See Appendix D flowchart).
10. If the opposition does not stand aside, or the *proposal is blocked by two or more members*, LCASC will act on the proposal applying parliamentary procedure. (Appendix E) The proposal will be called to a vote. GSRs or their Alternates will be the only voting members.
11. If the GSRs feel they cannot carry the conscience of their group, a decision to send the proposal back to the local groups requires a 2/3 majority vote of the GSRs. Any decisions to send the proposal back to the groups will be decided on by the GSRs and their Alternates only.

## ARTICLE VI: DUTIES AND REQUIREMENTS OF THE OFFICERS AND SUBCOMMITTEE CHAIRPERSONS:

### A. CHAIRPERSON

1. There is a required minimum of two years clean time (see Article VII, Section D, #4).
2. Arranges the agenda for and presides over LCASC and Executive Committee meetings. Attends all LCASC and Executive Committee meetings and notifies the Vice-Chair if unable to attend.
3. Open the meetings at the appointed time.
4. Announces in proper sequence the business that comes before the assembly or business that becomes in order in accordance with the prescribed order of business, agenda or program and within existing orders of the day.
5. Recognizes members or observers who are entitled to the floor.
6. States and puts before the body all questions that legitimately come before the assembly as proposals/motions or that otherwise arise in the course of proceedings, except questions relating to the Chairperson. Announces results of each vote. If an out of order proposal/motion is made, the Chairperson rules it as such. The Chairperson and has one vote in event of a tie vote.
7. Upholds procedures relating to consensus, order, and decorum within the assembly when appropriate.
8. Expedites business in every way compatible with the rights of members and observers.
9. Decides all questions relating to the Chairperson duties (Article II: Purpose, A: LCASC Point of Decision Making).
10. Responds to inquiries relating to procedure or factual information bearing on the business of the assembly.
11. Declares the meeting adjourned when the assembly concludes business and/or comes to consensus *for adjournment*.
12. Conducts the general correspondence of the committee.
13. The Chairperson is a cosigner of the committee's bank account.
14. Makes a report of the year's work at the annual meeting at the time of elections.
15. The Chairperson for the purpose of the corporation will be referred to as the President of the Board Directors.
16. Schedules Executive Committee meetings quarterly and as needed. Including a required Executive Committee meeting in September to review the proposed annual budget submitted by the Treasure.
17. Gives a Chairperson's report at the beginning of the LCASC meeting.
18. Trains the Vice Chairperson and incoming Chairperson in the performance of the duties of the Chairperson.
19. Helps the LCASC abide by the Twelve Traditions of NA and the Twelve Concepts of Service.
20. Appoints all Ad-Hoc Committees.
21. Conducts all the meeting with impartiality and fairness.

## B. VICE CHAIRPERSON

1. There is a required minimum of two year clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies if unable to attend.
3. In case of the absence of the Chairperson performs the duties of the Chairperson.
4. Coordinates the functions of subcommittees and Ad-Hoc Committees.
5. The Vice Chairperson is a cosigner on the LCASC bank account.
6. Makes a report of the years' work at the annual LCASC meeting at the time of elections.
7. Acts as parliamentarian for the LCASC meetings, unless this task is specifically assigned to another individual.
8. Works with and assists the other officers of the LCASC.
9. Trains the incoming Vice Chairperson regarding their duties.
10. Is responsible for the P.O. Box (see Amendment P.O. Box Guideline 4/10/93 NB#3).
11. For the purpose of the corporation the Vice Chairperson will also be known as the Vice President of the Board of Directors.

## C. SECRETARY

1. Has a required minimum of one-year clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable to attend.
3. Keeps a record of the proceedings of the committee.
4. Keeps and updates the committee's official membership list and calls the roll when it is required.  
**See list of effective amendments April 1988**
5. Makes the minutes and records available to NA members upon request and in the manner prescribed by the LCASC.
6. Maintains records during their current term in which the guidelines, special rules of order, standing rules, and minutes are entered. Any amendments to these documents will be properly recorded. Will have current records on hand at every LCASC meeting.
7. Types and sends the correspondence of the committee as needed.
8. Distributes copies of the minutes to each officer and member of the LCASC no later than ten days following each meeting.
9. Maintains loaner LCASC handbooks.
10. Maintains a record of decisions (proposal and resolution archive) and makes this available at each LCASC meeting.
11. Trains the incoming Secretary of their duties.
12. The secretary will relinquish all records after their term of service. The records will be stored at LCANA storage locker. The records will be archived for a period of seven years.

## D. TREASURER

1. Has a required minimum of three years clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable to attend.
3. Acts as custodian of the LCASC bank account and keeps the LCASC financial ledger.
4. Makes a written report of all contributions and expenditures. Displays deposit records or copies on request.
5. Reports on current financial status during LCASC meeting.
6. At year's end an annual statement will be made, as well as at the end of their term to be audited by an appointed committee (see Bylaws, Article 8, Section 4). **See list of effective amendments Apr 1986**
7. Ensures the quarterly donations are forwarded from LCSAC to PCRSC (see Article IX, Section C & D).
8. Disburses available funds (see Article IX, Section D) as necessary in accordance with committee decisions.
9. Trains the incoming Treasurer of Treasurer's duties.
10. Proposes an annual budget to be presented to the Executive Committee in September. The final proposed budget will be presented to the Groups at the October LCASC and will be voted on at the November LCASC. The Treasurer must notify the Chairperson of the need for scheduling an Executive Committee Budget Meeting in September.
11. Will adhere to the guidelines published in the **Treasurer's Handbook for Narcotics Anonymous Revised Edition**, specifically pages 10-13 concerning record keeping. There will be a receipt for every check written. On all receipts a notation is made of the check number, date, and the amount of the check. All expenditures will be made by check, ACH, automatic bank withdrawal, or debit card. No cash expenditures will be made.
12. The LCASC Treasure will never be a signer on any LCASC bank account.

## E. REGIONAL COMMITTEE MEMBER

1. Has a required minimum of two years clean time (see Article VII, Section D, #4).
2. Attends all LCASC and executive meetings and notifies the Chairperson if unable to attend.
3. Attends all Regional Service Committee meetings and notifies Chairperson if unable to attend. Participates in any decisions affecting the region by speaking as the voice of LCASC's group conscience.
4. Submits report to LCASC following each PCRSC meeting.
5. Trains the incoming RCM of RCM's duties.
6. The RCM will inform the GSRs of the availability of the Conference Agenda Report (CAR). The CAR is usually available from the World Service Office 150 days prior to World Service Conference.
7. Schedules the LCASC CAR workshop biannually during the January LCASC.

## **F. ALTERNATE SECRETARY**

1. Has a required minimum of one-year clean time (see Article VII, Section D, #4).
2. Attends all LCASC and executive meetings and notifies the Chairperson if unable to attend.
3. Becomes familiar with the job of Secretary and assists them in their duties.
4. Fills in for the Secretary if they are unable to attend or cannot complete their term of office.
5. Maintains LCASC Handbook updates (see Amendment Nov 7, 1992 OB #1).

## **G. ALTERNATE TREASURER**

1. Has a required minimum of one year clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies Chairperson if unable to attend.
3. Becomes familiar with the job of the Treasurer and assists in the duties of the Treasurer.
4. Fills in for the Treasurer if they are unable to attend or cannot complete their term of office.

## **H. ALTERNATE REGIONAL COMMITTEE MEMBER**

1. Has a required minimum of two years clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable to attend.
3. Becomes familiar with the job of Regional Committee Member, including attendance at all regional meetings, and is prepared to take on the RCM's duties if the RCM is absent or unable to complete their term of office.

## **I. SUBCOMMITTEE CHAIRPERSONS**

1. Has a required minimum of two years clean time (see Article VII, Section D, #4).
2. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable to attend.
3. Participates in PCRSC activities as indicated in each subcommittee guidelines.

# **ARTICLE VII: ELECTIONS**

## **A. ELECTED OFFICERS**

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Alternate Secretary
5. Treasurer
6. Alternate Treasurer
7. Regional Committee Member
8. Alternate Regional Committee Member

## **B. ELECTED SUBCOMMITTEE CHAIRPERSONS**

1. For duties of Subcommittee Chairpersons see each Subcommittee's Guidelines.
  - a) Hospitals and Institutions Chairperson
  - b) Literature Chairperson
  - c) Activities Chairperson
  - d) Public Relations Chairperson
  - e) Directories Chairperson
  - f) Ad-Hoc Committee Chairperson(s)

## **C. EXECUTIVE COMMITTEE**

1. The officers and subcommittee Chairpersons shall be referred to as the Executive Committee.
2. These members of the Executive Committee shall be elected annually in the month of April. Current GSR's shall make the nominations according to their group's conscience. Any participant may make a nomination which will require the second of a GSR.
3. The term of office shall be one year.
4. No individual shall serve more than two consecutive elected terms in the same position.
5. No individual shall hold more than one LCASC position simultaneously.
6. Officers shall receive a copy of "A Guide to Local Service".

## **D. QUALIFICATIONS OF THE OFFICERS AND SUBCOMMITTEE CHAIRPERSONS**

1. Will have the willingness and desire to carry out the duties of the office.
2. Will acknowledge that the duties shall be carried out in accordance with the Twelve Concepts, Twelve Traditions, and Twelve Steps.
3. Have the willingness to give the time necessary to do the job.
4. The required clean time may be waived by a 2/3 majority vote of the GSRs present at the time of nomination.

## **E. SCHEDULING OF ELECTION PROCESS**

1. January: Secretary distributes a list of Executive Committee positions, duties, and qualifications. Nomination forms will be included with the minutes to be taken back to the groups by their GSRs.
2. February: Any completed nomination forms shall be turned into the Secretary. Any paper containing all of the information which appears on the nomination form will constitute a nomination form. The Secretary will determine if nominations are valid and accurate. The Chair will announce all positions still in need of nominations. All positions are still open for nomination until nominations are closed at the end of March.
3. March: All completed and signed nomination forms are presented to LCASC. At the time of nomination, the form is read aloud, and the nominees present can answer any question from the floor regarding qualifications. If a nominee is unable to attend the meeting, a completed nomination form is acceptable. Any position that does not have a nomination will become an interim position. Completed nomination forms are included in the minutes.
4. April: The Officers and Chairperson of each subcommittee shall be elected by a majority vote of the voting members (see Article 3, Section 3 of LCANA Bylaws). The vote will be taken by written ballot which will be prepared by the Secretary. Completed ballots will be collected by Vice-Chair or RCM and counted by two non-voting members of the LCASC. The tally will not be announced or printed in the minutes. The results will be read by the LCASC Chairperson. Newly elected officers and subcommittee chairperson's duties begin at the end of the April LCASC meeting.

## ARTICLE VIII: REMOVAL OF OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

- A. A service member may be removed from their position for noncompliance. A 2/3 majority vote of members present is required for removal. Noncompliance includes, but is not limited to:
1. Non-fulfillment of the duties of their position.
  2. Absence at three consecutive regular meetings of the LCASC without prior notification to the LCASC Chairperson.
  3. NOTE: LOSS OF ABSTINENCE RESULTS IN AUTOMATIC REMOVAL.
- B. An Officer of the committee may resign by providing written notice to the LCASC Chairperson at least one week in advance of the upcoming regular meeting of the LCASC
- C. Any Officer or Subcommittee Chairperson resigning or dismissed from the office prior to completing that term of office must wait six months to resume involvement in a position of Officer or Subcommittee Chairperson. The only exception is when the person resigning intends to perform a newly elected position.
- D. Interim Officers may be elected as required. Nomination can be made by any participant and shall be seconded by a GSR. The office will be elected by a majority vote of GSRs present at the time of the nomination. Their term of office shall be for the remainder of their predecessor's term of office and shall conclude at the annual election. After an interim term has expired they are eligible to run for the same position for two more consecutive terms.

## ARTICLE IX: FUNDS

- A. Funds accumulated from group contributions and contributions from other N.A. sources will be maintained in the LCASC bank account. Funds are subject to disbursement for paying LCASC obligations. Two signatures are required from the Chairperson, Vice-Chairperson and/or RCM.
- B. Part 1: The LCASC shall attempt to maintain an operating reserve of one month's budget expenses plus \$200.00
- Part 2: The LCASC shall keep an emergency reserve of \$300.00
- C. Flow of Funds: At each LCASC the beginning bank balance is added to the income from the groups and all other NA sources. From this balance the following items are subtracted in the following order:
1. Accrued Balance
  2. Emergency Reserve
  3. Operating Reserve
  4. Budgeted Expenses
- D. The remaining funds are the available funds. The available funds are the source for funding for special projects and other one-time money proposals that are not provided for in the budget. The available funds remaining after further allocations by proposal(s) on the floor are forwarded to the Pacific Cascade Regional Service Committee.

## **DEFINITIONS:**

**Beginning Bank Balance:** The amount of funds in the LCASC bank account at the beginning of the meeting based on the bank statement and any adjustments reported by the Treasurer.

**Accrued Expenses:** Some bills and special projects are not paid for on a monthly basis, but rather on a quarterly, semi-annual, annual or other irregular time period. Each month the budgeted amount is set aside until the full amount of the bill is accumulated and due to be paid.

**Example:** The Post Office Box, paid annually in January is \$36.00. Each month \$3.00 is budgeted and set aside until the total amount is accumulated and the bill is paid in January.

From time-to-time money is set aside for special projects using this same method of accrual.

**Example:** The PR committee has been approved, by the LCASC, to purchase a PSA video. These projects are not regularly budgeted items. Funding is set aside incrementally until the entire amount is accumulated.

**The Accrued Balance:** Total amount set aside for all budgeted and non-budgeted accrued expenses, prior to the beginning of the meeting.

**Prudent Reserve:** For the LCASC the prudent reserve is divided into the emergency reserve and the operating reserve.

**Emergency Reserve:** This amount is set aside to pay for non-budgeted, unexpected bills.

**Example:** Legal obligations including, but not limited to, damage to the LCASA meeting facility, defunct convention committee bills that were unpaid due to an oversight, etc. The emergency reserve funds are used only for emergency legal obligations when the operating reserve has been depleted.

**Operating Reserve:** The operating reserve was established to provide uninterrupted services to the fellowship due to fluctuations in income throughout the year. These funds are set aside to meet emergency and/or budgeted expenses when the income does not meet these expenses. The Treasurer may use the operating reserve to pay emergency or budgeted expenses only after a consensus vote (See Appendix D).

1. All proposals requiring new money expenditures require passing by consensus of the body. If the proposal has two or less members who continue to have reservations or a blocking concern, the Chairperson will call for a vote of GSRs. If the result of that vote is in the affirmative by a 2/3 majority the proposal is adopted. If it does not reach the 2/3 majority the proposal fails (see Appendix D; Flow Chart).

## **ARTICLE X: SUBCOMMITTEES**

- A. All subcommittees formed by the LCASC shall be autonomous in carrying out their assigned functions but shall be accountable to the LCASC.
- B. Subcommittees shall maintain their own guidelines and will provide changes to those guidelines to LCASC as they occur. These guidelines shall be subject to review and approval by LCASC.

## **ARTICLE XI: AD-HOC COMMITTEES**

The Chairperson of the LCASC shall have the authority to appoint Ad-Hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and the duration of existence in any such Ad-Hoc committee shall be specifically designated by the Chairperson at the time of the appointment.

