

Bylaws and Policies of Southern Saskatchewan Area Service Committee Inc.

Preamble

The *Southern Saskatchewan Area Service Committee Inc.* (Entity Number 101103553) is a non-profit membership corporation. It is a service body created by and responsible to the Narcotics Anonymous groups in the Southern Saskatchewan Area who have joined to form a unitary N.A. service structure. *SSASC Inc.* will carry the message of Narcotics Anonymous to addicts who still suffer and work to enhance unity within the Southern Saskatchewan Area and with the Al-Sask Region using the principles described by the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.

SSASC Inc. services the area of Saskatchewan from the north in a line running from the Manitoba boundary in the east to the Alberta boundary in the west through Yorkton, Davidson, and Leader and all points south to the Canada-United States border.

SSASC Inc. is a member of the Al-Sask Region Service Committee (A-SRSC).

SSASC Inc. is responsible for providing:

1. Meeting locations to be used by the ASC and all subcommittees.
2. A main operating bank account and a prudent reserve bank account.
3. An ASC post office box.
4. A N.A. telephone helpline and infoline.
5. All required written service material for elected members of the ASC.

SSASC Inc. must fulfill the following legal requirements:

1. File a “Notice of Directors” within 15 days after a change in the directors.
2. File a “Notice of Registered Office” within 15 days after a change of address of the registered office.
3. Every year, file an “Annual Return” with the required fee before the end of calendar month that follows the date of incorporation (June 7th).
4. Prepare and maintain records (at the registered office or another reasonably secure location) containing:
 - a. Articles of Incorporation and amendments
 - b. Bylaws and Policies and amendments
 - c. Minutes of ASC and subcommittee meetings

Note 1: For simplicity, the bylaws will often refer to *SSASC Inc.* as ASC.

- d. Copies of all “Notices of Directors” and changes of directors
 - e. A register containing the names and latest known addresses of persons who are, or who were in the last year, ASC members and the dates that they became and ceased to be members
 - f. Accounting records of the ASC and subcommittees
5. Hold a Board of Directors meeting between November 30th and at least 15 days before the Annual General Meeting (AGM) the following January to approve the annual financial statement and report of the Reviewer or Auditor.
 6. At least 15 days before the AGM, inform all members that copies of the annual financial statement and report for the previous fiscal year are available for them.
 7. Hold an AGM during the scheduled ASC meeting in January.
 8. Present to the ASC at the AGM the annual financial statement and report for the fiscal year ending the previous September 30th.
 9. Select a Reviewer or Auditor at the AGM to review or audit the annual financial statement for the current fiscal year.
 10. Send to the Director of the Corporations Branch of the provincial Ministry of Justice and Attorney General, not more than 30 days after the AGM, a copy of the annual financial statement and report for the previous fiscal year.

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References

The Twelve Traditions of Narcotics Anonymous
The Twelve Concepts of N.A. Service
A Guide to Local Services in Narcotics Anonymous
Robert's Rules of Order
The Non-profit Corporations Act, 1995
The Non-profit Corporations Regulations, 1997

Chapter 1 – Registered Office

Article 1

The ASC will maintain a registered office. The Chairperson will inform the Director of the Corporations Branch of the Ministry of Justice and Attorney General of the address of the registered office, and any time that there is a change of its address, by way of a “Notice of Registered Office.”

The mailing address of the registered office may be different than its actual physical location.

Article 2

The registered office will typically be the location where the ASC stores its records. But it may also be the residential address of one of the Directors (Administrative Officers).

Records include:

1. Articles of Incorporation and amendments
2. Bylaws and Policies and amendments
3. Minutes of ASC and subcommittee meetings
4. Copies of all “Notices of Directors” and changes of directors
5. A register containing the names and latest known addresses of persons who are, or who were in the last year, ASC members and the dates that they became and ceased to be members
6. Accounting records of the ASC and subcommittees

Chapter 2 – Members

Article 3

The members of *SSASC Inc.* are:

1. The Directors (Administrative Officers) consisting of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and 2 Regional Committee Members (RCM).
2. Subcommittee Chairpersons.
3. Reviewer or Auditor.
4. Group Service Representatives (GSR) of member groups.

Article 4

When becoming a member of the ASC, all members must provide their full names and residential addresses to the Secretary so that this information can be included in the register.

Article 5

N.A. groups become members of the ASC when their representatives attend 3 consecutive ASC meetings; N.A. groups located more than 80 kilometres from Regina become members when their representatives attend 2 meetings in a 4-month period.

Article 6

Member groups whose representatives do not attend 3 consecutive ASC meetings lose their membership. Member groups located more than 80 kilometres from Regina whose representatives do not attend ASC meetings for 1 year lose their membership.

Article 7

The ASC elects Directors (Administrative Officers), Subcommittee Chairpersons, and the Reviewer or Auditor.

Note 2: The ASC also elects the Fellowship Development Representative (FDR) to represent the Area at the AI-Sask Region Service Committee (A-SRSC); The FDR attends and makes reports at ASC meetings, but the FDR is a Regional position, and is therefore **not** a member of the ASC and **does not** vote at ASC meetings.

Article 8

When an elected member of the ASC is absent for 3 consecutive ASC meetings the ASC must decide whether to remove the member from his/her position.

The Reviewer or Auditor must attend only the Annual General Meeting (AGM) in January unless he/she also holds another ASC position.

Chapter 3 – Directors (Administrative Officers)

Article 9

The Directors (Administrative Officers) compose the *SSASC Inc.* Board of Directors. They are officers of the corporation. As such they must:

1. Be at least 18 years of age.
2. Not be found by a court to be of unsound mind.
3. Be Canadian citizens.
4. Be residents of Saskatchewan.
5. Not be bankrupt.
6. Receive no pay for service.

Directors (Administrative Officers), when they begin their term in office, will provide personal information required by law – i.e. full name, residential address, occupation, and Canadian citizen residency status – to the Chairperson to include in a “Notice of Directors” to be sent to the Director of the Corporations Branch of the Ministry of Justice and Attorney General.

Article 10
Chairperson

Requirements:

1. At least 1 year of Area service experience.
2. At least 5 years of clean time.
3. The ability to chair with firmness and understanding.

Duties:

1. Chairs ASC meetings.
2. Works in compliance with applicable service literature, including *Robert's Rules of Order*.
3. Makes a report at ASC meetings.
4. Composes the agenda for ASC meetings and distributes the agenda to ASC members at ASC meetings.
5. Co-signer of the ASC bank accounts.
6. Initiates all necessary correspondence.
7. Contacts any elected member of the ASC who fails to attend 2 consecutive ASC meetings to inform him/her that continued absence may result in removal from his/her position.