## **ARTICLE XII: AMENDMENTS**

- A. Any N.A. group may propose amendments to these bylaws at a regular LCASC meeting by submitting the proposal in writing. The proposal and its intent may be discussed in new business when the proposal is presented.
  - 1. The body could choose to table the proposal and send it back to the groups for their input or the author to modify the proposal and bring it back to the next meeting,
  - 2. If the proposal has two or less members who continue to have reservations or a blocking concern, the Chairperson will call for a vote of GSRs. If the result of that vote is in the affirmative by a 2/3 majority the proposal is adopted. If it does not reach the 2/3 majority the proposal fails.
- B. An amendment to the bylaws shall be effective immediately upon adoption unless the proposed amendment specifies otherwise.
- C. Amendments continue to determine some LCASC policy until they are deleted, amended, or superseded by a new amendment or bylaw.

## LIST OF EFFECTIVE AMENDMENTS:

**FEB 1984:** We pay our bills in the order which they occur.

**Apr 1986:** The Chairperson, Vice-Chairperson, and Secretary of the LCASC have the power to audit the books of the area and all subcommittees at least annually. **See LCASC Handbook Article VI.D.6**

**Apr 1988:** The names and phone numbers of the LCASC Officers and subcommittee chairpersons will be included in the monthly LCASC minutes. **See LCASC Handbook Article VI.C.4**

**Dec 1989:** The LCASC will purchase one of each of the N.A. Service Handbooks for use by the Vice-Chair. The Vice-Chair will obtain revised editions when they occur, to be paid by the LCASC. This collection of handbooks will be passed on to the succeeding Vice-Chair.

**Sept 1992: OB #5** - All LCASC subcommittees or committees be required to provide a clear and concise financial report, as well as monthly reports, containing the following:

Monthly:

1. Beginning Balance
2. Total Income
3. Total Expenses

Ending Balance Quarterly:

1. Detailed financial ledger copy
2. Itemized income and expenses
3. Receipts, copies of checkbooks, and bank statements to be filed with the Area Treasurer once every three months at the first LCASC meeting following March, June, September and December.

**Nov 7, 1992: OB #1** - The LCASC will update and maintain an LCASC Handbook. Initially, the copies will be provided to all GSRs and Executive Committee members. New groups will receive the handbook as part of the new group start up packet. The secretary will have copies for loaning at the Area Service meeting and will be given back at the end of the area service meeting. The Literature Committee will stock replacement Handbooks. The Handbooks can be purchased from the literature committee by an individual or group if it is lost or destroyed. The alternate secretary will be responsible for keeping track of group and executive committee members Handbooks. The updates will be distributed at the LCASC meetings until all Handbooks have been updated.

**Apr 10, 1993: NB #3** - Post Office Box Guidelines:

- A. P.O. Box fee will be paid in January by the Treasurer.
- B. Vice-Chair will be responsible to see that mail is checked once or more per week and distributed to subcommittees before area service.
- C. Vice-Chair will hold all three box keys and assign keys to others as needed.
- D. Vice-Chair will check P.O. Box application once during term and update signatures if necessary.

**Oct 15, 1994: NB #1** - To read the three paragraphs following the 12 Traditions at each LCASC meeting.

**May 6, 1995:** We direct Activities to plan and hold a yearly fundraising event. The profits will go directly to NAWs. **See LCASC Activities Guidelines**

**Feb 6, 1994:**

New Group Literature Start Up Packet

The LCASC will have a new group literature start up packet. The packet will be given to newly formed groups once they have recognized themselves as a member of the LCASC. The literature committee will maintain the packets and absorb the cost of giving them to new groups. **See LCASC Literature Committee Guidelines.**

The packets will include:

- A. 10 White Books
- B. Three 4<sup>th</sup> Step Guide booklets
- C. Five each of all current IP
- D. Treasurer's Report Form Pad
- E. LCASC Literature Order Forms
- F. One Group Booklet
- G. One "The 12 Concepts" booklet
- H. Group Readings (set of seven cards)
- I. One "A Guide to Local Service"

**Feb 1, 1997: NB** During the year, the GSRs may increase or decrease the monthly allotments in the budget as appropriate depending on availability of funds. These changes may be voted on by the GSRs and do not require group input. The GSRs may, however, vote to take these changes back to their groups for input.

**Feb 7, 1998:** Directories - Any group in the Lane County Area that makes it clear in their format that someone for a specific reason is not welcome at their meeting will not be listed on the Lane County Area meeting list. **See LCASC Directories Guidelines.**

**Nov 3, 2001:** Any proposals at LCASC over \$500.00 that are not legal obligations go back to their groups for approval or disapproval.

**Apr 7, 2001:** That LCASC provides a copy of "A Guide to Local Service" handbook for each executive committee member and group.

**Jul 2003:** Have Area events on our meeting listed monthly.

**LCASC Nomination Form**  
**(Please Print Clearly)**

Nominee: \_\_\_\_\_ Clean Time: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Nominating GSR: \_\_\_\_\_ Group: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Nominee: \_\_\_\_\_  
*(Signature of nominee signals acceptance of the nomination)*

Date: \_\_\_\_\_

Rev. 01/12/12



**LCASC Business Calendar**  
**Due Dates and events**

**January**

Fourth quarter financial reports due  
Officer qualifications in LCASC Minutes  
Appoint Ad Hoc for Audit if needed  
Conference Agenda Report becomes available to order from the WSO  
Set dates for Conference Agenda Report Workshop for Lane County Area

**February**

Officer and Subcommittee Chair nominations begin

**March**

Nominations close  
End of first quarter

**April**

Election of Officers and Subcommittee Chairs  
First quarter financial reports due  
Possible conflict of holiday and meeting

**May**

First meeting for new Officers and Subcommittee Chairs  
Update facility use with Hilyard Community Center  
Activities to hold annual fund-raiser for WSC

**June**

End of second quarter

**July**

Second quarter financial reports due  
Possible conflict of holiday and meeting

**August**

**September**

End of third quarter  
Schedule Executive Committee meeting for budget proposal review  
Possible conflict of holiday and meeting

**October**

Third quarter financial reports due  
Present budget to LCASC

**November**

**December**

End of fourth quarter

## Appendix A

### **The 12 Concepts of NA:**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## Appendix B

### **The Twelve Traditions of NA**

1. Our common welfare should come first; personal recovery depends on NA 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 membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA 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.

## Appendix C

### **The Twelve Steps**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We 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 a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## Appendix D

### CONSENSUS BASED DECISION MAKING:

LCASC will conduct business through consensus-based decision making. If consensus cannot be reached after a reasonable amount of debate and discussion (including small group discussion when appropriate) as determined by the ASC Chair, the Chair can either:

- Delay the decision until the next ASC meeting, thus allowing time for further reading, reflection, and home group discussion.
- Can call for a vote of eligible voting participants.
- Can declare the proposal dead.

If a significant number of voting members choose to abstain from a decision, the facilitator may wish to inquire about this choice, giving members a chance to register their concerns, suggest amendments to the proposal, or request more time.

### HOW IT WORKS

1. **Making a proposal:** Any member of the body can make a proposal. Proposals should be well thought out and as concise as possible. Proposal forms are available from the Secretary.
2. The Chairperson reads the proposal to the body, and asks if we have consensus. On rare occasion we will have 100% Assent and the proposal is approved or 100% Block and the proposal is rejected. In most cases members of the body will have concerns and or questions about the proposal. Members express these to the body by holding up one of the following cards:

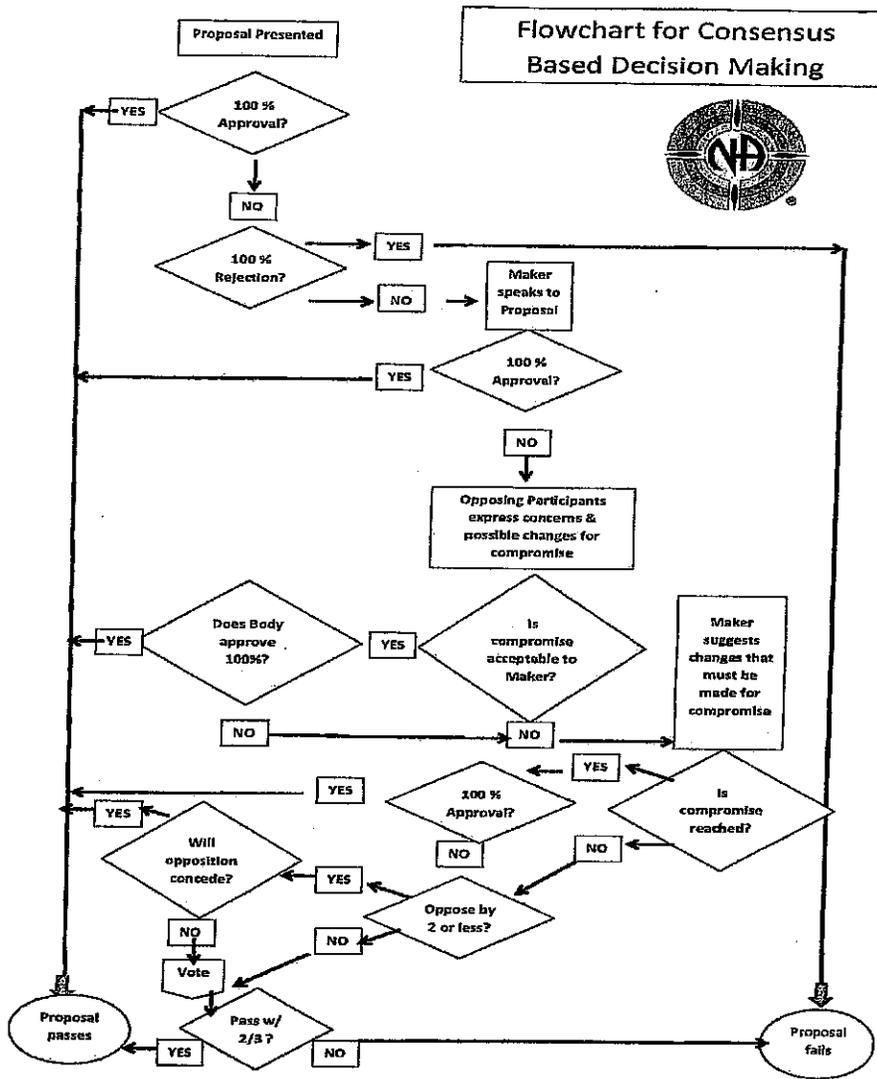
**ASSENT (GREEN CARD):** will indicate support of a proposal, all things considered. Assent does not indicate that you may agree with every aspect of a proposal, but that you...

- Have heard the discussion
- Have had a chance to participate in the process of finalizing the proposal
- Are prepared to support the final proposal

**DISSENT:** can be registered in 3 degrees:

1. **Assent with Reservations (BLUE CARD):** if you are willing to let a proposal pass but want to register your concerns or discuss ideas for improvement or small changes to the proposal.

- The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations. If there are significant reservations about a proposal, the body may choose to modify or re-word it.
2. **Stand Aside (RED CARD):** if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.
- The concerns of group members standing aside are usually addressed by modifications to the proposal.
  - A sizable number of Stand Asides of those present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or a Working Group for reconsideration.
3. **Block (BLACK CARD):** A rare and extreme form of dissent taken only if you honestly believe that the proposal violates the Traditions, the Concepts or is incompatible with the mission of NA.
- A GSR who blocks should note any specific objections to the proposal that have not already been registered in the discussion.
  - If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject or does nothing.



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## Appendix E

### SIMPLIFIED ROBERTS RULES OF ORDER

#### Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board (Chairperson), any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

#### How to do things:

##### **You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

##### **You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- Adding words,
- Striking words or
- Striking and inserting words

##### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion

If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer

##### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge (directions) to the committee

##### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date

##### **You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote

##### **You have heard enough discussion.**

Move to close the debate. (Also referred to as calling the question) This cuts off discussion and brings the assembly to a vote on the pending question only.

Requires a 2/3rds vote

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after one item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

“Call for orders of the day.”

**You want to take a short break.**

Move to recess for a set period of time.

**You want to end the meeting.**

Move to adjourn.

**You are unsure the president of the board announced the results of a vote correctly.**

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

**You may INTERRUPT a speaker for these reasons only:**

- To get information about business –point of information to get information about rules– parliamentary inquiry
- If you can't hear, safety reasons, comfort, etc. –question of privilege
- If you see a breach of the rules –point of order
- If you disagree with the president of the board’s ruling –appeal
- If you disagree with a call for Unanimous Consent –object



This tool is intended to help NA members better understand the group service representative (GSR) commitment and to more effectively participate in the work of a local service body. NA communities have the ability to organize their services in the way that best serves them locally, and the responsibilities of the GSR may vary accordingly. This tool tries to capture some of our common experience and outline the basic tasks of the GSR position. It does not contain specifics about the policies adopted in individual service bodies as it is intended to be used in any NA community.

## WHAT IS A GSR?

The GSR is an active member of an NA group and its representative at local service meetings. Groups and their members rely on their GSRs to stay connected with other groups in an NA community and to the rest of NA. As one member put it: "For most newcomers in a meeting, NA will be as big or as small as the information the GSR provides to the group."

The Second Concept states that NA groups have "final responsibility and authority" for the service bodies they create. An active and prepared GSR makes it possible for this principle to be a reality.

## WHY BE A GSR?

A Vision for NA Service reminds us that our commitments should offer "spiritual growth and fulfillment." A GSR commitment is where many of us first begin to learn how NA services are structured outside of our groups. We come to understand how spiritual principles guide our service work and support our primary purpose. We may learn skills and discover abilities during the course of our service, and we learn to use those abilities in other areas of our lives. This is part of the reason why some of us talk about the privilege of being of service. Being a GSR is one way to express the gratitude we have for NA and the life that it has given us.

As with all NA service positions, a wide range of spiritual principles can be applied when serving as a GSR. Four that appear most important for success are:

**Humility**—Knowing who we are, when to ask questions, and that we do not have all the answers can help us to stay "right-sized" when serving as a GSR. This principle supports our ability to remain patient and teachable, and encourages active listening when working with others.

**Commitment**—The GSR is a critical connection between a group and the rest of NA. Without a GSR's commitment to participate fully in both the group's business meetings and the local service body, this connection is broken.

**Accountability**—Trusted servants in NA are accountable to the groups we all serve. One way to practice accountability is to communicate fully with our group, and share our group's experience and concerns in service meetings. The Third Concept essay advises that the authority delegated to service boards and committees "...is not a blank check...the groups still bear final authority."

**Anonymity**—Placing principles before personalities allows us to create a solid spiritual foundation for NA service. Anonymity also guides us to serve selflessly rather than by our own opinions, and without expectation of a reward.

Some of us come into recovery with no sense of personal responsibility, as if it was someone else's job to take care of us. Others of us experience self-obsession as a belief that we are responsible for everything around us. The reality is usually somewhere in between. We find peace of mind when we are able to trust others to carry out responsibilities without constantly looking over their shoulders, and they show the same courtesy to us.

*Guiding Principles: The Spirit of Our Traditions, Tradition Nine*

## WHO CAN BE A GSR?

It is common practice to have a clean time requirement for the GSR position, although this may vary depending on the maturity of the NA community. *The Group Booklet* offers this guidance:

There are a couple of things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of the time and energy they need for their early recovery. Group members with a year or two clean are probably already well-established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions and service concepts as well as group procedures.