When a representative of a member group is absent for 2 consecutive ASC meetings, informs him/her that a 3rd consecutive absence will result in the group's loss of membership in the ASC; if the representative of a member group located more than 80 kilometres from Regina is absent for 11 calendar months, informs him/her that a subsequent absence will result in the group's loss of membership in the ASC.

8. Every year, completes and sends with the required fee the "Annual Return" to the Director of the Corporations Branch of the Ministry of Justice and Attorney General before July 15th.

Note 3: The Corporations Branch sends a notice every year to the *SSASC Inc.* registered office mailing address at least 1 month before the due date.

9. Sends a current and complete "Notice of Directors" to the Director of the Corporations Branch of the Ministry of Justice and Attorney General within 15 days after a change of Directors (Administrative Officers). This includes the full name, residential address, occupation, and Canadian citizen residency status of all Directors (Administrative Officers).
10. Sends a "Notice of Registered Office" indicating the address of the *SSASC Inc.* registered office (usually the location where the ASC records are stored) to the Director of the Corporations Branch of the Ministry of Justice and Attorney General within 15 days after a change of address of the registered office.

11. Calls a Board of Directors meeting every year between November 30th and 15 days before the Annual General Meeting (AGM) on the last Sunday in January to approve the financial statement of the previous fiscal year and report prepared by the Reviewer or Auditor. Signs the financial statement and report.
12. At every AGM in January, presents the approved and signed annual financial statement and report to the ASC for adoption. Once adopted, sends the financial statement and report to the Director of the Corporations Branch of the Ministry of Justice and Attorney General not more than 30 days after the AGM.
13. Implements **Article 39** of the Bylaws and Policies in the event of theft or misappropriation of N.A. money.

Article 11

Vice-Chairperson

Requirements:

1. At least 1 year of area service experience.
2. At least 5 years of clean time.
3. Willingness to chair ASC meetings during the absence of the Chairperson.

Duties:

1. Coordinates and stays informed of the work of the subcommittees; attends subcommittee meetings when possible; helps subcommittee chairpersons plan the work and budgets of their subcommittees, and; is available to address any subcommittee problems.
2. Works in compliance with applicable service literature.
3. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.
4. Makes a report at ASC meetings.
5. Co-signer of the ASC bank accounts.
6. Provides relevant written service material to all ASC members; ensures they sign for receipt of the materials and that they understand that they are **personally responsible** for replacing the service material if they cannot return it because of loss or damage.
7. Maintains a record of all motions that affect ASC and subcommittee bylaws and policies.
8. Contacts the Chairperson if he/she fails to attend 2 consecutive ASC meetings, and informs him/her that a 3rd consecutive absence may result in removal from office.

Article 12
Secretary

Requirements:

1. At least 1 year of clean time.

Duties:

1. Takes accurate minutes at every ASC meeting – minutes will include reports of Directors, Reviewer or Auditor, subcommittees, and member groups, old business, and new business.

Composes minutes from ASC meeting. Sends minutes to, or makes them available for pick-up by, ASC members a reasonable amount of time before the subsequent ASC meeting.

2. Works in compliance with applicable service literature.
3. Makes a report at ASC meetings.
4. Maintains a record of all motions that affect ASC bylaws and policies and subcommittee bylaws; lists motions chronologically under the heading of the Director (Administrative Officer) or subcommittee that they affect, and; makes the list available to the Policies and Guidelines Subcommittee Chairperson when that subcommittee is activated by the ASC.
5. Presents a budget for a 6-month period to cover all secretarial expenses.
6. Deletes any tabled motion older than 3 months, if the person who made the motion has not spoken to the motion.
7. Maintains the legally required records of the Registered Office. These include:
 - a. Articles of Incorporation and amendments
 - b. Bylaws and Policies and amendments
 - c. Minutes of ASC and subcommittee meetings
 - d. Copies of all “Notices of Directors” and changes of directors
 - e. A register containing the names and latest known addresses of persons who are, or who were in the last year, ASC members and the dates that they became and ceased to be members
 - f. Accounting records of the ASC and subcommittees

Article 13
Treasurer

Requirements:

1. At least 5 years of clean time.

Duties:

1. Manages ASC funds, is a co-signer of the ASC bank accounts, deposits funds as described in **Article 35** of the Bylaws and Policies, and pays all ASC expenses.

2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Makes a financial report at ASC meetings that includes all financial transactions of the ASC for the previous month.
4. Prepares an annual ASC budget estimate for the following fiscal year before the end of the current fiscal year.
5. Recommends prudent reserve requirements.
6. Has another member of the ASC or a member of a subcommittee count the ASC funds before depositing the funds in the ASC bank account; if possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.
7. Composes the annual financial statement of the ASC. The financial statement will include assets and liabilities in the form of a balance sheet, and a statement of revenue and expenditures of the ASC and subcommittees. The financial statement will cover the period from October 1st of the previous calendar year until September 30th of the current calendar year. Completes the financial statement before October 31st of the current calendar year.
8. When completed, submits the financial statement to the Reviewer or Auditor.

Article 14
Regional Committee Members (RCM)

Requirements:

1. At least 2 years of clean time.

Duties:

1. Acts as the representative of the ASC at Al-Sask Region Service Committee (A-SRSC) meetings and as the communication liaison between the Area and the Region.
2. Works in compliance with applicable service literature.
3. Makes a report at ASC meetings.
4. Maintains communication with member groups of the ASC and is available to help identify and resolve any problems.
5. Works closely with the Directors (Administrative Officers) and Subcommittee Chairpersons, and is a source of information and guidance in matters concerning the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service.”

Chapter 4 – Subcommittees

Article 15

Subcommittees are functional bodies of the ASC. They are designed to perform the direct service work of the ASC in carrying the message of N.A. Subcommittees are directly responsible to the ASC.

The purpose and operation of each of the subcommittees and the requirements and duties of the subcommittee positions are described in Appendices I-X. The ASC has the following subcommittees.

- I. Activities
- II. Additional Needs (*ad hoc*)
- III. Convention
- IV. Hospitals and Institutions
- V. Literature
- VI. Newslines (*ad hoc*)
- VII. Outreach
- VIII. Phonenumber
- IX. Policies and Guidelines (*ad hoc*)
- X. Public Information

Chapter 5 – Review or Audit

Article 16

Review/Audit Process

Every year at the Annual General Meeting (AGM) – the regularly scheduled ASC meeting on the last Sunday in January – the ASC must elect a Reviewer or Auditor to review or audit the annual financial statement of the current fiscal year.

The financial statement is composed by the Treasurer and will include assets and liabilities in the form of a balance sheet, and a statement of revenue and expenditures of the ASC and subcommittees. The financial statement will cover the period from October 1st of the previous calendar year until September 30th of the current calendar year.

Between October 31st and November 30th of the current calendar year, the Reviewer or Auditor will conduct the review or audit of the financial statement and compose a report. When completed, the Board of Directors must approve the reviewed or audited financial statement and report at least 15 days before the Annual General Meeting (AGM) the following January. The Chairperson must sign the financial statement and report.

At the AGM, the ASC must adopt the financial statement and report. When adopted the Chairperson must send the financial statement and report to the Director of the Corporations Branch of the Ministry of Justice and Attorney General less than 30 days after the AGM.

Article 17
Choosing a Reviewer or an Auditor

As audits are expensive, the ASC normally recommends reviewing the financial statement instead of auditing it, and to elect a Reviewer instead of an Auditor.

The ASC must decide, every year at the Annual General Meeting (AGM) in January, to either review or audit the ASC finances for the current fiscal year. As such, the ASC must adopt a motion passed by at least 2/3 of voting GSRs to **not** have an audit.

If the ASC adopts a motion to not have an audit, the ASC must elect a Reviewer. If the ASC defeats the motion to not have an audit, the ASC must elect an Auditor. The term in office of the Reviewer or Auditor ends at the conclusion of the next AGM the following January.

Article 18
Reviewer or Auditor

Requirements:

1. Must be a member in good standing of a recognized accounting profession that is regulated by an Act, or;
2. Must be approved by the ASC to conduct a review or an audit.
3. Must have at least 1 year of clean time.

Duties:

1. Reviews or audits the Treasurer's financial statement for the fiscal year ended on September 30th and composes a report by November 30th of the current calendar year.
2. Submits the financial statement and report to the Chairperson so that the Board of Directors can approve the financial statement and report.
3. Attends the Annual General Meeting (AGM) in January to answer questions concerning the financial statement and report.

Chapter 6 – Meetings

Article 19

The ASC will hold regular meetings once every month. Meetings are closed to the general public.

Special meetings may be called by:

1. A majority of voting GSRs.
2. The Chairperson or Vice-Chairperson on being advised of a matter of special urgency. The Chairperson or Vice-Chairperson must give reasonable notice of any such meetings to all ASC members.

Policy 19.1: The ASC will hold regular meetings on the last Sunday of each month starting at 1:30 p.m. ASC meetings will last a maximum of 2 hours. In the event that more time is needed to finish the business of the meeting, the ASC must adopt a motion to extend the meeting.

Policy 19.2: ASC meetings are **non-smoking**. The Chairperson will call a 10 minute “smoke break” half way through the meeting.

Article 20

The regular ASC meeting in January is the Annual General Meeting (AGM) of the ASC.

Article 21

Quorum is 5 voting Group Service Representatives (GSR).

Article 22

Members of the N.A. fellowship who are not members of the ASC may attend ASC meetings; they may participate in the ASC meeting at the discretion of the Chairperson.

Article 23

ASC members must give their reports in person at the ASC meeting, with the exception of those who live outside of Regina

Chapter 7 – Voting

Article 24

The GSRs of member groups vote on all matters.

Subcommittee Chairpersons vote on any matters **not** related to:

1. Money;
2. The removal of Directors (Administrative Officers), the Reviewer or Auditor and other Subcommittee Chairpersons, or;
3. Adopting, amending, or deleting ASC or subcommittee bylaws.

The Chairperson votes only in the event of a tied vote.

Other Directors (Administrative Officers) and the Reviewer or Auditor do not vote.

Article 25

A 2/3 vote of all attending GSRs is needed for:

1. Removal of any Directors (Administrative Officers), Subcommittee Chairpersons, or the Reviewer or Auditor.
2. Adopting, amending, or deleting ASC or subcommittee bylaws.
3. All matters related to money.
4. Adopting a motion to not audit the financial statement of *SSASC Inc.*; this vote is held every year at the AGM in January.

All other matters require a simple majority of Subcommittee Chairpersons and voting GSRs.

Article 26

Motions

All members of the ASC, except the Chairperson and the Reviewer or Auditor, may make motions on any matter, provided that the motions are seconded by a GSR.

Policy 26.1: The Secretary will delete any tabled motion older than 3 months, if the person who made the motion has not spoken to the motion.

Chapter 8 – Elections

Article 27

A nominee for an ASC position must be a member of a home group that is a member of the ASC. Nominators must be members of the ASC.

Article 28

Elections for all ASC positions are scheduled as per the following table. Terms in office are for 1 year, unless otherwise stated.

January	Public Information Hospitals and Institutions Reviewer or Auditor
February	Fellowship Development Representative (FDR): Regional position; elected by ASC in odd numbered years for a 2-year term; A-SRSC recommends 3 years clean time.
March	Secretary Outreach
May	Chairperson Regional Committee Members (RCM): elected in alternate years for a 2-year term.
June	Activities Literature
July	Vice-Chairperson
September	Treasurer Convention
October	Phoneline

Article 29

Nominations

1. The nominator and the nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
2. During the nomination period for a particular ASC position, a member may nominate only 1 person for that position.

3. Nominations for all ASC positions will open at the ASC meeting 2 months prior to the end of the term in office of the ASC position. Nominations will close at the ASC meeting of the scheduled election for the position.
4. All nominees must be present at the ASC meeting at the time of their nomination.
5. All nominees must attend at least 2 consecutive ASC meetings before the election of the ASC position for which they are nominated.

Article 30

Conditions of Holding Office

Those elected to ASC positions – Directors (Administrative Officers), Subcommittee Chairpersons, and Reviewer or Auditor – will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 ASC position at a time. The Reviewer or Auditor may also hold another position on the ASC, but cannot be a Director (Administrative Officer).
5. Not serve for more than 2 consecutive terms; the Reviewer or Auditor may be consecutively reelected any number of times.

Article 31

If a member of the ASC resigns, he/she must submit the resignation in writing.

Article 32

When a member resigns or is removed from his/her position by the ASC, the ASC must elect an interim trusted servant to the position until the next regularly scheduled election for that position.

Chapter 9 – Finances and Assets

Article 33

The ASC fiscal year begins on October 1st every calendar year and ends September 30th of the following calendar year.

Article 34

Bank Accounts

All ASC and subcommittee bank accounts must have at least 2 co-signers. Co-signers of the same bank account must not live at the same address.

Policy 34.1: The ASC and all subcommittees with bank accounts must have their accounts at TD Canada Trust.

Policy 34.2: The ASC prudent reserve bank account will have a maximum balance of \$1000.