A year or two may seem like an acceptable clean time requirement where NA has existed for many years, but this may be an unreasonable requirement if the local NA community is newly formed. Groups are encouraged to consider a member's personal qualities and abilities when selecting their GSR, as well as their clean time. For example, *The Group Booklet* also discusses the importance of commitment:

A second thing to consider is consistent participation in your group. Do the nominees attend your group's recovery meetings regularly? Do they take an active part in your group's business meetings? Have they lived up to previous service commitments they've made?

In communities where the GSR is expected to handle the group's funds by bringing its contribution to a service meeting, or purchasing its literature, particular care when electing a GSR may be needed to ensure those funds are managed responsibly. Serving in the alternate GSR position before becoming GSR can offer the benefit of mentorship and knowledge from an experienced member. Attending service meetings consistently in this position will help to prepare a new GSR for their roles and responsibilities. Many experienced GSRs view mentoring an alternate as an important part of their commitment.

## WHAT DOES A GSR NEED TO KNOW?

Members with local service experience can often be a good resource to find out more about the local service body. Locally developed guidelines and policy, as well as minutes and agendas from previous service meetings, may also be helpful. Many of these are posted on local websites, along with information about local events and service workshops.

These are some questions that new GSRs are encouraged to ask about their local service

- \* body: The basics: When and where is it, how long does it last, and what do I need to bring?
  - \* Who are the trusted servants at the local service body, and what do they
  - \* do? What subcommittees or workgroups are there at the local service body?
  - \* Where can local guidelines and resources be found?
- What decision-making and discussion procedures does the local service body use? How are Seventh Tradition contributions and literature orders handled?

## Helpful resources

Our personal recovery resources—Step work, sponsorship, friends in recovery—are as much a part of success in service as anything else. It is not unusual to encounter some challenges during a service meeting, and many members look to friends and experienced members for support and advice. Attendance at workshops, learning days, and other service events can help us connect with other members involved in service, and become better informed about relevant issues.

In some communities, private social media groups, email, or text lists are used to communicate with other trusted servants.

Some helpful printed resources include *The Group Booklet*, the Traditions essays from NA literature (especially *It Works: How and Why* and *Guiding Principles: The Spirit of Our Traditions*), *Twelve Concepts for NA Service*, *A Guide to Local Services in NA*, and other service material such as service pamphlets, handbooks, service basics, and bulletins. Many of these are posted on [www.na.org/ips](http://www.na.org/ips) and [www.na.org/servicemat](http://www.na.org/servicemat).

NAWS News provides a report of the services provided by NA World Services and may be of interest to GSRs wanting to know more about NA as a whole: [www.na.org/newsnews](http://www.na.org/newsnews).

## WHAT DOES THE GSR DO?

*The Group Booklet* states that GSRs “form the foundation of our service structure.” The basic function of a GSR is to participate in service meetings on behalf of their group. At one time, this only meant attending area service committee (ASC) meetings. As NA has grown, different communities have adapted the GSR’s role and the service system to better suit their needs. Serving as a GSR may involve participation at an ASC, a local service conference (LSC), a group support forum (GSF), or a regional assembly. In newer communities, the service structure may consist of just a regional service committee (RSC) and GSRs. Whatever the local structure consists of, the main roles and responsibilities of a GSR are the same. As *The Group Booklet* tells us, the role of the GSR is far more than a “mere group messenger,” and the responsibilities are more than just attending committee meetings.

In the Eighth Concept, we are reminded that “Our service structure depends on the integrity and effectiveness of our communications.” At the local service meeting, the GSR serves as the communication link between the group and the rest of the NA service system, and “...they take active, critical parts in the discussions which form the group conscience of the entire committee” (*The Group Booklet*). Most local service meetings also provide the opportunity to ask for help with group problems if needed.

The Second Tradition offers a process for groups to gather any concerns and questions for the local service body, and to provide input regarding any questions the service body may have for the group. The GSR is often asked to provide relevant information in these discussions. This involves the GSR consistently attending the group’s business meeting, and possibly also leading it. The GSR also usually provides a written or verbal report on the activities of the local service body during the group’s recovery or business meeting. Many GSRs create a short list of bullet points to capture the highlights from service meetings they attend to help with this.

Discernment is an important quality for a GSR. It can help in deciding what information to report, and in making decisions at service meetings on the group’s behalf. We take care to discern the short- and long-term impact of our decisions—what they mean for NA services today and how they can help us to reach more addicts. Considering carefully how our decisions might move us toward the goals in A Vision for NA Service is a key part of the GSR service position.

Some other common tasks for GSRs may include:

- \* Delivering the group’s financial contribution
- \* Purchasing literature at the service meeting on behalf of the group
- \* Collecting event flyers and meeting directories
- \* Ensuring the group’s meeting information is up to date on the local meeting list or website
- \*

Providing a report about the group to the area

- \* Participating in local subcommittees and workgroups according to their skills and interests

Service is not a position in a committee; it is a posture in the heart. It's a way of life we can practice in all our affairs.

*Living Clean: The Journey Continues, Chapter Seven*

## Acronyms

The list of acronyms used locally and in NA as a whole can be confusing for members new to service. Here are some of those that are most used.

- ASC** Area service committee: Local service body consisting of GSRs and other elected trusted servants.
- CAR** *Conference Agenda Report*: A publication that consists of business and issues that will be considered during the WSC.
- CAT** Conference Approval Track: A collection of additional material for discussion and decision at the WSC.
- CBDM** Consensus-based decision making: Decision-making process where members work together to find or create solutions.
- FD** Fellowship development: NA service devoted to starting and nurturing new NA communities and helping existing communities to continue growing.
- FIPT** *Fellowship Intellectual Property Trust*: A legal trust that serves as custodian for NA's literature and logos.
- GLS** *A Guide to Local Services in NA*: A service handbook intended to serve as a resource for NA groups, areas, and regions.
- GSF** Group support forum: A discussion-oriented body focused on the needs of the groups.
- GSR** Group service representative: Trusted servant elected by an NA group to participate on its behalf at the ASC or other local service body.
- H&I** Hospitals and institutions: NA service devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
- IDT** Issue Discussion Topic: Specific topics selected for discussion that concern the Fellowship as a whole.
- IP** Informational pamphlet: Short piece of recovery literature.
- LSB** Local service board: Administrative body of the LSC.
- LSC** Local service conference: A strategic, planning-oriented local service body.
- NAWS** Narcotics Anonymous World Services: Service body that deals with the problems and needs of NA as a whole.
- PI** Public information: NA service devoted to sharing information about NA to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large. (In many communities, this work is now done by a PR workgroup or committee.)
- PR** Public relations: NA service devoted to creating and maintaining relationships with members, potential members, and the general public.
- RCM** Regional committee member: Trusted servant elected by an ASC to participate on its behalf at the RSC.
- RD** Regional delegate: Trusted servant elected by an NA region as a voting participant at the WSC.
- RSC** Regional service committee: Service body consisting of ASCs and/or other types of local service bodies.
- RSO** Regional service office: Local NA service center or literature distribution point.
- SP** Service pamphlet intended for us a resource for groups and service bodies.
- WB** World Board: The service board of the WSC, dedicated to the continuation and growth of Narcotics Anonymous by providing support to the Fellowship and oversight of the WSO.
- WCNA** The World Convention of NA: Celebration of recovery and unity held every three years in a different part of the world.
- WSC** World Service Conference: Service meeting that brings all elements of NA World Services together.
- WSO** World Service Office: The main service center for the NA Fellowship.
- ZD Zonal delegate**: Trusted servant elected by a zonal forum that is eligible for seating at the WSC as a voting participant. (Note: A zonal forum is a service body consisting of multiple regions.)





# The Group

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## DEFINITION AND PURPOSE

A Narcotics Anonymous group is any meeting of two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous groups are bound by the principles of the Twelve Steps and Twelve Traditions of NA. Each group has but one primary purpose—to carry the message of recovery to the addict who still suffers.

It is important to remember our primary purpose so that addicts who come to their first meeting can relate and identify with others at the meeting. One responsibility of the group is to provide an atmosphere of recovery for the newcomer who has a desire to stop using as well as existing members. We want to make the newcomer feel welcome. We can all remember how frightened and apprehensive we were when we first came to NA. We welcomed that initial smile and learned a simple loving hug could make all the difference in the world when we felt alone. We needed to find others like ourselves who had been through what we had and would understand our feelings and experiences. From the very start we found that any addict could stay clean by following the example of others who were clean and living the NA program.

The group is the most powerful vehicle of carrying the message of hope and the promise of freedom from active addiction. Any addict can stop using, lose the desire to use, and find a new and better way to live. In meetings we hear other addicts share their experience, strength, and hope in order to stay clean themselves and help others to stay clean. We have found that the therapeutic value of one addict helping another is without parallel.

It has been our experience that when we attend meetings regularly the feelings that used to haunt us start to leave. They are replaced by feelings of hope, joy, and gratitude for the new way of life we have found through Narcotics Anonymous. And most importantly, those who keep coming to our meetings regularly stay clean.

## HOME GROUP

Choosing and supporting a home group is an important part of recovery. A home group is a meeting where you are comfortable and one you will attend regularly. We call this our home group because it suggests a place where we fit in and belong. Having a home group allows us to have an anchor each week where we can get to know the people and they can really get to know us. We develop a bond with each other as we grow together.

We make a commitment to our home group, and if we are absent for some reason, we will be missed. Our home group is also the place where we celebrate each new year of clean time. We develop true friends, often for the first time in our lives, and learn to respect each other. This can be very important in our recovery.

As the members mature, so does the group. We learn to practice the spiritual principles of Narcotics Anonymous in all our affairs. We also learn to divide and share the responsibilities for the growth and well-being of the group.

Home group members should try to remain aware of problems or difficulties their group faces and be willing to help. A home group is where you vote as a member of the group conscience on matters affecting NA as a whole as well as matters concerning your home group's well-being. Home groups also participate in carrying the message of recovery at an area level. In the spirit of unity, oneness of purpose, for the good of NA as a whole, it is important that we all do our part.

## THE FORMATION OF A GROUP

When starting a group\* the first priority is to secure a regular meeting location. Try to find a facility that is conducive to an atmosphere of recovery and will allow room for the meeting to grow. It is important to find a location that will allow the group to practice the Sixth Tradition, which states, "An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose." This principle of non-affiliation allows the group to develop its own autonomy. After securing a location, establish the time and day of the week, make arrangements for opening and closing the meeting space, and any other preparations necessary. Tradition Seven tells us, "Every NA group ought to be fully self-supporting, declining outside contributions." In keeping with the Seventh Tradition, establish a means of paying rent for the facility; NA groups must always be self-supporting. The group responsibilities (opening doors, making coffee, providing literature, cleaning up, etc.) are best shared by two or more addicts. Some groups have lost their meeting space because they failed to properly care for the meeting facility. But if we try to leave the room better than we found it, we protect the atmosphere of recovery and the reputation of Narcotics Anonymous.

If the meeting is slow in getting started, be patient. Experience proves it will grow. Support can be generated by contacting the nearest area or regional committee, making announcements at other meetings, and by distributing flyers.

When there is enough participation and support, a group business meeting is held. At this first meeting, matters of the group are formalized (name, format, etc.) and trusted servants are elected. Though the group may seem more businesslike at this time, we must remember we are setting the foundation for carrying out our primary purpose. It is our responsibility as group members to care for NA and make an investment in our recovery. It is truly our privilege to participate in our home group.

## TRUSTED SERVANTS

Our Second Tradition tells us, "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." Our trusted servants, therefore, are the backbone of the group and their regular attendance at all meetings is extremely important. One of the pitfalls which has caused many NA groups to suffer or even fold has been the election of officers who were unqualified to serve or did not have a history of recovery in our fellowship. Often NA elections have seemed to be popularity contests rather than the selection of trusted servants. The officers of a group must be chosen with great care because of the responsibilities that their offices carry and the potential effect bad officers can have on the group. Fulfilling the commitment to serve is important. The following paragraphs contain a brief description of the group's trusted servants. For a more comprehensive description, refer to the approved NA service manual.

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\*For more information on starting an NA group, see *The Group Booklet*.

As a general guide, we have found that trusted servants are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve
2. A history of recovery in NA (we suggest a minimum of one year clean time)
3. An understanding and working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Active participation in the group

## SECRETARY

The secretary is responsible for the following:

- ◆ Opening and closing the meeting facility regularly—no matter what
- ◆ Selecting a leader who will carry the NA message of recovery
- ◆ Making sure the coffee gets made
- ◆ Keeping the meeting's records
- ◆ Arranging for the group's business meetings
- ◆ Purchasing supplies and literature

The secretary carries a great responsibility, and therefore this position should not be taken lightly. The members of the home group should always be willing to help the secretary with any requests for assistance.

## TREASURER

The treasurer is responsible for the following:

- ◆ Paying the group's bills
- ◆ Keeping financial records
- ◆ Carrying out group conscience decisions for the flow of funds
- ◆ Making regular reports to the group

It is helpful if the treasurer has basic mathematical skills and handles personal finances properly. One of the biggest problems we have faced has been the misuse of group money. Thousands of dollars in needed funds have disappeared. Not only does this abuse limit what Narcotics Anonymous can do, it strikes at the heart of our Fifth Tradition, which reads, "Each group has but one primary purpose—to carry the message to the addict who still suffers." Treasurers who have abused their positions usually find that the price they pay in terms of their personal recovery is very heavy. Obviously, the treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function. For more information on serving as a group treasurer, refer to the NA Conference-approved *Treasurer's Handbook*.

## GROUP SERVICE REPRESENTATIVE (GSR)

The GSR is responsible for the following:

- ◆ Attending the area service committee (ASC) meeting regularly
- ◆ Serving as a member on ASC subcommittees
- ◆ Serving as a liaison between the group and the area
- ◆ Sharing responsibilities with the GSR-Alternate

- ◆ Keeping the group accurately registered with the World Service Office

The most important facet of this position is to be the communicator for the group. The group service representative is the vital link between the group and the rest of the fellowship. The GSR is the formal line of communication whose purpose it is to represent the group's conscience in matters affecting other groups or NA as a whole. This duty requires the representative to provide information to the group about developments in the worldwide NA Fellowship and to share with the area any activities, strengths, or problems of the group. It is important that the GSR not break the chain of NA communication.

### GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALTERNATE)

The position of GSR-Alternate parallels that of GSR except that it is a two-year commitment, with the first year spent in training and the second year as GSR. It is imperative that the GSR-Alternate attend each ASC meeting in order to learn and to provide the GSR with support. The GSR-Alternate also acts as GSR in the absence of the GSR.

### ADDITIONAL WAYS TO SERVE

The previously mentioned positions are elected trusted servants with definite terms of service. Another way we can serve is as a speaker or leader; these trusted servants are generally chosen by the group secretary. Throughout the worldwide fellowship there are numerous terms which are used and different ways of conducting meetings. Our Fourth Tradition promises us autonomy as long as these matters do not affect other groups or NA as a whole. This variety enriches our fellowship and increases our effectiveness. Our primary purpose is always to carry the message of recovery to addicts who still suffer.

### LEADER

The leader—who is also called “the chairperson” in many places—should have experience, strength, and hope to share from regular attendance at Narcotics Anonymous meetings. This person is responsible for keeping the discussion moving smoothly and following the group format. The leader must remember that it is everybody’s meeting and not comment after each person shares.

The person leading the meeting is responsible for establishing an atmosphere of recovery. Although sharing problems is necessary for identification, sharing solutions is necessary for recovery. It should always be in the leader’s mind that we are here for the specific purpose of staying clean and helping other addicts to find recovery from addiction.

### SPEAKER

The NA member chosen to speak at a meeting needs to be someone who is working and living the NA program of recovery, which is the Twelve Steps and Twelve Traditions. In areas where there is not an abundance of NA members with substantial clean time or experience with the Twelve Steps and Twelve Traditions, there is the possibility that a group inexperienced in Narcotics Anonymous may misunderstand NA traditions and invite speakers from outside the NA Fellowship. There are several ways to avoid this situation. Our Basic Text, for instance, reminds us that NA members from other areas are willing to drive long distances to support new groups. The speaker helps fulfill the group’s primary purpose, carrying the message of recovery to the addict who still suffers. When speaking at an NA meeting, we should be careful to deliver a clear message of recovery by identifying ourselves as addicts recovering from the disease of addiction. It is not necessary to dwell excessively on our active addiction or “war stories,” because we all know what it was like to use. We came to Narcotics Anonymous to stop using and we are here to share our experience, strength, and hope of recovery.



**To our new groups in areas that are just forming:**

We have found step study meetings and literature study meetings to be a very important beginning of the members' growth. We encourage you to do your best together with love and fellowship, and keep coming back: it works!

**Our gratitude speaks  
when we care and  
when we share with  
others the NA way**

Oct 22, 2023

## **LCASC Activities Guidelines**

### **1. PURPOSE**

The purpose of the Lane County Area Activity Committee is to promote unity in the Lane County Area of Narcotics Anonymous by hosting fun and entertaining activities, as well as holding fund-raisers periodically; as directed by the Lane County Area Service Committee (LCASC).

### **2. OFFICERS**

The Activities Committee shall be composed of a Chairperson and may include a Vice Chair, Secretary, Treasurer, Event Chairs, and other volunteers. The Lane County Area Service Committee shall elect the Chairperson annually. The Vice Chair, Secretary and Treasurer shall be elected by members of the Activities committee as soon after the annual LCASC elections as is practical.

### **3. DUTIES OF OFFICERS**

A. **CHAIRPERSON:** Signer on checking account; Clean time requirement is as set by the LCASC; Schedules and facilitates monthly Activities meetings; Establishes meeting agendas; Appoints Ad Hoc Committees as needed; Attends LCASC and submits a written report containing upcoming events, financial report and a brief synopsis of pertinent subcommittee business, including financial reports from event committees; The Chairperson or a designated representative will attend all RSC Events Committee meetings.

B. **VICE-CHAIR:** Signer on checking account; Assumes responsibilities of Chairperson when the Chair is absent; Assists chairperson as needed; Two year clean time requirement

C. TREASURER: Signer on checking account; Maintains accurate accounting of bank balance and Submits a financial report at Activities meetings; Two year clean time requirement

D. SECRETARY: Records minutes of Activities Committee meetings; Maintains archives of committee minutes and other pertinent data such as financial statements; event Ad Hoc minutes and financial records, flyers, etc.

E. SCHEDULER: Creates and Maintains a calendar of local events, as well as annual events in our region that may affect the attendance of local fundraisers; ie: Regional Conventions, Portland Area Conventions, Rogue Raft Out, Women's or Men's Retreats, etc; Is the liaison between Activities and the Web and Face-book administrator(s) in order to insure the flyers get posted activities on each site

F. PICNIC COORDINATOR/Committee: Secures space large enough for 200 people; Purchase and plan meal/refreshments; Coordinate volunteers for decorating and clean-up; Maintain (or coordinate) inventory of supplies that are used at picnics and other fundraising events; Make a flyer for each of the annual picnics; Maintain ongoing financial records specific to the annual picnics

#### 4. FLYERS:

In order to support having a successful event, Activities requires flyers to be submitted at least 2 months prior to the Area meeting they are going to be presented at. Activities reviews submitted flyers for the items listed below as well as spelling and grammar.

The flyers need to be sent to the Area Web Administrator by the Activities Scheduler or Vice-chair. It is up to the event committee to coordinate who will take the physical copies of the flyers to the next ASC; if they are available by the preceding Activities meeting the chair may be able to take them.

These are the things that need to be included on all flyers:

A. the NA registered symbol

B. List the type of event: Dance/speaker; picnic; fundraiser; retreat etc.

- C. Location including city
- D. Date, day and time (from start to end)
- E. Suggested donation if any
- F. Contact person (usually Event Chair, Annual Event Registration Chair or other designated member).

## 5. FUNDS

- A. The Activities Committee shall maintain a prudent reserve sufficient to cover committee expenses for 6 months. Dollar amount to be reviewed and adjusted as needed, semi-annually in February and August. Current prudent reserve is \$1,750 (10/22)
- B. Signers on the Activities Committee checking account shall have a minimum of 2 years clean. Waiver of this clean time requirement can only be done with the approval of the LCASC.
- C. Activity Committee financial statement shall run from the end of an Activities meeting to the end of the next meeting.
- D. At the end of each Activities meeting, calculated funds in excess of the prudent reserve shall be forwarded to the LCASC.
- E. All Reimbursements require a receipt for disbursement of funds.
- F. Proposals for an activity shall have an estimated cost when presented to the Activities Committee for approval.
- G. At all events, two Activity committee members with at least 2 years clean will count all the receipts together. A deposit will be made to the bank within 48 hours of the event (2 business days).
- H. At events all persons handling cash must have at least 2 years clean

## 6. NON-BUDGETED DISPERSAL OF FUNDS

- A. Expenditures approved at the Activities meeting may be dispersed between meetings.
- B. Three committee members who attended the last Activities committee meeting may make approval between meetings, for dispersal of up to \$25.
- C. Approval between meetings, for dispersal of \$25.01 up to \$99.99, may be made by a majority of the committee members who attended the last Activities committee meeting.
- D. Approval of dispersing funds between \$100 and \$499.99 must be made at an Activities committee meeting and must be approved by a majority of the members present.
- E. Approval of dispersing funds over \$500 must be made at an Activities committee meeting and must be approved by a majority of the members present.
- F. Further, the LCASC must also approve dispersal of these funds over.

## 7. EVENT CATEGORIES

The event categories are as follows:

- 1. Annual Self-Supporting Events
- 2. Annual Events (not self-supporting)
- 3. One-time Event

## 8. EVENT COORDINATION EXPECTATIONS:

- A. All Event Coordinators must be aware of all rules and regulations of the facility being used for an event. They will provide the Activities Chair with a copy of the rental contract.

B. Speaker Meetings: A speaker is usually suggested by an Event Coordinator, however can be suggested by anyone. They must have at least 2 years clean, carry a clear NA message, and have not spoken at a Lane County Area event in the past year(speaking on a group level is not included in this annual tally).

C. The suggested speaker is discussed at Activities Committee meeting for group approval. The person's name may or may not be listed on the event flyer.

D. Event coordinators will secure entertainment and venue large enough for anticipated number of attendees. There should be adequate seating and dance space, if applicable.

## 9. EVENT COMMITTEES

A. The final authority and responsibility for Event Committees; such as Retreats, Campouts, Learning Days, etc; remains with the Lane County Area Activities Committee.

B. Event Chairpersons must be aware of all rules and regulations of any facility being used for an event. The Activities Chair will be given a copy of any rental contracts. Liability insurance is provided through the LCASC; the Area Treasurer has more information about this.

C. The lifetime or duration of the Event Committee begins when the Chairperson is elected by the Activities Committee, and ending when the closing report for the Annual Event is presented to the Activities Committee.

D. The Event Committee may select their own officers from within their committee.

E. The Chairperson shall attend all Activities Committee meetings and shall provide a written financial report as well as information on the planning of the event. If the Chairperson is not able to attend the meeting, a representative of the Committee must attend in their place and provide the required report.

F. At the conclusion of the Event, the Event Committee Chairperson will present a finalized financial report to the Activities Committee within 30 days.

## 10. EVENT FUNDING

- A. Prior to dispersal of any funds from the Activities Committee, all events must first present a written proposed budget.
- B. Fundraising for the event shall be coordinated with the Activities committee.
- C. All Merchandise fundraising will include written accounts of amounts of merchandise and cash on hand. For example: T-shirt sales, the person accountable for the merchandise will hand some out to people to sell. These people will sign a receipt that says they are responsible for X number of items and will return either the items or cash value at a specified time.
- D. Merchandise person should know at any time who has what and how many.
- E. During the planning and implementation of an event, funds generated by an Event Committee shall be held in the Activities checking account as an accrual. These funds will be dispersed to cover those events expenses. The event committee may request dispersal of these funds between meetings without approval of the Activities Committee.
- F. Funds generated by an Event Committee will not be included in the Activity Committee's prudent reserve.

Should an event become self-supporting, a reserve fund may be established for that event

- A. One-Time Events and Events, which are not self-supporting, may request seed money, up to \$1,000.00. Additional funds may be requested as needed. If available, these funds will be dispersed in accordance with section 6., Non-budgeted Dispersal of Funds.
- B. A permanent operating fund shall be established for each Annual Self-Supporting Event. These operating funds will hold a start up operating reserve, up to \$1500.00, for that particular event. The funds will be generated by the individual Annual Event.

C. Self-Supporting Annual Events are events such as Men's Retreat, Women's Retreat and Camp Recovery.

D. At the end of each annual event, all funds in excess of the event's start-up will be placed back in the Activities Prudent Reserve.

# **Narcotics Anonymous Lane County Area Hospitals and Institutions Subcommittee Guidelines and Procedures**

## Who is best suited to carry the Narcotics Anonymous message in a hospital and institution meeting?

In our experience, it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at an institution. It is not important whether or not we have been in a similar facility ourselves. Anyone with a clean and consistent NA message who is willing to share is well suited for H&I work.

## Clarity of our Message

As a fellowship, we must continue to strive to move forward by not stubbornly clinging to one radical extreme or the other. Our members who have been unintentionally blurring the NA message by using drug-specific language such as "sobriety", "alcoholic", "clean and sober", "dope fiend", etc, could help by identifying simply and clearly as addicts, and using the words "clean", "clean time", and "recovery", which implies no particular substance. We all could help by referring to only our own literature at meetings, thereby avoiding any implied endorsement or affiliation. Our principles stand on their own. For the sake of our development as a fellowship and the personal recovery of our members, our approach to the problem of addiction must shine through clearly in what we say and do at meetings.

### 1) Definitions & Purpose

The Area H&I Subcommittee is responsible for carrying the NA message of recovery into hospitals and institutions where residents have restricted access to regular NA meetings. An H&I meeting may also be where such a meeting better suits the needs of the addicts within the facility.

The H&I Subcommittee initiates, coordinates and conducts all H&I meetings in the area. However, it may use other methods, such as distributing literature and meeting lists to make recovery more available to addicts at these facilities.

H&I has been created in harmony with Tradition Nine to unify efforts of 12-step work within hospitals and institutions. H&I is a subcommittee of the Lane County Area Service Committee (LCASC) and the H&I Subcommittee shall be responsible to and maintain effective liaison and cooperation with that committee.

### 2) Hospital and Institutions

There are the defined facilities having in residence of confinement persons for medical treatment, mental care, therapy and/or corrective rehabilitative purposes. Those included are hospitals, treatment centers, jails, penitentiaries and other similar facilities.

H&I does not assume any responsibilities for any meeting in an institution conducted by persons who are not members of H&I.

### 3) Functions of the H&I Subcommittee

- A. To conduct presentations at hospitals, treatment centers, penitentiaries, jails, and similar facilities within the LCASC area.

- B. To provide an H&I service representative to the Pacific Cascade Regional H&I Committee meetings and the LCASC.
- C. To conduct business meetings as necessary to carry out these functions.
- D. To prepare a quarterly and yearly budget prior to the LCASC budget process.

4) What Constitutes an H&I Meeting?

- A. In order to form a clear understanding of an H&I meeting presentation, it is important to know where it fits in our service structure. Rather than being an NA group, represented at the Area Service Committee by a GSR, an H&I meeting is a service provided through its H&I Subcommittee.
- B. An H&I meeting presentation is always held under the direction of an H&I committee. Any meeting not linked to the service structure in this way is not an H&I meeting presentation.
- C. H&I meeting presentations are held in facilities where residents are restricted in their access to regular NA meetings.
- D. All H&I meetings/presentations are closed to outside participation.
- E. NA members from the outside should attend the H&I meeting/presentation only when invited by the panel leader.

5) Membership

Any member of NA with 90 days of clean time may become a member of H&I by completing the following:

- A. Orientation
- B. Attend two consecutive committee meetings
- C. Majority vote by the H&I subcommittee

**All members are bound to comply with the clean time requirements for institutional service eligibility and a working knowledge of the NA Twelve Steps and Twelve Traditions. All H&I members need to attend NA meetings on a regular basis.**

6) Cooperation

Since NA is a program of attraction rather than promotion, H&I serves at an institution at the invitation of the institution's administrator, in accordance with Tradition Five. *Each group has but one primary purpose - to carry the message to the addict who still suffers.*

7) Literature

Literature that this committee disburses is as follows: current meeting lists, NA Basic Text, White Books, IP No. 6 (Recovery and Relapse), No.7 (Am I an Addict), No. 8 (Just For Today), No. 9 (Living the Program), No. 11 (Sponsorship), No. 12 (Triangle of Self Obsession), No. 13 (For Adolescent Facilities), No. 16 (For the Newcomer), No. 17 (For Those in Treatment), No. 19 (Self Acceptance), No. 21 (The Loner), No. 22 (Welcome to NA), No. 23 (Staying Clean on the Outside), No. 26 (Accessibility for Those With Additional Needs), In Times of Illness, Behind the Walls, and Introductory Guide. Also optional are: Basic Text (soft) and It Works How and Why (soft). *All literature must be stamped prior to distribution.*

8) Business Meetings

- A. Business meetings shall be held monthly on a date and in a place designated by the subcommittee members, traditionally the weekend before the LSASC meeting. No

business meeting shall continue for more than two hours except by vote to extend this limit by the members present at said meeting.

- B. Subcommittee meetings shall start promptly at 6PM on the Friday before the LSASC meeting.
- C. All expenses need to be approved by LCASC (literature, rent, etc).
- D. The Executive Committee may call special meetings at any time. All available H&I members will be contacted by the secretary.
- E. Any officer or panel leader is disqualified from his or her position after missing two consecutive business meetings without having given advance notice to the Chairperson for the absence.

#### 9) Agenda for the Monthly H&I Business Meeting

- 1. Welcome the subcommittee and open the meeting with Serenity Prayer.
- 2. Readings
  - a. The Purpose of H&I
  - b. The Twelve Traditions
  - c. The Twelve Concepts
- 3. Introductions / Attendance
- 4. Approval of Previous Meeting Minutes
- 5. Acknowledgement of New Members
- 6. Reports
  - a. Executive Committee
    - i. Chair
    - ii. Vice Chair
    - iii. Literature Representative
    - iv. PR Liaison
    - v. Speaker Coordinator
    - vi. Orientation Coordinator
  - b. By Facility
    - i. Jail - Women
    - ii. Jail - Men
    - iii. Buckley - Tuesday
    - iv. Buckley - Friday
    - v. Serenity Lane
    - vi. Carlton
    - vii. Cheshire
  - c. Ad-hoc committees
- 7. Old Business
- 8. New Business / Elections
- 9. Good of the Order / Action Items
- 10. Schedule next H&I business meeting
- 11. Close the meeting with serenity prayer

#### 10) Voting

Any member of the H&I Subcommittee is eligible to vote at any business meeting. The chairperson votes only alleviate a tie vote.