Article 35

Deposits

The ASC Treasurer and subcommittee Treasurers must – prior to depositing money in ASC or subcommittee bank accounts, respectively – have at least 1 other member of the ASC or the subcommittee count the money to be deposited; if possible that member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Article 36

Spending and Subsidies

All funds and assets received by the ASC will be used at the discretion of the ASC.

Policy 36.1: The ASC will donate 10% of the balance of the ASC main operating bank account to the AI-Sask Region Service Committee (A-SRSC) at the time the A-SRSC is regularly scheduled to meet.

Policy 36.2: The ASC will pay 35 cents per kilometre for 1 vehicle for ASC members from a particular community within the Southern Saskatchewan Area and outside of Regina to travel to the ASC meeting.

Policy 36.3: The ASC will pay 35 cents per kilometre for 1 vehicle for Southern Saskatchewan Area trusted servants to travel within the Area to conduct a service work engagement that is approved by the ASC.

Policy 36.4: For scheduled AI-Sask Region Service Committee (A-SRSC) meetings that are outside of Regina, the ASC will pay 35 cents per kilometre for 1 vehicle for the Regional Committee Members (RCM) to attend the meeting; the ASC will pay the cost of a hotel room for 2 nights for the RCMs – if the RCMs are of the opposite sex, the ASC will pay for 2 hotel rooms for 2 nights; the ASC will give the RCMs each \$35 per day for meals for 2 days.

Policy 36.5: The ASC will provide the Public Information Subcommittee with a quarterly budget of \$29.50.

Policy 36.6: The ASC will provide the Public Information Subcommittee webmaster with up to \$175 per year for expenses related to maintaining the ASC web site.

Article 37

Subcommittee Finances

Subcommittees whose activities generate income or who have regular operating expenses must have Treasurers and bank accounts.

Policy 37.1: The Activities, Convention and Literature subcommittees must remit to the ASC, at least quarterly, all funds that exceed their maximum bank account balances. Maximum balances are as follows:

Activities	\$500
Convention	\$2,000
Literature	\$250

Subcommittees whose activities do not generate income must receive their funding from the ASC.

Subcommittees that have small or irregular operating expenses but require funding must get their funding by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The Treasurer will reimburse the subcommittees upon receiving the purchase receipts, or;
2. Submitting statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, subcommittees must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

Article 38

Service Material

Elected members of the ASC may receive service material related to their ASC position from the Vice Chairperson when they begin their terms in office. They must sign for receipt of the service material. They must return the service material to the Vice-Chairperson when their terms in office end.

If an elected member cannot return the borrowed service material because of loss or damage, he/she is **personally responsible** for replacing the service material.

Article 39

Theft or Misappropriation of Money

In the event of known theft or misappropriation of Area money, the Chairperson will implement the following process to resolve the incident:

1. The Chairperson will invite the person who allegedly stole or misappropriated funds to meet with the Board of Directors and the service body from which the missing funds originated, in order to discuss the incident.
2. The Board of Directors will conduct an internal investigation regarding the incident and present its findings to the ASC with recommendations to prevent future incidents.
3. If the Board of Directors determines that the person in question stole or misappropriated N.A. funds, and that person is a member of the ASC or a subcommittee, he/she is automatically removed from membership.
4. The Board of Directors will develop a repayment plan between the person in question and the service body from which the missing funds originated. This plan will include the person signing a contract that legally commits him/her to repay the funds to the service body.
5. If the payment is not received according to the terms of the repayment plan, the Chairperson will immediately send a letter to the person in question requesting that he/she resume repayment within 30 days.
6. If payment is not received within the 30-day period stated in the letter, the Chairperson will immediately send a registered letter to the person in question requesting that he/she resume repayment within 30 days.

7. If payment is still not received within the 30-day period stated in the registered letter, at the next ASC meeting the ASC will vote on whether or not to take legal action against the person in question in order to try and recover the funds.

Chapter 10 – Policies and Guidelines

Article 40

The ASC bylaws and policies and the subcommittee bylaws express the purpose, operation, and obligations of these bodies, and the duties and responsibilities of the members of these bodies.

Article 41

The ASC bylaws and policies and subcommittee bylaws are reviewed and revised periodically by the Policies and Guidelines Subcommittee at the discretion of the ASC.

Chapter 11 – Literature

Article 42

The ASC will provide a reasonably current and accurate meeting list of all known N.A. meetings (including those sponsored by groups that are not members of the ASC) in the Southern Saskatchewan Area, and make the list available to the fellowship in the Area.

The Public Information Subcommittee is responsible for producing the meeting list.

Article 43

The Literature Subcommittee will supply N.A. literature to the Southern Saskatchewan Area.

Policy 43.1: The price for N.A. literature is calculated as follows:

World Service Office (WSO) price + exchange rate and money order costs + 20 percent mark-up + shipping and handling cost + Goods and Services Tax (GST).

Policy 43.2: All literature is sold cash-on-delivery – **no credit**. When absolutely necessary, the Literature Subcommittee may give a maximum credit of \$100 for the purchase of N.A. literature to any secure treatment facility.

Policy 43.3: The Literature Subcommittee will accept cheques from member groups.

Chapter 12 – Events

Article 44

All events sponsored by ASC subcommittees must be approved by the ASC.

Policy 44.1: All events are **non-smoking**.

Policy 44.2: A subcommittee that wants to hold a fundraising event must get approval from the Activities Subcommittee at a regular ASC meeting.

Policy 44.3: Only N.A.-related items – **never money** – may be raffled at Area events.

Policy 44.4: Every July is “Home Group Month” in the Southern Saskatchewan Area. The ASC encourages all groups to perform an event or a function during the month to promote N.A. unity.

Chapter 13 – Redressing Personal Grievances

Article 45

If a member of the N.A. fellowship in the Southern Saskatchewan Area has a personal grievance concerning something said or done by a member or service body of the ASC he/she may petition to redress the grievance. The griever must follow the process described “The Tenth Concept” in *A Guide to Local Services in Narcotics Anonymous*,

End

Appendix I: Activities Subcommittee Bylaws

Purpose

The Activities Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Activities Subcommittee organizes events – i.e. dances, picnics, campouts, special speakers meetings, etc. – primarily to enhance the sense of community in the N.A. fellowship in the Southern Saskatchewan Area, and secondarily to raise additional funds to help carry the message of N.A. It also coordinates similar events undertaken by other ASC subcommittees.

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Activities Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Canteen Coordinator
5. Posters and Publication Coordinator
6. Entertainment Coordinator
7. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings, or by being elected by the subcommittee to a subcommittee position.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements:

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with bank statements and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to members at subcommittee meetings.
5. Co-signer of the subcommittee bank account.
6. Initiates all necessary correspondence.

7. At least quarterly, remits a cheque to the ASC Treasurer in the amount of any funds in excess of the maximum bank account balance – see ASC **Policy 37.1**. The subcommittee Treasurer provides the cheque.
8. When applicable, delegates subcommittee members to work with other subcommittees to help them prepare ASC-approved events.
9. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
10. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage.

11. Delegates “door” and “ticket sales” duties to subcommittee members during Activities’ events.
12. Designs a long-term (usually annual) ASC event schedule.
13. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
14. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements:

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties:

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Performs the Chairperson’s duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.
4. Co-signer of the subcommittee bank account.

Section 7
Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.
7. At least quarterly, provides a cheque for all funds in excess of the maximum subcommittee bank account balance to the Chairperson to remit to the ASC Treasurer at the monthly ASC meeting – see ASC **Policy 37.1**.

Section 8
Canteen Coordinator

Requirements:

1. At least 6 months of clean time.

Duties:

1. Acquires canteen supplies for Activities' events.
2. Assigns people to work canteens at Activities' events.

Section 9
Posters and Publication Coordinator

Requirements:

1. At least 6 months of clean time.

Duties:

1. Produces posters for all Activities events.

Section 10
Entertainment Coordinator

Requirements:

1. At least 6 months of clean time.

Duties:

1. Organizes entertainment for all Activities events.

Part 3 – Meetings

Section 11

The Activities Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 12

Meetings are open to any members of the N.A. fellowship.

Section 13

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Part 4 – Voting

Section 14

All subcommittee members, except the Chairperson, may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 15

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 16

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 17

A nominee for a subcommittee position must be a member of a home group that is a member of the ASC. Nominators must be members of the subcommittee.

Section 18

1. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
2. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
3. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
4. All nominees must be present at the subcommittee meeting at the time of their nomination.
5. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 19

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 position on the subcommittee.

Part 6 – Finances

Section 20

The subcommittee bank account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see ASC **Policy 34.1**.

Section 21

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 22

At least quarterly, the subcommittee must give a cheque to the ASC Treasurer in the amount of any funds in excess of the maximum bank account balance – see ASC **Policy 37.1**.

Part 7 – Events

Section 22

All events undertaken by the Activities Subcommittee must be approved by the ASC.

End

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Appendix II: *Additional Needs Subcommittee Bylaws*

Purpose

The Additional Needs Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Additional Needs Subcommittee is an *ad hoc* subcommittee and works to help members of the N.A. fellowship who, because of physical, linguistic or other disabilities or barriers, have difficulty gaining access to the N.A. message of recovery.

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References

The Twelve Traditions of Narcotics Anonymous
The Twelve Concepts of N.A. Service
A Guide to Local Services in Narcotics Anonymous
Additional Needs Resource Information
Robert’s Rules of Order
Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Additional Needs Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including the *Additional Needs Resource Information*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.
5. Co-signor of the subcommittee bank account.
6. Initiates all necessary correspondence.

7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7

Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.

3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Part 3 – Meetings

Section 8

The Additional Needs Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 16

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see ASC **Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End

Appendix III: Convention Subcommittee Bylaws

Purpose

The Convention Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Convention Subcommittee organizes and hosts conventions for the Southern Saskatchewan Area primarily to bring the N.A. fellowship together in the celebration of recovery, and secondarily to raise additional funds to help carry the message of N.A. Periodically the subcommittee hosts the AI-Sask Region Convention of N.A. (A-RCNA).

SSASC Inc. conventions are known as Southern Saskatchewan Area Convention of Narcotics Anonymous (SSACNA).

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Convention Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Registration and Tickets Coordinator
6. Welcoming Coordinator
7. Entertainment Coordinator
8. Billeting Coordinator
9. Speakers and Workshops Coordinator
10. Merchandising Coordinator
11. Catering Coordinator
12. Posters and Publication Coordinator
13. Hospitality and Fundraising Coordinator
14. Clean-Up Coordinator
15. Decorating and Banner Coordinator
16. Marathon Meetings Coordinator
17. Canteen Coordinator
18. Coffee Coordinator
19. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements:

1. At least 3 of years clean time; recommend 1 year of service experience.

2. Ability to chair subcommittee meetings with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with bank statements and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to members at subcommittee meetings.
5. Chairs the SSACNA event.
6. Co-signer of the subcommittee bank account.
7. Initiates all necessary correspondence.
8. At least quarterly, remits a cheque to the ASC Treasurer in the amount of any funds in excess of the maximum bank account balance – see ASC **Policy 42.1**. The cheque will be provided by the subcommittee Treasurer.
9. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
10. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage.
11. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
12. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6
Vice-Chairperson

Requirements:

1. At least 3 years of clean time.
2. Ability to chair subcommittee meetings.

Duties:

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.

3. Performs the Chairperson’s duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.
4. Co-signer of the bank account.

Section 7
Secretary

Requirements:

1. At least 2 years of clean time.

Duties

1. Works in compliance with applicable service literature.
2. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
3. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.

Section 8
Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages and is co-signer of the subcommittee bank account; pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer’s Handbook*.
3. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
4. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. The member must cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.
5. At least quarterly, provides a cheque for all funds in excess of the maximum subcommittee bank account balance to the Chairperson to remit to the ASC Treasurer at the monthly ASC meeting – see ASC **Policy 37.1**.

Section 9
Registration and Tickets Coordinator

Requirements

1. At least 5 years of clean time.

Duties

1. Budgets for and purchases registration supplies.
2. Oversees printing of tickets, and records their sales.
3. Delegates registration duties.
4. Keeps accurate count of “out-of-town” guests at event and adds up “clean time” for all event attendees.

Section 10
Welcoming Coordinator

Requirements

1. At least 6 months of clean time.

Duties

1. Purchases any needed materials.
2. Treats guests in a warm and outgoing way.
3. Composes a welcoming committee.

Section 11
Entertainment Coordinator

Requirements

1. At least 1 year of clean time.

Duties

1. Organizes all entertainment activities for convention event - i.e. talent show and dances.

Section 12
Billeting Coordinator

Requirements

1. At least 1 year of clean time.

Duties

1. Composes a list of out-of-town attendees in conjunction with the Registration and Tickets Coordinator.
2. Arranges for accommodation for out-of-town attendees at the homes of Southern Saskatchewan Area fellowship members.

Section 13
Speakers and Workshops Coordinator

Requirements

1. At least 2 years of clean time.

Duties

1. Organizes afternoon and evening workshops.
2. Reviews, with the rest of the subcommittee, speaker tapes to select convention speakers.
3. Presents recommendation for convention speakers to the subcommittee.
4. Acquires the main speaker, and acts as liaison between main speaker and subcommittee.
5. Acquires all additional speakers.
6. Provides transportation for all convention speakers.
7. Purchases “thank you” gifts for speakers.