### 11) Elections

Elections of officers, other than the chairperson, shall be held once each year in March, with new terms beginning in March. In the spirit of rotation, each position has a commitment of one year.

### 12) Elected Officers

Six members of H&I shall be elected each year to fill the following executive positions: Vice Chair, Secretary, Panel Coordinator, H&I-PR Liaison, Speaker Coordinator, and Orientation Coordinator. In all cases, the term of the office is one year. All candidates must meet the qualifications stipulated in the guidelines, unless waived by the Subcommittee.

An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting.

### 13) Qualifications & Duties of Officers

#### A. Chairperson

- a. Minimum clean time requirement is two years.
- b. Keeps order in the meeting.
- c. Keeps discussions on topic.
- d. Prepares an agenda for each Subcommittee meeting.
- e. Ensure the traditions are upheld at meetings.
- f. Must represent H&I at the regular meetings of the LCASC and give a written report.
- g. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
- h. Works with Panel Coordinator to draft all correspondence to facilities served by the Subcommittee.
- i. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
- j. Communicates our experience to H&I concerning what literature is needed/used and how we can best spend our budgeted allotment.
- k. Six months prior H&I experience.
- l. Fills any executive positions as needed.
- m. Commitment one year.

#### B. Vice Chair

- a. Minimum clean time requirement is two years.
- b. Helps the Chairperson keep proceedings orderly.
- c. Acts as Chairperson in case of Chairperson's absence.
- d. Chairs orientation meeting for the new H&I members.
- e. If the office of the Chairperson becomes vacant, serves as the chair until confirmed by the LCASC or until a new chair is elected.
- f. Works closely with and assists in all duties of the Subcommittee.
- g. Fills any executive positions as needed.
- h. Six months prior H&I experience.

- i. Commitment one year.
- C. Secretary
  - a. Minimum clean time requirement is one year.
  - b. Take an accurate set of minutes at each meeting.
  - c. Keeps and maintains a current list of all H&I members and speakers.
  - d. Maintains an ongoing file of all correspondence and minutes.
  - e. Make minutes available as needed.
  - f. Communicates with Chairperson and Vice Chair regarding absences.
  - g. Commitment one year.
- D. Literature Coordinator
  - a. Minimum clean time requirement is one year.
  - b. Orders and receives appropriate literature.
  - c. Keeps accurate inventory and a permanent monthly record.
  - d. Make available copies of prior month's minutes for review at monthly H&I meetings.
  - e. Coordinates with the panel leaders to meet monthly literature needs.
  - f. Receives monthly inventory sheets from panel leaders and consolidates information into a monthly report.
  - g. Make quarterly inventory reports for Chair at LCASC.
  - h. Be available to distribute literature at H&I business meetings.
  - i. Attends H&I Subcommittee meetings and LCASC meetings when necessary.
  - j. Cooperates with Literature and Public Information Subcommittees.
  - k. Commitment one year.
- E. Panel Coordinator
  - a. Minimum clean time requirement is two years.
  - b. Acts as liaison between H&I Subcommittee and the facilities we serve and also as a diplomat and problem solver with the facilities administration when the need arises.
  - c. Instructs panel leader(s) in facilities about the requirements, regulations, and general rules covering H&I meetings as needed.
  - d. Maintain regular contact with the panel leader(s).
  - e. Keeps an open line of communication with the facilities.
  - f. Calls upon the officers and general committee membership for any necessary assistance.
  - g. Must attend PI Orientation within 60 days of acceptance of this position.
  - h. Must be accompanied by Chair / Vice Chair for all face-to-face facility interactions (DO NOT GO ALONE).
  - i. One year prior H&I Subcommittee experience.
  - j. Commitment one year.
- F. H&I-PR Liaison
  - a. Minimum clean time requirement is one year.
  - b. Serves as a liaison between H&I and PI Subcommittees. Their functions don't overlap and no wide gaps exist between them.
  - c. Attend both Subcommittee meetings regularly or required to attend the following H&I Subcommittee meetings: April, June, August, October, December, and

February and PI meetings on the alternate off months. (Total commitment is one meeting a month)

- d. Commitment one year.

#### G. Panel Leader

- a. Minimum clean time requirement is one year.
- b. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- c. Shall inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.
- d. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- e. Shall be responsible for panel members in the meeting.
- f. Panel leaders must follow H&I guidelines.
- g. When needed, communicates with hospitals and institutions regarding their literature needs and reports to the H&I Subcommittee.
- h. Commitment one year.

#### H. Speaker Coordinator

- a. Minimum clean time requirement is one year.
- b. Contacts and interviews people who have put their names on the H&I speaker sign-up sheets.
- c. Creates and maintains a list of potential speakers and pertinent information.
- d. Make copies of the list available to the H&I Subcommittee.
- e. Verify the status of people on the speakers list every six months (by phone or in person).
- f. Minimum six months of H&I experience.
- g. Commitment one year.

#### I. Orientation Coordinator

- a. Minimum clean time requirement is one year.
- b. Attends monthly H&I Subcommittee meetings.
- c. Facilitates the orientation process for new members to the H&I Subcommittee.
- d. Assists H&I Secretary in maintaining orientation and jail clearance list for H&I Subcommittee.
- e. An example of living recovery through the application of the Twelve Steps and Twelve Traditions.
- f. Attend at least three meetings at various facilities.
- g. Minimum of six months of H&I experience.
- h. Commitment one year.

#### J. Alternate Secretary

- a. In the absence of the Secretary, or in the event of the inability of the Secretary to perform, or upon the resignation of the Secretary, assumes all those responsibilities normally carried out by the Secretary until H&I has had an election for that position.
- b. Works closely with the Secretary.
- c. Attends the regular H&I Subcommittee meetings.
- d. This position is for training purposes for the H&I Secretary position.

- e. Commitment is one year with the expectation of moving into the Secretary's position following the completion of the term.

#### 14) General Information

1. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity of any nature upon the loss of his or her clean time. However, he or she may be eligible when he or she conforms to the requirement set forth. In addition, any officer or panel leader is disqualified from his or her position after missing two consecutive H&I Subcommittee meetings without having given advance notice to the Chairperson for the absence. Any member not conforming to the foregoing requirements, or to any other which might be added hereafter, or who refuses to abide by the rules and regulations of the institution shall be automatically relieved of any Subcommittee assignments previously granted.
2. Length of clean time that is required by each institution is to be rigidly upheld by all H&I members.
3. NA case histories (life stories), principles of NA and/or general information regarding recovery, are to be main topics of NA meetings conducted within all institutions served by this Subcommittee. All speakers and members must comply strictly with this regulation, confining their talks solely with NA.
4. Use of vile, profane, or filthy language is prohibited. All speakers and H&I members must comply with this regulation.
5. Nothing is to be given or taken from an inmate or a patient, including messages. Refrain from showing special attention to individuals.
6. An H&I member may bring recovering addicts from the NA fellowship who have a minimum of six months clean time to the H&I meetings, providing the Panel Chair host facility approves. Panel members shall be responsible for the conduct of any speakers taken into any institution, and they shall instruct said speakers in advance regarding the regulations of the institution being served.
7. Printed guidelines and meeting formats shall be compiled to fit the specific requirements of each institution served by the H&I Subcommittee. Each committee member shall furnish these overall guidelines as well as the individual institutions' guidelines.
8. The failure to comply with these regulations, or institutions' regulations, shall be sufficient grounds for review of the suitability of a Subcommittee member.
9. To assist the purpose of NA in carrying the message, the Subcommittee should present the staff of any institution with NA literature and related information, stamped with the NA helpline telephone number, plus an LCASC literature order form.
10. The purpose of the H&I Subcommittee is to share the NA message of recovery. Therefore, members should try to involve the inmates, patients, or residents of any facility visited with the NA meeting through reading, sharing, or any other appropriate means.
11. Any changes, additions, or deletions made to these guidelines must be approved by a two-thirds majority vote of the Subcommittee members present at the regular meeting; any such change is to be submitted to the LCASC for approval.

### Things to Remember:

Do: Make sure all speakers carry a clear NA message of recovery.

Do: Obey all dress codes. Exercise common sense and respect for the facility in what you wear.

Don't: Use profanity.

### DO'S AND DON'TS FOR H&I WORK IN CORRECTIONAL FACILITIES

The World Service Conference H&I Committee has compiled this list based upon the experiences of committees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

#### **DO'S**

Do: Make directories of outside meetings available to residents.

Do: Clarify the facilities' rules with anyone you bring in.

Do: Try to get residents involved, especially those in long term facilities (ie literature, coffee, reading, etc)

Do: Obey all dress codes. Exercise common sense and respect for the facility in what you wear.

Do: Keep staff aware of your whereabouts at all times.

Do: Follow all security regulations at all times.

Do: Stamp all literature you bring into a facility with the local helpline number and regional/area address.

Do: Screen all speaker and chair persons carefully, especially regarding the clean time requirements of the facility and the H&I Subcommittee.

Do: Contact the facility contact person and let him or her know that he or she can purchase literature from RSO and WSO. (Most jails and facilities have funds available for this).

Do: Inform the facility contact person that we have literature order forms available for their use.

Do: Make sure all speakers carry a clear NA message of recovery.

Do: Follow the guidelines in the WSC H&I Handbook.

#### **DON'TS**

Don't: Break another person's anonymity or tell his or her story.

Don't: Get involved in discussion about an inmate's guilt or remorse.

Don't: Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.

Don't: Discuss conditions within the facilities or opinions of staff members.

Don't: Give or accept gifts.

- Don't: Carry excessive amounts of cash or expensive/flashy jewelry.
- Don't: Show favoritism to any inmate(s).
- Don't: Carry letters in or out of the facility.
- Don't: Carry in any contraband items.
- Don't: Give out another person's address and/or phone number.
- Don't: Give the residents money.
- Don't Take a person into a facility meeting who is on parole or probation unless he or she specifically obtains permission from his or her parole/probation officer and the facility.
- Don't: Take in a person with outstanding warrants.
- Don't: Give anyone your personal address and/or phone number.
- Don't: Take a member who has friends or family in the facility.

## DO'S AND DON'TS of H&I WORK IN TREATMENT CENTERS

### **DO'S**

- Do: Make directories of outside meetings available to residents.
- Do: Clarify the facilities 'rules with anyone you bring in.
- Do: Start and end on time!
- Do: Briefly explain the purpose of H&I.
- Do: Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do: Try to get residents involved, especially those in long-term facilities (literature person, readings, coffee, etc)
- Do: Obey all dress codes. Exercise common sense and respect for the facility in what you wear.
- Do: Keep staff aware of our whereabouts at all times.
- Do: Stamp all literature you bring into the facility with the local helpline number.
- Do: Screen all panel members carefully, especially regarding the clean time or other requirements.
- Do: Explain the language that we use ("addict", "clean", "recovery") and why we use it (the First Step of NA).
- Do: Emphasize that in NA, recovery is available to any addict, regardless of "type" or drug(s) used.
- Do: Emphasize the importance of getting to an NA meeting the first day out.
- Do: Emphasize the importance of getting a sponsor and homegroup, and the ongoing nature of recovery, the importance of attending meetings (suggest ninety meetings in ninety days), and the fact that the treatment center has not "cured" them (First Step).
- Do: Use the literature recommended for H&I work. If we are supplying the literature, encourage the treatment centers to supply NA literature on their own, if at all possible.
- Do: Be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on NA panels should be able to share a message of recovery in NA.

## **DON'TS**

- Don't: Break another person's anonymity or tell his or her story.
- Don't: Debate any issues involving the facilities 'rules or regulations.
- Don't: Discuss conditions within the facility, or opinions about staff members.
- Don't: Debate the merits of the treatment centers 'program or other fellowships. Remember, we have no opinion... The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy, and read from it. It carries a lot of weight.
- Don't: Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do its understandings of the Steps necessarily coincide with the understanding gained in NA. We share our experience without reference to the facilities 'methods or to residents 'comments.
- Don't: While sharing, put too much focus on what it was like. They already know.
- Don't: Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't: Carry excessive amounts of cash or expensive/flashy jewelry.
- Don't: Show favoritism to any residents(s).
- Don't: Take messages in or out of the facility.
- Don't: Carry in any contraband items, such as cigarettes (if applicable) or weapons.
- Don't: Give out another person's address and/or phone number.
- Don't: Rely on flooding a treatment center with literature to carry our message, The most powerful tool for carrying our message is the NA member.
- Don't: Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
- Don't: Let the meeting run too long. Most treatment center residents spend much of their day in meetings of one sort or another, often in the same room.
- Don't: Pass the basket.

## **DO'S AND DON'TS FOR H&I WORK IN ADOLESCENT FACILITIES**

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or county. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure, or the relation with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learned to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of NA.

Due to governmental statutes regarding adolescents, we need to be especially aware of facilities 'rules and regulations as they relate to our interactions with these prospective members. For example, some facilities may require a staff member to be present during

meetings. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing opportunity for recovery in the NA fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to his or her ability to share a strong, clean message of recovery. Adolescents seem to respond more to the message than the messenger. All H&I meetings/presentations are highly structured and should be geared towards recovery through the Twelve Step of NA. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

#### DO'S

Do: Remember that this is a "we" program. No addict should feel that he or she is being preached to.

Do: Remember that an addict is an addict, regardless of age.

Do: Tell them there is fun in recovery (social events, fellowship, etc).

Do: Acknowledge and validate their feelings and emotions.

Do: Acknowledge and validate their clean time.

#### DON'TS

Don't: Glorify your past.

Don't: Say, "I feel like I'm talking to my kids".

Don't: Compare your bottom to theirs.

Don't: Patronize adolescents.

Don't: Use profanity.

### ADDITIONAL NEEDS FOR ADDICTS IN HOSPITALS & INSTITUTIONS

We in this fellowship have become keenly aware of a large portion of the population who are unable, because of disability, to receive the message that was so freely given to us. In the following section, we suggest ways to better carry the message to those addicts with such additional needs who are served by H&I. We write this in the spirit of our Fifth Tradition, dedicated to the proposition *"that no addict anywhere needs die without a chance to know a better way of life."*

#### General Preparation

1. Find out what materials are available through the World Service Office to assist addicts with additional needs. Update your current stockpile of NA materials to include the items for addicts with additional needs.

2. Investigate the availability of community resources for addicts with additional needs and look into services such as sign language interpreters.
3. Every effort should be made to contact the state drug and alcohol commission, department of corrections, treatment centers, etc to inform them of additional needs and of NA materials that are available.
4. Some H&I subcommittees and areas may have members with additional needs. Your subcommittee should make efforts to allow them to participate in H&I service work.

The H&I subcommittee may provide Braille literature, large print White Booklets, and tapes in addition to other services outlined in this handbook. While the H&I subcommittee may pay for literature and other items purchased from our World Service Office, the facility is responsible for providing for other additional needs.

## **LCASC Directories Subcommittee Guidelines**

### **I. Purpose**

- A. To provide the Groups and the subcommittees with an accurate monthly directory of NA meetings in the Lane County Area.
- B. To assist Groups of the LCASC to register with NAWS.
- C. To assist Groups of the LCASC to update their registration information with the NAWS as changes occur.