Section 14
Merchandising Coordinator

Requirements

1. At least 5 years of clean time.

Duties

1. Presents proposed T-shirt design to the subcommittee for approval.
2. Prices, arranges the printing of, and purchases T-shirts.
3. Prices, and arranges the purchase of, all other convention merchandise.
4. Works with ASC Literature Chairperson in acquiring literature for sale.

Section 15
Catering Coordinator

Requirements

1. At least 2 years of clean time; recommend food preparation experience and thrift.

Duties

1. Organizes all meals for convention.
2. Prepares and submits catering budget to subcommittee as early as possible.
3. Purchases all required materials.

Section 16
Posters and Publication Coordinator

Requirements

1. At least 1 year of clean time; recommend artistic skills.

Duties

1. Draws advertisement posters for convention event.
2. Arranges for the production and distribution of brochures and informational pamphlets that advertise convention event.
3. Arranges for Secretary to mail out all convention information.

Section 17
Hospitality and Fundraising Coordinator

Requirement

1. At least 2 years of clean time; recommend good organizational skills.

Duties

1. Finds fundraising opportunities for subcommittee.
2. Presents record and report of all funds raised for convention at subcommittee meetings, and submits these to the Treasurer.
3. Works in conjunction with the ASC Activities Chairperson to organize fundraising events.

Section 18
Clean-Up Coordinator

Requirements

1. At least 6 months of clean time.

Duties

1. Sets up, cleans up, and closes down entire convention setting.
2. Purchases cleaning materials.
3. Organizes all clean up.

Section 19
Decorating and Banner Coordinator

Requirements

1. At least 6 months of clean time.

Duties

1. Finds an artist to create the banner.
2. Purchases necessary material.

3. Organizes the production of decorations.

Section 20
Marathon Meetings Coordinator

Requirements

1. At least 6 months of clean time.

Duties

1. Delegates people to chair marathon meetings at convention.
2. Makes coffee for meetings.

Section 21
Canteen Coordinator

Requirements

1. At least 1 year of clean time.

Duties

1. Organizes volunteers to work the canteen.
2. Purchases canteen supplies (e.g. pop, coffee, etc.)

Section 22
Coffee Coordinator

Requirements

1. At least 6 months of clean time.

Duties

1. Makes coffee for convention.
2. Ensures that marathon meetings are supplied with coffee.

Part 3 – Meetings

Section 23

The Convention Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 24

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 25

Quorum is 5 members of the subcommittee, excluding the Chairperson.

Section 26

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 27

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 28

Elections to subcommittee positions take place once each year at the subcommittee meeting 2 months after the SSACNA event.

In years when the *SSASC Inc.* hosts the Al-Sask Region Convention of Narcotics Anonymous (A-SRCNA) the current subcommittee directs that event, and will not hold new elections for subcommittee positions until after the completion of that event.

The Chairperson is elected by the ASC.

Section 29

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the ASC position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 30

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 position on the subcommittee.

Part 6 – Finances

Section 31

The subcommittee bank account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see **ASC Policy 34.1**.

Section 32

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited, cosign the deposit form, and accompany him/her when depositing the funds at the financial institution.

Section 33

At least quarterly, the subcommittee must give a cheque to the ASC Treasurer in the amount of any funds in excess of the maximum bank account balance – see **ASC Policy 37.1**.

Part 7 – Events

Section 34

All events undertaken by the Convention Subcommittee must be approved by the ASC.

End

Appendix IV: *Hospitals and Institutions Subcommittee Bylaws*

Purpose

The Hospitals and Institutions Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Hospitals and Institutions Subcommittee carries the message of N.A. recovery to addicts who live in institutional settings (e.g. addiction treatment centres, mental health facilities, correctional facilities, etc.), where the opportunity to attend regular meetings is either limited or non-existent, by conducting “panel” meetings and presentations.

The panel is the group of subcommittee members and other trusted servants who host the meeting or presentation at facilities.

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References

The Twelve Traditions of Narcotics Anonymous
The Twelve Concepts of N.A. Service
A Guide to Local Services in Narcotics Anonymous
Hospitals and Institutions Handbook
Robert’s Rules of Order
Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Hospitals and Institutions Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Panel Leaders
5. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements:

1. At least 2 years of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including the *Hospitals and Institutions Handbook*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with bank statements and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to members at subcommittee meetings.
5. Co-signor of the subcommittee bank account.

6. Prepares subcommittee reports for the Regional Committee Member (RCM) to present to the Hospitals and Institutions Subcommittee of the AI-Sask Region Service Committee (A-SRSC).
7. Initiates all necessary correspondence – especially with the facilities served by the subcommittee.
8. When needed, delegates subcommittee members to work with the Public Information Subcommittee to help coordinate activities of the 2 subcommittees.
9. Maintains N.A. contact information for other areas and regions so that Panel Leaders can supply this to people leaving institutions for destinations outside of the Southern Saskatchewan Area.
10. Acts as **Literature Coordinator**:
 - a. Acquires and distributes to Panel Leaders appropriate N.A. literature and Southern Saskatchewan Area meeting lists.
 - b. Records and make reports at subcommittee meeting of all literature distributed; conducts regular audits to ensure that the quantity of literature distributed is reasonable and accounted for.
11. Acts as **Panel Coordinator**:
 - a. Ensures that meetings at facilities are conducted in accordance with the guidelines described in the *Hospitals and Institutions Handbook* and the rules of the facilities.
 - b. Acts as a liaison between the subcommittee and the facilities served by the subcommittee.
12. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
13. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage.
14. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
15. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements:

1. At least 2 years of clean time.

2. Ability to chair subcommittee meetings.

Duties:

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7
Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signor of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Keeps an updated list of volunteers (i.e. Panel Members) for attending meetings hosted by the subcommittee at facilities.
6. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
7. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Section 8
Panel Leader

Requirements:

1. At least 1 year of clean time.

Duties:

1. Decides meeting format for panel meeting or presentation.
2. Selects Panel Members from the Secretary's volunteer list for meetings or presentations at facilities.

Note 1: Panel Members may be, but are not necessarily, members of the subcommittee. They should have at least 6 months of clean time. The Panel Leader should coach inexperienced Panel Members in their role on the panel.

3. Ensures that facility meetings begin and end on time, and reports any problems to the Chairperson.

Part 3 – Meetings

Section 9

The Hospitals and Institutions Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 10

Meetings are open to any members of the N.A. fellowship.

Section 11

Guidelines for Attending Meetings at Facilities

Panel Leaders and Panel Members must meet the following requirements:

1. At least 1 year of clean time for Panel Leaders and 6 months of clean time for Panel Members; at least 1 year since most recent criminal conviction to be on a panel at correctional facilities.
2. Female Panel Members may be on panels at correctional facilities **only** if they are accompanied by a male Panel Member.
3. For panels at any facility, **never** wear clothes that advertise drugs or alcohol in any context.