### **II. Chairperson**

#### **A. Qualifications**

1. Minimum clean time of 2 years.
2. Willingness and resources to perform the duties of office.
3. Knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of NA.

#### **B. Duties**

1. Produces monthly LCASC meeting list and distributes to the Groups at the LCASC meeting.
2. Verifies accuracy of meeting list information by contacting Groups at the LCASC monthly meeting. Group contact may also include: phone contact, e-mail, or sending an elected Area participant to visit with Group members and following the guidelines listed under Article III, Section C, and "Guidelines for Adding NA Meetings to the Meeting Directory."
3. Submits new group registration forms and group update forms to NAWS.
4. Notifies NAWS when meeting are no longer meeting.
5. Gives Subcommittee report at each LCASC meeting including monthly financial report.

### **III. LCASC Meeting List**

#### **A. Contents**

1. Name of Meeting/Group, Time, Location, and any meeting code for each meeting.
2. Time and location of next LCASC meeting.
3. LCASC Address.
4. LCASC Helpline Phone number and web page address.
5. Subcommittee meeting time, location and contact phone number.
6. Keeps a current QR Code to the Activities Event page on Meeting list.
7. Ad Hoc committee meeting time, location and contact phone number.
8. NAWS address, phone number and Internet web page address.

## B. Meeting Codes

W - Wheel Chair access to meeting

C - Closed NA meeting

O - Open

WM - Women's Meeting

M - Men's Meeting

LS - Literature Study

NC - No Children

CW - Children Welcome

HE - Habla Espanol

MD - Meditation

SN – Support Needed

## C. Process for Adding Meeting to the Meeting List

1. NA Groups that have attended the LCASC meeting at least once and have been recognized by the body (simple majority vote), as a new NA meeting will be added to the LCASC meeting list. An NA Meeting is defined as a meeting held by an NA Group at a regularly scheduled time and place and the Group follows the guidelines in the "Guide to Local Service" under "What is an NA Group."
2. The Directories Subcommittee will provide LCASC Meeting List Registration and NAWs Group registration forms to each Group. Each LCASC Meeting List Registration form must be returned to the Directories Subcommittee prior to the meeting being posted on the LCASC Meeting List.
3. Every Group listed on the LCASC Meeting List is responsible for providing accurate contact information for a Responsible Member of that Group to the Directories Subcommittee.
4. Every Group Listed on the LCASC Meeting List is responsible for providing (not necessarily in person) current Meeting and Contact information at least once every two (2) consecutive LCASC Meetings by phone, in writing, or in person at monthly ASC meeting.
5. Directories Subcommittee will attempt to contact any Group/Meeting that has not provided current Meeting and Contact information within the past two (2) LCASC Meetings. The Directories Committee will attempt to contact the current responsible person listed for the group once by phone, e-mail, or sending an elected Area participant to visit with Group members.

**D. Process for Removing NA Meetings from LCASC Meeting List**

1. Any Meeting/Group submitting a removal request in writing will be removed, as requested, from the LCASC Meeting List and, upon request, from the NAWS Meeting Registry.
2. If contact has not been established upon following the Guidelines provided in Article III, Section C, Items 4 and 5 of the Directories Subcommittee Guidelines, Directories Subcommittee will notify LCASC at the first LCASC Meeting following the contact attempt.
3. If no Contact has been established and all above guidelines have been followed, a Meeting will be removed from the LCASC Meeting List after three (3) consecutive LCASC Meetings and upon consensus by the LCASC Body present at that third (3rd) LCASC Meeting.
4. Any Meeting/Group that has been removed from the meeting list can be added to the LCASC Meeting List by following the Guidelines outlined in Article III, Section C of the Directories Subcommittee Guidelines.

## LCASC Meeting List Registration Form

**Registration Date:** \_\_\_\_\_

**Meeting Name:** \_\_\_\_\_

**Meeting Time:** \_\_\_\_\_ **Meeting Day:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Location Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting**

**Codes:** \_\_\_\_\_

W - Wheel Chair access to meeting

C - Closed NA meeting

CW – Children Welcome

WM - Women’s Meeting

M - Men’s Meeting

SN – Support Needed

LS - Literature Study

NC - No Children

O - Open

HE - Habla Espanol

MD - Meditation

**Group Contact Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**CHANGES CAN BE MADE AT EACH LCASC MEETING**

**It is the Groups responsibility to keep the Group Contact Information and Meeting Information Current.**

## LCASC Meeting List Change Form

**Change Date:** \_\_\_\_\_

**Meeting Name:** \_\_\_\_\_

**Meeting Time:** \_\_\_\_\_ **Meeting Day:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Additional Location Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Codes:** \_\_\_\_\_

W - Wheel Chair access to meeting

LS - Literature Study

C - Closed NA meeting

NC - No Children

O - Open

CW - Children Welcome

WM - Women's Meeting

HE - Habla Espanol

M - Men's Meeting

MD - Meditation

SN - Support Needed

**Group Contact Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **Guidelines for LCASC Public Relations Subcommittee**

**Revised 01/2013**

Public Relations Subcommittee

P.O. Box 262

Eugene, OR 97440

### **I. DEFINITION**

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We are an operating subcommittee of the Lane County Area Service Committee of Narcotics Anonymous. We are supported by members and Lane County Area Groups of Narcotics Anonymous. We are accountable to members, groups, and LCASC.

Public Relations services other than those carried out at the world level shall be initiated and performed by a Public Relations Subcommittee of an established ASC, if an ASC is unavailable or unable, than by the RSC Public Relations Subcommittee.

### **II. PURPOSE**

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- A. To carry the message to the public and professionals in our Area, in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C. To open and maintain lines of communication with the Pacific Cascade Regional Public Relations Subcommittee, NAWS, and other Public Relations Coordinators.

### **III. RESPONSIBILITIES**

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- A. To become the resource and coordinating body for all Lane County Area Public Relations efforts, assisting with all Public Relations functions upon request.
- B. To respond to any request for PR within the Area.
- C. To maintain a close working relationship with other Area PR Subcommittees of the Region and with the Pacific Cascade Regional Public Relations Subcommittee.
- D. To maintain a close working relationship with other subcommittees within this Area, thereby insuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions.

- E. To maintain the Lane County Area Help Line and Web site
- F. To prepare an annual budget for the purpose of Public Relations, the Help Line and the Web Site.
- G. Any expenses or special events above budgeted allotments will require a proposal submitted to Area LCASC for group approval.

#### **IV. FUNCTION**

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- A. To hold meetings once a month at a time and place determined by the PR Subcommittee.
- B. To maintain the Lane County Area Help Line and Web Site
- C. To inform the public about Narcotics Anonymous through services including, but not limited to the following:
  - 1. Coordinating requests from the media.
  - 2. Providing radio, TV PSA's and newspaper ads.
  - 3. Creating and maintaining NA PR functions in the Lane County Area.
  - 4. Coordinating NA PR volunteers and PR events.
  - 5. Coordinating all Non-NA requests for NA speakers (except in facilities covered by the H&I committee) and joint presentations with H&I.

#### **V. DESCRIPTION OF LCASC PR SUBCOMMITTEE**

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- A. This subcommittee shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer, Booth Coordinator, Help Line Coordinator, Web Servant, members and Project Coordinator as deemed necessary by this committee.
- B. Members are defined as any person who has attended two consecutive meetings. The right to vote commences with the second meeting. Members become inactive after being absent two consecutive meetings without prior arrangement.
- C. Project Coordinators are appointed by the Chairperson with the approval of the PR Subcommittee and shall be chosen from those members who have shown a consistent commitment to and attendance of PR meetings and projects, with a minimum recommended clean time of six months. They will also be responsible for the care, use, delivery, and return of specific equipment used for the projects they are coordinating.
- D. All meetings are open to all interested members of NA but only the persons listed as the members of this committee, including the officers (as designated above) shall vote.
- E. The officer presiding shall only vote in the event of a tie. If. Voting procedures:
  - 1. Election of officers shall be held at the meeting after Area elections.
  - 2. Any inactive officer may be removed from the office by a 2/3 majority vote of the members participating.
  - 3. Any guideline changes or amendments shall require a 2/3 majority vote of PR Subcommittee members participating and the approval of LCASC.
  - 4. Said amended guidelines shall be submitted to LCASC for approval.

## **VI. REQUIREMENTS FOR SUBCOMMITTEE MEMBERS**

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- A. A stated willingness to serve.
- B. Time and ability to serve.
- C. Member of Narcotics Anonymous.
- D. Willingness to gain a working knowledge and experience of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- E. Attendance at monthly Public Relations meetings.

## **VII. OFFICER REQUIREMENTS AND DUTIES**

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### **Chair Requirements**

- A. Two years clean time.
- B. Previous service experience.
- C. Ability to organize and give the committee direction and incentive.

### **Chairperson Duties**

1. Arranges time and agenda for meetings.
2. Initiates all necessary correspondence, including communications between Areas, Region, and Narcotics Anonymous World Services (NAWS).
3. Is ultimately responsible for the care and possession of all files, records, assets and all other equipment necessary for fulfilling the subcommittee's purpose and responsibilities.
4. Attends all LCASC and Executive Committee meetings.
5. Attends PCRSC Public Relations Subcommittee quarterly and participates in PCRSC activities.
6. Presents annual budget to the LCASC Executive Committee in September and to the LCASC for approval in October.
7. Assists the Help Line Coordinator, as needed, in the management and maintenance of the Freedom Voice web account.

### **Vice Chair Requirements**

- A. Two years clean time.
- B. Previous service experience.
- C. Ability to assume responsibilities in Chairperson's absence.
- D. Willingness to be trained for upcoming Chair position when vacant.
- E. Monthly PR meeting attendance.

### **Vice Chair Duties**

1. Works closely with and assist in all duties of the committee.

2. Carries out responsibilities delegated by the Chairperson &/or committee.
3. Attends PCRSC Public Relations Subcommittee quarterly and participates in PCRSC activities, as needed, should the Chairperson be unable to attend.

### **Public Events Coordinator Requirements**

- A. One year clean time.
- B. Previous service experience, preferably as GSR and/or PR
- C. Working knowledge of Booth Guidelines
- D. Ability to organize and direct booth activities
- E. Monthly PR meeting attendance.

### **Public Events Coordinator Duties**

1. Is responsible for overseeing the activities of the PR Booth at PR Subcommittee selected community events.
2. Recruits and organizes Public Events Volunteers for PR Booth work. This includes making sign-up sheets, getting them distributed to meetings and organizing the returned sheets to a master volunteer contact list.
3. Provides orientation for all Public Events Volunteers prior to PR Booth work.
4. Arranges orientation facilities, dates and materials to make sure that orientation is available for all Public Events Volunteers.
5. Schedules Public Events activities and assures that the PR Booth is staffed by two volunteers at all times. One of the volunteers must have prior experience with PR work.
6. Oversees all PR Booth activities and is responsible for keeping the PR Booth supplied with literature and meeting lists.
7. Coordinates with the PR Subcommittee to organizing locations and times for Public Events activities.
8. Updates PR Subcommittee on Public Events activities and needs as necessary.
9. Facilitates transportation and setup of the booth equipment and literature.

### **Public Events Volunteer Requirements**

- A. 6 months clean time
- B. Completion of Public Events Volunteer orientation
- C. Willingness to follow PR Booth Sitting Guidelines
- D. Willingness to attend Public Events Volunteer meetings as scheduled by the Booth Coordinator

### **Help Line Coordinator Requirements**

- A. 18 months clean time, with 6 months Help Line experience.
- B. Previous service experience.
- C. Computer experience and regular access to a computer.
- D. Working knowledge of Help Line Guidelines.
- E. Monthly PR meeting attendance.

### **Help Line Coordinator Duties**

1. Coordinates and prepares Help Line volunteer schedules on the Freedom Voice web account, scheduling each volunteer in six - hour time slots as needed.
  - a. Recruits and organizes volunteers for Help Line work. This includes making sign-up sheets, getting them distributed to meetings and organizing the returned sheets to a master volunteer phone list.
  - b. Responsible for all volunteers receiving orientation before doing any Help Line work.
  - c. Arranges orientation facilities, dates and materials to make sure that orientation is available for all Help Line volunteers.
2. Responds to unforeseen emergency situations regarding the Help Line, assuring that someone is answering the line and/or frequently checking messages and returning calls as needed.
3. Responsible for maintaining phone list for all current Help Line volunteers.
  
4. Updates meeting information within 7 days following LCASC on the Freedom Voice system.
5. When/If an "Events" line is created on the Help Line, keeps open active communication with the Web Servant for upcoming events, updating event information on the Help Line with pertinent event information. Will also be responsible for the removal of outdated information as necessary.
6. Holds a meeting once every 3 months for Help Line volunteers at PR meetings, only as necessary for updated materials or information.

### **Help Line Volunteer Requirements**

- A. One-year clean time.
- B. Attends Help Line orientation.
- C. Willingness to follow Help Line Volunteer Guidelines.
- D. Willingness to have Help Line calls forwarded to a personal phone number of their choice.
- E. Willingness to attend Help Line volunteers meeting once every 3 months as necessary.

### **Web Servant Requirements**

- A. 2 years clean time.
- B. Previous service experience.
- C. Working knowledge of the Lane County Area Website Guidelines.
- D. Able to create and edit hypertext markup language (HTML) documents.
- E. Able to use WordPress to maintain web site.
- F. Able to use file transfer protocols (FTP) to upload and download files.
- G. Remains current with Internet and e-mail technologies.
- H. Maintains the LCANA site in timely manner.
- I. Monthly PR meeting attendance.

### **Web Servant Duties**

1. Keeps open communication with all subcommittees of LCASC.
2. Chooses graphics and site contents to provide Internet access to a full range of computer systems and hardware.
3. Posts the LCASC minutes to the website, along with any other documents necessary for the GSR to carry to their group regarding LCANA business.
4. Posts the monthly LCANA Meeting List for printing
5. Posts approved Event Flyers for printing in JPG or PNG format on both LCANA website and currently used social media pages .
6. Posts pertinent event information to the LCANA web calendar and submits information for posting on the PCRNA web calendar.
7. Sends Event Information to Help Line Coordinator.
8. Maintains web site email forwarding list for the LCASC subcommittees.
9. Maintains current social media pages.
10. Maintains site passwords.
11. Maintains disk files in accordance with Article V of the LCASC Web Site Guidelines.
12. Maintains relationship with web hosting and ISP services.
13. Willingness to train incoming Web Servant and appointed servants.

### **Treasurer Requirements**

- A. Two years clean time.
- B. Previous service experience.
- C. Able to accurately balance a checkbook.
- D. Maintains up to \$250.00 dollars in operating cash, not to exceed \$250.00 dollars. (This does not include special events).
- E. Monthly PR meeting attendance.

### **Treasurer Duties**

1. Maintains up-to-date financial records.
2. Pays all bills in a timely manner.
3. Reports financial status at monthly PR meetings.
4. Prepares annual Public Relations Budget to be voted on by PR in August.

### **Secretary Requirements**

- A. Six months clean time.
- B. Ability to develop written material in clear and concise manner.
- C. Computer experience and regular access to a computer.
- D. Monthly PR meeting attendance.

## **Secretary Duties**

1. Records minutes of each meeting and provides those to PR Subcommittee members one week prior to the next scheduled PR meeting.
2. Makes meeting minutes available to other NA members upon request.
3. Provides minutes at beginning of each PR meeting.

Ideally all officers of this committee shall be elected from currently active members of the PR Subcommittee and must accept nomination and be present at the time of election.

No office shall be held more than two consecutive terms by the same person.

## **VIII. INVENTORY**

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- A. In May of each year, the PR Subcommittee will conduct an inventory of desired projects and goals. Projects shall be prioritized (based on a number of criteria such as finances, dates, time to prepare, impact, strength of subcommittee, feasibility, etc.) in attempt to determine the subcommittee's direction for the term, as well as tentatively for the next term.
- B. In October of each year, the subcommittee should conduct a second inventory to re-evaluate whether it is progressing as planned and fulfilling those previously-prioritized goals.
- C. In March of each year, prior to the LCASC election of the PR Chairperson in April, the subcommittee shall conduct a thorough inventory of all assets and equipment, documenting that inventory in the minutes for the new chairperson and subcommittee.

## **Lane County Area of Narcotics Anonymous Website Guidelines**

### **I. Purpose**

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The purpose of having an Area Web Site is to provide information about the existence and function of Narcotics Anonymous in the Lane County Area through the Internet.

### **II. Responsibility and Accountability**

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- A. The web Servant is responsible to perform work necessary to maintain the site in accordance with the guidelines as listed under Public Relations, section VII, Officer Requirements and Duties: Web Servant Duties.

B. All subcommittees of the Lane County Area are responsible for content and appearance of their site page(s) by the following:

1. Presenting content of page(s) and information to Web Servant and/or appointed servant, keeping the Web Servant informed of committee changes to ensure current and accurate information.

### **III. Non-Affiliation**

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Links will be limited to the following:

- A. Narcotics Anonymous World Services.
- B. Pacific Cascade Region of Narcotics Anonymous.

### **IV. Privacy**

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Contact information accessible to the Internet will be limited to those listed below.

- A. Lane County Area Help Line phone number.
- B. E-mail addresses included in the site.
- C. Subcommittee information as listed on LCANA Meeting Lists, including the Chairperson's name and contact information.
- D. Event contact person information as approved by the individual.

### **V. Archives**

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To ensure that materials remain available in the event of server or personnel problems, the Web Servant or a Public Relations member will maintain a back up of all files and email transactions.

### **VI. Web Site Content**

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- A. All pages will contain a descriptive statement of NA from the PR committee. Privacy".
  - 1. Visitor pages will include:
    - a. Introduction page(s) from the PR committee.

**VII: Funds for PR and PR Committee** purchases: No NA member shall pay in advance with their own money. All purchases; Money Requests for literature and/or other PR or H & I and related materials are to be taken to the area for approval and an LCASC Proposal Form is to be filled out with who submitted it, the stated proposal, and intent/impact. They shall also show the cost. The area members will take a vote to approve, amend, or deny the proposal. If approved check for said amount will be given. The form will say Pass/or No Pass; completed by the area secretary.

It should also be noted we receive PR funds in the amount of \$30.00 each month.

**BY LAWS**  
**OF**  
**LANE COUNTY AREA OF NARCOTICS ANONYMOUS** ☞

**Adopted:** \_\_\_\_\_

**(date**

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NOTE: The Oregon Nonprofit Corporation Act (ORS Chapter 65) both establishes and limits the powers and procedures available to nonprofit corporations. Where any questions arise about the meaning of these

bylaws, or where these bylaws are silent on an issue, the Oregon Nonprofit Corporation Act should be consulted. If you would like assistance in updating, amending or interpreting these bylaws, contact Atkin & Associates Center for Nonprofit Law.

## **BYLAWS**

### **OF**

## **LANE COUNTY AREA OF NARCOTICS ANONYMOUS**

### **ARTICLE I. PURPOSE**

Section 1. Purpose. The purposes of Lane County Area of Narcotics Anonymous (LCANA) are exclusively those allowed for organizations defined under §501(c)(3) of the Internal Revenue Code. Within these limits, the purposes of Lane County Area of Narcotics Anonymous include the following:

The purpose of this committee shall be to coordinate and administer the activities common to the welfare of the local Narcotics Anonymous Groups, support the needs of these groups, serve as a link between the Pacific Cascade Regional Service Committee of Narcotics Anonymous, and foster unity.

### **ARTICLE II. NONVOTING MEMBERS**

Section 1. The Corporation shall have Nonvoting Members.

A. Observers: Narcotics Anonymous (NA) members not addressed elsewhere in these guidelines shall be known as observers. Only Narcotics Anonymous (NA) members shall have the right to request the floor. The Chairperson has the exclusive right to grant or deny such

requests. The Chairpersons decision is subject to appeal, and may be overturned by Consensus. Observers do not have the ability to make proposals.

B. Members: Persons who are the Voting Members at the times defined in Article III, Section 3, may at other times be referred to as the participating members.

### ARTICLE III. VOTING MEMBERS/VOTING PARTICIPANTS

Section 1. Powers and Purpose of Voting Members. The Voting members shall also be called the voting participants. Voting members shall be the Group Service Representative (GSR) of each meeting within the LCANA service Area, and the Executive Committee members. Any voting member of this corporation may introduce proposals and participate in discussion. The term Group Service Representative shall be defined in the approved "A Guide to Local Services of Narcotics Anonymous."

Voting Members have the power to elect and also to remove the Officers, who are members of the Board of Directors of Lane County Area of Narcotics Anonymous, to elect the Sub-Committee Chairpersons, and to vote on any amendments to the bylaws or articles which would alter the qualification, selection, removal, obligations, rights or powers of the voting members, and to vote on any other matters properly put before them for an advisory vote by the Board of Directors. Pursuant to ORS 65.301(2), the Board of Directors delegates to the persons who are the participating members and the voting members, the power to make binding or enforceable decisions when

they wish to do so, on matters otherwise decided by the Board of Directors, including adopting budgets, authorizing expenditures, setting policies, or determining the organization's programs and activities.

Section 2. Records of Members. The secretary shall ensure that the organization maintains a current, formal, alphabetical record of the names, addresses and status of voting members. However, Voting members shall be defined as stated below in Article III, Section 3, so that there are voting members only during the time that actual voting membership meetings are held, in order to protect the anonymity of the voting members.

Section 3. Qualifications of Voting Members. Voting members are GSR or Alt GSR representing groups that are registered with NAWS and have membership in LCANA. Officers and sub com chairs are also voting members. Any Group may join the LCANA by registering with the World Service Office (WSO) and sending a Representative to an Area Service Business meeting and requesting membership for their Group. Generally the LCANA Service Area shall include Lane County Oregon.

Persons who meet the requirements stated above shall become voting members by appearing in person at or participating remotely in the annual meeting of the Voting Members for the purpose of electing the members of the Board of Directors, or in any other special meeting of the Voting Members. Voting membership status shall begin at the beginning of a meeting of the Voting Members, and voting membership shall automatically terminate upon the adjournment of that same meeting. There shall be voting members only during the actual meetings of the voting members. The purpose of this provision is to

allow the organization to protect the anonymity of its voting members at other times.

Section 4. Resignation and removal of Voting Members. Any voting member may resign at any time by sending or delivering a written resignation to the Secretary of the Corporation.

Section 5. Quorum for Voting Membership Meetings. A quorum will consist of those present or participating in a properly called meeting.

Section 6. Decision-Making by Voting Members. Decisions made by consensus will be on a one Group, one vote and each executive committee, one vote system. The voting members must diligently and conscientiously attempt to make decisions by consensus and give careful consideration to minority views. Consensus is achieved when 2 voting members or less block after already discussing prior blocks and the voting member are unwilling to stand aside after no further amendments can apparently be made to the proposal. If 3 voting members or more block and are unwilling to stand aside after all discussion and amendments to the proposal then consensus has not been reached. A vote may then be taken if requested. Once a vote has been requested by any voting member, it must then be taken. The affirmative vote of at least two-thirds of the voting members participating in any properly called meeting is necessary and sufficient to make a decision. All decisions require a clearly stated proposal passed by consensus or a two thirds (2/3) majority vote. All proposals which are successfully passed must be recorded in the written minutes.

Section 7. Proxy Voting. Proxy voting will not be allowed at any meeting of the voting members or as part of reaching any decision by the voting members.

Section 8. Participation in Meetings Remotely and Voting By Mail or Email.

A. Members who are not physically present for a membership meeting may participate in, be deemed present in person at and vote at the membership meeting if the board of directors authorizes participation by remote communication. Participation by remote communication is subject to guidelines and procedures that the board adopts. Before a board of directors may authorize members to participate in a membership meeting by remote communication, the corporation shall implement measures to:

- (1) Verify that a person that is participating in the membership meeting by remote communication is a member; and
- (2) Ensure that a member may participate by remote communication in an effective manner.

The corporation shall maintain a record of the vote or other action of a member that participates in a membership meeting by remote communication. A notice of a membership meeting at which the board authorizes participation by remote communication shall state that the board authorizes participation by remote communication and shall describe how a member may notify the corporation that the member intends to participate in the membership meeting by remote communication.

B. Voting by Mail or E-mail. Unless prohibited or limited by the Articles or Bylaws, any action which may be taken at any annual, regular or special meeting of the voting members may be taken without a meeting if the corporation delivers a written ballot to every member entitled to vote on the matter, by mail, fax, or e-mail, as directed by the individual member. The written ballot will: a) set forth each nominee or proposed action; and b) provide an opportunity to vote for each vacant Officer/Board of Directors position, vote for each sub-committee chair position, and for or against each proposed action.

Approval by written ballot will be valid only when the number of votes cast by ballot equals or exceeds any quorum required to be present at a meeting authorizing the action. The vote is limited to the subject specified on the ballot.

#### Section 9. Annual Voting Membership Meeting.

A. Election of LCANA Officers and Sub-committee Chairpersons will be held at the April ASC. There must be an annual meeting of the voting members which will be held to elect the Officers, who are members of the Board of Directors. It will be held during April at a time and location determined by resolution of the Board of Directors, if the Voting Members do not do so, unless the meeting is set for a different period of the year. Voting shall be by a balloting process. Written notice of the Annual Meeting must be sent by first class mail, fax, or email, as directed by the individual member, to all voting members entitled to receive notice, at the address, e-mail, or fax number provided by the member or as it appears in the corporate records, at least 15 days in advance of the meeting.

B. Nominees are not required to be present; however no person shall be elected in their absence without a letter of acceptance and an explanation of their absence in writing. We **strongly** encourage all nominees to be present during elections.

C. The Officers and Sub-committee Chairpersons shall be elected to serve a one (1) year term and can serve no more than two (2) consecutive terms in the same Position. Their term of office shall begin at the end of regular ASC meeting at which they were elected.

D. At the annual meeting voting members will hear and consider reports from the Officers/Board of Directors concerning the activities, management and budget of the corporation. Voting members will then elect the Officers, and also vote on any other matters for which proper notice was given. Voting will be by secret ballot if any person so requests. Members may be given the option to vote by mail, fax, or e-mail rather than in person. The failure to hold an annual meeting does not affect the validity of any corporate action.

#### Section 10. Interim Position Elections.

A. An Interim Position shall be defined as a Service Position that is filled outside of the normal Nomination and Election process, to fill any open Officer/Board of Directors position of the LCANA. Nomination and election may be done (but is not required to be) at the ASC meeting at which the position becomes open.

B. An Interim Officer/Director or Subcommittee Chair may be elected as needed by LCANA. The term of office shall be for the remainder of their predecessor's term of office, and shall conclude at the annual

elections. An Interim Position term of office shall not be counted within the one year limit on terms of office. An interim position term of office shall begin at the time of the election of that position.

#### Section 11. Other Voting Membership Meetings.

A. Regular Meetings. The corporation may hold a series of regular meetings of the voting members at times and locations set by the Board of Directors or Officers. A single notice sent by first class mail, e-mail, or fax, as directed by the individual voting member, at least seven days in advance of the beginning of the series of regular meetings will be sufficient and no further notice is required so long as the meeting dates and times which were announced do not change.

B. Special Meetings. Special Meetings of the voting members may be called by the President, by the Board of Directors or by the voting members. Notice for a special meeting must be mailed by first class mail, e-mail, or fax, as directed by the individual voting member, at least seven days in advance of the meeting and must specify the purpose(s) for which the meeting is called. Only the business for which a Special meeting is called may be considered at the meeting.

#### Section 12. Content of Notice.

The notice must contain the date, time, location and when required, the purpose of the meeting. Notices of Special Meetings always require a statement of the purpose(s) for which the meeting is called. If amendments to the bylaws or the Articles of Incorporation will be considered, the notice must state this fact and either the exact wording

or a summary of the amendments to be considered must be included with the notice.

#### Section 13. Record Date.

The record date for determining the members entitled to receive notice of a meeting will be the day before the day on which the notice is mailed. The record date to determine the members entitled to vote at a member's meeting will be the date of the meeting.

### ARTICLE IV. BOARD OF DIRECTORS/OFFICERS

#### Section 1. Duties of the Board.

The Board of Directors will establish the corporation's policies and review and change them as necessary, oversee its programs, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property after the approval of the voting members. The Board of Directors must also ensure that the corporation properly employs the necessary corporate formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Members of the Board of Directors must diligently prepare for, attend, and participate in the meetings of the Board of Directors, in order to carry out these tasks.

## Section 2. Qualifications of Directors and Composition of the Board.

The LCANA Board of Directors shall consist of the following Officers:

President/ Chairperson,

Vice-President/Chairperson,

Secretary,

Alternate Secretary,

Treasurer,

Alternate Treasurer,

Regional Committee Member,

Alternate Regional Committee member.

Clean time requirements for the Officers are as follows:

- President/Chairperson – 2 years
- Vice President/Chairperson – 2 years
- Secretary – 1 year
- Alternate Secretary- 1 year
- Treasurer – 2 years
- Alternate Treasurer – 2 years
- Regional Committee Member (RCM) – 3 years
- Alternate RCM (ARCM) – 2 years

### Section 3. Moratorium.

A six (6) month moratorium will be imposed for any LCANA Officer resigning or being dismissed from their office prior to the completion of the term of that office. The only exception to this is when a resignation is submitted in order to perform a newly elected LCANA Officer or Sub-committee Chairperson position.

### Section 4. Number of Directors.

The Board of Directors must consist of no fewer than four and no more than eight members.

The voting members may create new positions on the Board of Directors by passing a resolution creating new Officer positions and increasing the size of the Board, and then may appoint new Officers/Directors at that same meeting or at a later time to fill the newly created positions.

### Section 5. Terms of Directors.

Director/Officers will serve one year terms. However, unless they formally resign or are removed from office, directors will remain in office until their successors are properly elected, designated, or appointed. Director/Officers elected by the voting members are limited to two (2) terms in any position, but may serve in other officer positions for additional terms.

## Section 6. Selection of Directors.

A) Nominations. Nominations for new Officers/ Board members may be made by the Board of Directors, by individual Officers or by voting members. Nominations made by anyone other than a GSR requires a second by a GSR. Directors shall serve only until the next annual election of Directors, when current Directors may be re-elected and any new Directors will be elected by the then current voting members at an annual meeting of the voting members held for that purpose.

B) Election Process. Each voting member will have the right to vote only for as many persons as there are Officer positions open on the Board of Directors at the time of the election. The vote must be by a confidential ballot if any person so requests.