Note 2: Panel Leaders and Panel Members must uphold all additional or stricter requirements demanded by facilities – these will always take precedence over the subcommittee requirements.

Part 4 – Voting

Section 12

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 13

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 14

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 15

Elections to subcommittee positions are held once per year, except for Panel Leaders who must be elected every 6 months; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 16

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 17

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 position on the subcommittee.

Part 6 – Finances

Section 18

If the subcommittee's expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see **ASC Policy 34.1**.

Section 19

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 20

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

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Appendix V: Literature Subcommittee Bylaws

Purpose

The Literature Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The purpose of the Literature Subcommittee is to:

1. Maintain an adequate supply of N.A. literature for the needs of the Southern Saskatchewan Area fellowship.
2. Stock and make available review and approval-form literature.
3. Serve as a communication link in all matters of literature between the ASC and its member Groups, between the ASC and the AI-Sask Region Service Committee (A-SRSC), and between the ASC and the N.A. World Service Conference Literature Committee (WSCLC).
4. Provide a forum where members of the N.A. fellowship can contribute to the development and creation of N.A. literature.

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References

The Twelve Traditions of Narcotics Anonymous
 The Twelve Concepts of N.A. Service
A Guide to Local Services in Narcotics Anonymous
Handbook for Narcotics Anonymous Literature Committee
Robert’s Rules of Order
 Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Literature Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements:

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including the *Handbook for Narcotics Anonymous Literature Committee*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with bank statements and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to members at subcommittee meetings.
5. Co-signer of the subcommittee bank account.

6. Prepares subcommittee reports for the Regional Committee Member (RCM) to present to the Literature Subcommittee of the AI-Sask Region Service Committee (A-SRSC); prepares reports for the Regional Delegate (RD) to present to the World Service Conference Literature Committee (WSCLC).
7. Initiates all necessary correspondence.
8. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
9. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage.

10. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
11. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6 Vice-Chairperson

Requirements:

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties:

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signer of subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7 Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages and is co-signer of the subcommittee bank account; pays all subcommittee expenses.

2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and purchase receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account; if possible, the member must cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.
7. At least quarterly, provides a cheque for all funds in excess of the maximum subcommittee bank account balance to the Chairperson to remit to the ASC Treasurer at the monthly ASC meeting – see ASC **Policy 37.1**.

Part 3 – Meetings

Section 8

The Literature Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 position on the subcommittee.

Part 6 – Finances

Section 16

The subcommittee bank account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see ASC **Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible, the member will cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

At least quarterly, the subcommittee must give a cheque to the ASC Treasurer in the amount of any funds in excess of the maximum bank account balance – see **ASC Policy 37.1**.

End

Appendix VI: Newslite Subcommittee Bylaws

Purpose

The Newslite Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Newslite Subcommittee is an *ad hoc* subcommittee and works to build unity in the N.A. fellowship in the Southern Saskatchewan Area through communication.

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- Handbook for Narcotics Anonymous Newsletters*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Newline Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including the *Handbook for Narcotics Anonymous Newsletters*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.
5. Co-signor of the subcommittee bank account.
6. Initiates all necessary correspondence.

7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7

Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.

4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Part 3 – Meetings

Section 8

The Newline Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.

2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 16

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see **ASC Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End

Appendix VII: Outreach Subcommittee Bylaws

Purpose

The Outreach Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Outreach Subcommittee works to end the isolation of N.A. meetings, groups, and individual addicts within the Southern Saskatchewan Area by helping to connect them to the established N.A. fellowship.

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- Outreach Resource Information*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Outreach Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including *Outreach Resource Information*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.
5. Co-signor of the subcommittee bank account.
6. Initiates all necessary correspondence.

7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7

Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.

4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Part 3 – Meetings

Section 8

The Outreach Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.

2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 16

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see **ASC Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End

Appendix VIII: *Phoneline Subcommittee Bylaws*

Purpose

The Phoneline Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Phoneline Subcommittee establishes and maintains a working telephone number so that addicts in the Southern Saskatchewan Area seeking recovery are able to speak to trusted servants of *SSASC Inc.* and receive information about meetings and other N.A. services.

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- A Guide to Phoneline Service*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Phonline Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. A representative of each member group of *SSASC Inc.*
5. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including *A Guide to Phonline Service*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.
5. Co-signor of the subcommittee bank account.

6. Initiates all necessary correspondence.
7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6 Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7 Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signor of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.

3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Part 3 – Meetings

Section 8

The Phoneline Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 16

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see ASC **Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End

Appendix IX: Policies and Guidelines Subcommittee Bylaws

Purpose

The Policies and Guidelines Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Policies and Guidelines Subcommittee is an *ad hoc* subcommittee that:

1. Drafts *SSASC Inc.* bylaws and policies and subcommittee bylaws based on motions and directives carried at ASC meetings and relevant N.A. service material produced by the World Service Office Inc. (WSO).
2. Evaluates the effectiveness, relevance, and simplicity of ASC bylaws and policies and subcommittee bylaws, and recommends appropriate revisions of these to the ASC.

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References

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of N.A. Service
- A Guide to Local Services in Narcotics Anonymous*
- Robert’s Rules of Order*
- Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Policies and Guidelines Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.
5. Co-signor of the subcommittee bank account.
6. Initiates all necessary correspondence.

7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7

Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.
2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.

3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
5. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
6. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Part 3 – Meetings

Section 8

The Policies and Guidelines Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 9

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 10

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 11

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 12

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 13

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 14

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 15

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 16

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see ASC **Policy 34.1**.

Section 17

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 18

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End

Appendix X: Public Information Subcommittee Bylaws

Purpose

The Public Information Subcommittee is a functional body of *SSASC Inc.* and is directly responsible to the ASC.

The Public Information Subcommittee’s purpose is to perform public relations service to increase the awareness and credibility of N.A. service by sharing the message of N.A. recovery with the public at large, with prospective members of N.A. and with professionals. To this end the subcommittee will:

1. Clarify what services N.A. can and cannot provide to the community.
2. Make N.A. members more aware of their role in N.A.’s public image.
3. Try to create a perception in the public mind of N.A. being a positive and reliable organization.
4. Develop valuable relationships with professional and the general public.

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References

The Twelve Traditions of Narcotics Anonymous

The Twelve Concepts of N.A. Service

A Guide to Local Services in Narcotics Anonymous

Public Relations Handbook

Robert’s Rules of Order

Bylaws and Policies of *SSASC Inc.*

Part 1 – Members

Section 1

Members of the Public Information Subcommittee include:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer
4. Coordinators
5. Any other participants who choose to help the subcommittee with its work.

Section 2

The Chairperson is also a member of the ASC and is elected by the ASC.

Section 3

All other members of the subcommittee become members by attending 3 consecutive subcommittee meetings. With membership, the member has the right to vote and may be elected to one of the subcommittee positions.

Section 4

When a member of the subcommittee is absent for 3 consecutive subcommittee meetings, the subcommittee must decide whether or not to remove the member from his/her position or end their membership on the subcommittee.

Part 2 – Subcommittee Positions

Section 5

Chairperson

Requirements

1. At least 1 year of clean time.
2. At least 1 year of N.A. public information experience.
3. The ability to chair with firmness and understanding.

Duties

1. Chairs subcommittee meetings and coordinates all subcommittee functions.
2. Works in compliance with applicable service literature including the *Public Relations Handbook*.
3. Acts as a service link between the ASC and the subcommittee. Attends and submits written reports at ASC meetings. Reports will include detailed financial reports with copies of requests for funding and receipts.
4. Composes the agenda for subcommittee meetings and distributes the agenda to subcommittee members.

5. Co-signor of the subcommittee bank account.
6. Initiates all necessary correspondence.
7. Provides full name and residential address to the ASC Secretary so that this information can be included in the register.
8. Signs for receipt of any service material relating to the operation of the subcommittee provided by the ASC Vice-Chairperson. When finishing his/her term in office returns the service material to the ASC Vice-Chairperson.

Is **personally responsible** for replacing the service material, if he/she cannot return the service material due to loss or damage,

9. Contacts any subcommittee member who has missed 2 consecutive subcommittee meetings to inform him/her that continued absence may result in his/her removal as a member of the subcommittee.
10. Informs the ASC Chairperson of any incident of theft or misappropriation of subcommittee money.

Section 6

Vice-Chairperson

Requirements

1. At least 1 year of clean time.
2. At least 1 year of N.A. public information experience.
3. Ability to chair subcommittee meetings.

Duties

1. Assists the Chairperson with all subcommittee work.
2. Works in compliance with applicable service literature.
3. Co-signor of the subcommittee bank account.
4. Performs the Chairperson's duties in the absence of the Chairperson. If the Chairperson resigns or is removed from office, acts as interim Chairperson until the next scheduled election for the position or until the ASC elects a new interim Chairperson.

Section 7

Secretary-Treasurer

Requirements:

1. At least 5 years of clean time.

Duties

1. Manages subcommittee funds, is co-signer of the subcommittee bank account, and pays all subcommittee expenses.

2. Works in compliance with applicable service literature including the *Treasurer's Handbook*.
3. Takes accurate minutes at subcommittee meetings. Minutes will include reports of all subcommittee members, old business and new business. Makes minutes available to all subcommittee members at following subcommittee meeting.
4. Keeps and updated list of Speakers who volunteer to attend public speaking engagements arranged by the subcommittee.

Note 1: Speakers may be, but are not necessarily, members of the subcommittee. Speakers must have at least 6 months of clean time, and have attended a Public Information Subcommittee workshop on speaking.

5. Records subcommittee meeting minutes, financial transactions (including bank statements and receipts), and correspondence.
6. Produces detailed and accurate financial statements (including bank statements and receipts) at all subcommittee meetings; provides the statement to the Chairperson to submit to the ASC Treasurer.
7. Has another member of the subcommittee count the subcommittee funds before depositing the funds in the subcommittee bank account. If possible, the member should cosign the deposit form and accompany the Treasurer when depositing the funds at the financial institution.

Section 8 Coordinator

Requirements

1. At least 6 months of clean time, but 1 year is preferred.
2. N.A. public information experience is preferred.

Duties

1. Arranges and coordinates public information engagements and other work in the community.
2. Keeps the subcommittee informed of all activities and work.

Part 3 – Meetings

Section 9

The Public information Subcommittee will usually meet once every month. The subcommittee determines the length of the meeting.

The Chairperson schedules the meetings. The ASC normally provides the meeting place.

Section 10

Meetings are open to any members of the N.A. fellowship.

Part 4 – Voting

Section 11

Quorum is 2 members of the subcommittee, excluding the Chairperson.

Section 12

All members except the Chairperson may vote on any issue; the Chairperson votes in instances of a tied vote.

Section 13

Any member of the subcommittee, except the Chairperson, may make a motion; the motion must be seconded by another subcommittee member.

Part 5 – Elections

Section 14

Elections to subcommittee positions are held once per year; the election schedule is decided by the subcommittee.

The Chairperson is elected by the ASC.

Section 15

1. Only subcommittee members can make nominations; however, a nominee can be any person whose home group is a member of the ASC.
2. The nominator and nominee will explain the nomination and the reason for the acceptance of the nomination, respectively.
3. During the nomination period for a particular subcommittee position, a member may nominate only 1 person for that position.
4. Nominations for all subcommittee positions will open at the subcommittee meeting 2 months prior to the end of the term of office of the subcommittee position. Nominations will close at the end of the subsequent subcommittee meeting. Elections will be held at the subcommittee meeting subsequent to the close of nominations.
5. All nominees must be present at the subcommittee meeting at the time of their nomination.
6. All nominees must attend at least 2 consecutive subcommittee meetings before the election of the subcommittee position for which they are nominated.

Section 16

Those elected to subcommittee positions will:

1. Have the willingness and ability to serve.
2. Have an understanding of the “Twelve Traditions of Narcotics Anonymous” and the “Twelve Concepts of N.A. Service”.
3. Stay clean during their term in office.
4. Hold only 1 subcommittee position at a time.

Part 6 – Finances

Section 17

If the subcommittee’s expenses are small and irregular it is not required to have a bank account, but will fund its expense by:

1. Paying out-of-pocket for expenses that are pre-approved by the ASC. The ASC Treasurer will reimburse the subcommittee upon receiving the purchase receipts, or;
2. Submit statements of expenses to the ASC to get approval for funding. After receiving funds from the ASC, the subcommittee must submit purchase receipts and any residual money to the ASC Treasurer after making the approved purchases.

If the subcommittee requires a bank account, the account will have at least 2 cosigners; cosigners must not live at the same address.

The subcommittee bank account will be at a financial institution determined by the ASC – see **ASC Policy 34.1**.

Section 18

The Treasurer must, prior to depositing money in the subcommittee bank account, have at least 1 other member of the subcommittee count the money to be deposited; if possible the member should cosign the deposit form, and accompany the Treasurer when depositing the funds at the financial institution.

Section 19

The Treasurer will keep financial records of all purchases with copies of requests for funding and purchase receipts.

End