C) Election Policy and Procedures. The Board of Directors shall prepare and adopt by resolution, a formal written policy regarding the details of the Board election process, including requirements for the announcement of elections and the solicitations of nominations, and the schedule and procedures that must be used to hold elections.

D) Annual Meeting. The election of Officers/Directors will take place at the Annual Meeting of the voting members, which will be held during April at an exact time and place set by the Board of Directors, unless the Board or the voting members decide by resolution to set it at a different time of the year.

## Section 7. Removal of Directors.

Officers/Directors elected by the Voting Members may be removed for non-compliance by resolution of the voting members. Proper notice must be given in advance, as required for an Annual Membership Meeting, or for a regular meeting of the voting members, or as required for a special meeting of the voting members, whichever is appropriate, stating that the removal of a director is to be considered. Causes for removal include, but are not limited to:

- Loss of Abstinence
- Non-fulfillment of the duties of their position
- Absence at a 3rd consecutive meeting of the ASC, during their term of office, without prior notification to the ASC Chairperson or Vicechairperson. In the event of a necessary absence, a written report shall be submitted to the meeting. Written reports shall be accepted as a substitute for attendance.

## Section 8. Resignation of Directors.

A director may resign at any time. The resignation of a director must be in writing and be delivered to the Board of Directors, its presiding officer, the president, or the secretary. Once delivered, a notice of resignation is irrevocable. Loss of abstinence is an automatic resignation from the LCANA Board of Directors.

### Section 9. Conduct of Directors.

Directors must discharge their duty of loyalty and their duty of diligence in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the director reasonably believes to be in the best interest of the corporation.

### Section 10. Quorum.

At all meetings of the Board of Directors, the presence or participation of a quorum, which is at least a majority of the number of directors in office immediately before the meeting begins, is necessary to allow the transaction of corporate business or the making of corporate decisions.

### Section 11. Decision-Making and Voting.

All decisions require a clearly stated proposal passed by consensus or a two thirds (2/3) majority vote that must be recorded in the written minutes. Each member of the Board of Directors will have one vote.

### Section 12. No Proxy Voting.

No proxy voting is allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

### Section 13. Telephonic Meetings.

Meetings may be held by telephone, video conferencing or other method, so long as all participating directors may simultaneously hear and speak with each other. A director participating in such a meeting is deemed present for purposes of a quorum.

#### Section 14. Decisions by Mail or Email.

Any decision that the Board of Directors may make at a meeting may be made without a meeting if the decision is approved by the affirmative vote of all of the members of the Board. A clearly stated proposal must be sent to all of the directors on the Board of Directors by mail, fax or email, with clear instructions that this process requires 100% of the directors to assent for the proposal to pass. If the proposal is sent by mail or fax, then it must be signed and returned by mail or fax by each director. If the proposal is sent by email then each director must send their vote by email in reply, in which case no signature is necessary. Proposals are passed and effective on the date that all directors in office have responded with an assent vote. If any director blocks then the proposal fails to pass. A printed record of each director's vote must be kept in the corporate records.

#### Section 15. Meetings.

The Board of Directors must meet at least four times per year, and shall strive to do this by meeting at least once each quarter of the year. Meetings of the Board of Directors may be called by the president, the chair of the Board, or fifty-percent (50%) of the directors in office.

#### Section 16. Parliamentary Authority.

In all Areas not covered by the ASC Bylaws; the Twelve Traditions of NA, A Guide to Local Services of Narcotics Anonymous, the Twelve Concepts of Service, or any special rules the committee may adopt will be used. The Twelve Traditions of NA shall always have precedence.

### Section 17. Executive Session Meetings.

The Board President or the Board by a majority vote of the Directors present may at any time decide to go into an Executive Session meeting. Executive Session shall be used when the Board deems it is necessary to protect the confidentiality of the matters that will be considered there. Executive Session meetings may be attended only by members of the Board of Directors, and any guests the Board invites to join the meeting. A Director may also be excluded from any portion of Executive Session meetings in which matters will be considered that present a conflict of interest for that Director. Minutes shall be properly recorded, but shall only be read or approved at a subsequent Executive Session if there is a need to continue to insure the confidentiality of the matters contained in the minutes. The Secretary shall take care to record in the minutes only the proposals passed and information essential to comply with the law, in order to protect the confidential nature of Executive Sessions.

### Section 18. Notice of Meetings.

Notice must be given of every meeting of the Board of Directors, stating the date, time, and location of the meeting, and the purpose of the meeting if so required by law or these bylaws. The notice must be given not less than forty eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual director.

Regular meetings: After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place,

no further separate notice is required for each of those regular meetings. Notice must state the time, date, and location of the meeting. The Board of Directors may by resolution establish or change the dates of regularly scheduled meetings, with proper notice given to all directors.

#### Section 19. Authority of Directors.

The president shall be an official spokesperson for the organization, and may represent the organization and its positions whenever appropriate. No member of the Board of Directors may officially represent the positions of the organization or speak or make agreements on behalf of the organization without specific approval by the Board of Directors to do so.

### ARTICLE V. DUTIES OF OFFICERS

#### Section 1. President/Chairperson.

The president, who may also be known as the chairperson or chair, is the principal officer of the corporation and will, in general, supervise or oversee the supervision of all of the affairs of the corporation. The president generally will preside/facilitate at all meetings of the Board of Directors, unless the Board selects another person to preside/facilitate. The president will also perform other duties as may be assigned by the Board of Directors. The president may serve as an ex-officio member of any committee.

## Section 2. Vice-President/Vice-Chairperson.

In the absence of the president or in the event of the president's inability to act, the vice-president, who may also be known as the vice-chair, will perform the duties of the president. The vicepresident, when acting as president, will have all the powers of and is subject to all the restrictions on the president. The vice-president will coordinate all sub-committee functions and assist all sub-committee chairs whenever possible. The vice-president will also perform other duties assigned by the Board of Directors.

## Section 3. Secretary.

The secretary will perform or oversee the performance of the following duties: a) record and keep the minutes of the meetings of the members and of the Board of Directors and of any Board committees, in one or more books provided for that purpose; b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; c) be custodian of the corporate records; d) keep a register of the mailing address of each voting member as provided by such member; e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) perform or oversee all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

#### Section 4. Alternate Secretary.

In the absence of the secretary or in the event of the secretary's inability to act, the alternate secretary will perform the duties of the secretary. The alternate secretary, when acting as secretary, will have all the powers of and is subject to all the restrictions of the secretary. The alternate secretary will also perform other duties assigned by the Board of Directors.

#### Section 5. Treasurer.

The treasurer will perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all the income, expenses and assets of the corporation; c) present reports at every meeting of the Board of Directors on the financial affairs of the corporation; d) provide financial information necessary to prepare and file the required reports to state and federal government agencies, showing the income, disbursements, and assets of the corporation. The Treasurer may delegate some or all of these tasks but remains responsible for their proper completion.

#### Section 6. Alternate Treasurer.

In the absence of the treasurer or in the event of the treasurer's inability to act, the alternate treasurer will perform the duties of the treasurer. The alternate treasurer, when acting as treasurer, will have all the powers of and is subject to all the restriction of the treasurer. The alternate treasurer will also perform other duties assigned by the Board of Directors.

### Section 7. Regional Committee Member.

The Regional Committee Member attends the Regional Service Conference and any other Regional Services meeting deemed necessary by LCANA. The Regional Committee Member keeps the Area updated on Regional/World activities and takes Area concerns to the Regional Service Committee. The Regional Committee Member coordinates Area CAR workshop.

### Section 8. Alternate Regional Committee Member.

The Alternate Regional Committee Member works closely with the Regional Committee Member and has the same duties as described in the Regional Committee Member job description. The Alternate Regional Committee Member position is to be a time of training with a commitment to assume the Delegate position at the proper time.

## ARTICLE VI. STANDING SUB-COMMITTEES

### Section 1. Establishment.

LCANA may establish or dissolve Sub-committees as necessary to perform specific duties. The power to establish Sub-committees is limited to the voting members. The Board of directors does not have the power to establish Sub-committees. These standing Sub-committees shall be formed and dissolved by consensus or a two thirds (2/3) majority vote of the voting members of LCANA. Standing Sub-committees may include, but are not limited to: Activities, Hospitals and Institutions, Literature, Public Relations, and any other standing

Sub-committee which shall be deemed necessary to carry on the work of the ASC.

#### Section 2. Sub-Committee Chairs.

Sub-Committee Chairpersons shall be elected by the Voting Members. The Chairpersons shall facilitate the activities of the sub-committee. The Chairpersons shall submit a written report, to include a financial report, of all committee activities to the LCANA membership and Board of Directors.

Clean time requirements for Sub-Committee Chairs is 2 years, the required time may be waived by consensus or a two-thirds (2/3) majority vote of the participants present at the time of nominations.

#### Section 3. Guidelines.

All standing Sub-committees shall create, and submit for approval, guidelines which are consistent with "A Guide to Local Services of Narcotics Anonymous", the Twelve Traditions of NA, and the best information available from the NA World Services (NAWS).

The guidelines of each standing Sub-committee shall be subject to review and approval by the voting participants of the ASC.

#### Section 4. Bank accounts.

All Sub-committees that have a bank account shall have a "Two Signature Required" bank account.

### Section 5. Moratorium.

A six (6) month moratorium will be required for any Sub-committee Chairperson resigning or being dismissed from their office prior to the completion of the term of that office. The only exception to this is when a resignation is submitted in order to perform as a newly elected LCANA Officer or Sub-committee Chairperson.

### Section 6. Sub-Committee Procedures.

Unless otherwise specified, Board Committee meetings will operate with the same quorum and voting requirements as the full Board of Directors, and as far as possible will operate according to the procedures of the Board as stated in these bylaws. If any formal decisions or resolutions are voted on at a committee meeting, then the votes and the resolutions so adopted must be recorded in the form of corporate minutes and filed with the secretary.

### Section 7. Limitations on Powers.

No committee may a) elect, appoint or remove any officer, member of the Board of Directors, or member of a Board committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the bylaws, or any resolution of the Board of Directors.

## ARTICLE VII. AD-HOC COMMITTEES

### Section 1. Establishment.

The President/Chairperson of the LCANA shall have the authority to establish Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions, and may, but is not required to, appoint the Ad-Hoc committee Chairperson. The purpose, membership, and duration of existence of any such Ad-Hoc Committee shall be specifically designated by the LCANA President/Chairperson at the time of appointment. If the Ad-Hoc chair is not appointed by the ASC Chair, the Committee membership shall choose a chair from among them. These committees are advisory committees and do not have the powers of Board committees. Advisory committees by definition cannot carry out the function of the board of directors and may only advise the board of directors.

### Section 2. Chairperson.

The Ad-Hoc Chairperson can be appointed from among any type of participant: Voting or Observer. The Ad-Hoc Chairperson shall become a non-voting participant, with proposal making privileges limited to business pertaining to the Ad-Hoc Committee. However, if the Ad-Hoc chair has been chosen from among the voting participants, that person shall retain their original voting participation rights.

The Chairpersons shall facilitate the activities of the sub-committee. Further the Chairpersons shall submit a written report (which shall include a financial report) of all committee activities to the ASC.

The clean time requirement for Ad-Hoc Committee Chairpersons is 2 years. The required time may be waived by consensus or a two-thirds (2/3) majority vote of the participants present at the time of nominations.

### Section 3. Ad-Hoc Committee Procedures.

Unless otherwise specified, Board Committee meetings will operate with the same quorum and voting requirements as the full Board of Directors, and as far as possible will operate according to the procedures of the Board as stated in these bylaws. If any formal decisions or resolutions are voted on at a committee meeting, then the votes and the resolutions so adopted must be recorded in the form of corporate minutes and filed with the secretary.

### Section 4. Limitations on Powers.

No committee may a) elect, appoint or remove any officer, member of the Board of Directors, or member of a Board committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the bylaws, or any resolution of the Board of Directors.

## ARTICLE VIII. MISCELLANEOUS PROVISIONS

### Section 1. Compensation of Officers and Directors.

No Officer/member of the Board of Directors will receive any compensation for fulfilling the responsibilities of a member of the

Board or of an officer as defined in these bylaws. However, the corporation may pay compensation to members of the Board of Directors for other services performed as employees or independent contractors as long as the required rules for conflicts of interest are followed. Officers and members of the Board of Directors may receive reimbursement for actual expenses incurred in the course of fulfilling their responsibilities.

## Section 2. Conflict of Interest.

A conflict of interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to a member of the Board of Directors or to a member of a Director's family. All transactions involving conflicts of interest must be approved using the following procedures: 1) Conflict of interest transactions must be approved by the full Board of Directors; they cannot be approved by the President. 2) Directors and officers who have a conflict of interest in any matter must a) declare the existence of any direct or indirect conflict of interest, b) disclose the details of the proposed transaction on the record, c) abstain from voting on that matter, and d) leave the room where the vote is to take place, until the votes have been counted. The minutes must record this to show that it was done. 3) The rest of the Board of Directors must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board of Directors, and its source, must be recorded in the minutes. 4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Board of

Directors who do not have a conflict of interest involved in that issue, as long as no less than two disinterested directors vote to approve the transaction.

All Directors must sign a disclosure of all conflicts of interest, and update it if that disclosure needs to be changed.

### Section 3. Financial Controls.

The Board of Directors shall adopt formal Board policies that provide a system of financial controls that are adequate to prevent the misuse, embezzlement or theft of the organization's funds and assets, and that would discover it if those problems or crimes were to occur. Those financial policies shall require that there must be three separate levels of financial operations, and that those operations shall be performed by different people: 1) those with the authority to spend the organization's money; 2) those who are the bookkeeper(s) who record and track the income and expenditures; and 3) those who oversee the bookkeeping system and the expenditure of funds. This means that the persons who have authority to sign the corporation's checks or use its credit cards shall not be allowed to also serve as the organization's bookkeeper(s); and that the organization's bookkeeper(s) shall not be given permission or authority to spend the organization's money, sign its checks or use its credit cards.

### Section 4. Annual Financial Assessment.

The Board of Directors must require the performance of an annual audit, financial review, financial compilation or financial assessment, which must involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the

organization or sign checks for the organization. This need not be a formal audit, but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets. The financial oversight committee described above shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire Board of Directors.

#### Section 5. Tax Year.

The tax year of the corporation is July 1-June 30.

#### Section 6.

No Discrimination. In the delivery of its services to the public, LCANA does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

### ARTICLE IX. AMENDMENTS

#### Section 1. Articles of Incorporation and Bylaws.

Consensus or an affirmative vote of at least two-thirds (2/3) of the entire Board of Directors at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend or repeal the Articles of Incorporation or the Bylaws. However, the consensus or an affirmative vote of at least two-thirds (2/3) of all the Voting Members is necessary and sufficient for any amendment that alters the powers, rights or obligations of the Voting Members, or that

alters the process for the selection or removal of Voting Members or directors. Proper written notice must be given in advance, including either a written copy or written summary of the proposed amendments.

**CERTIFICATE OF SECRETARY**

I, the undersigned do hereby certify that the foregoing bylaws constitute the bylaws of Lane County Area of Narcotics Anonymous, as duly adopted by the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2016. Signed this \_\_\_\_ day of \_\_\_\_\_, 2016.

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**Secretary of Lane County Area of Narcotics Anonymous**