



Narcotics Anonymous®



Tri-Cities Area Bylaws

Updated: May 2014

Date: Action: By:
12/13 Added PRC Guidelines, Deleted H&I/PI Guidelines Shauna A.

4/14 Added **EVENT ACCOUNTING SHEET** to Activities Guidelines Shauna A.

4/16 Added amendments to Activities Guidelines Shauna A.

1/17 Added rules from previous minutes:

5/15 STANDING RULES, add Item 11:TCANA shall maintain a \$150.00 deposit with the City of Richland Parks and Rec for use of the Community Center.

6/14 Change Standing Rule #7 to change "12:00 pm – 12:30 pm" for GSR orientation to "30 minutes before ASC

8/15 ADD TO SEC 3-3.1, 3.1.8 SCHEDULES CHAIR 2 YEAR CLEAN TIME.

3/16 - SUMMER SIZZLER BYLAW MOTIONS. 1-12

FROM 05/16: MOTION #13 FOR SIZZLERS BYLAWS - NOT LISTED.

10/16: PRC GUIDELINES Section 2.4 became 2.4a, 2.4b was added.

ARTICLE 1...NAME

The name of this committee shall be the Tri-Cities Area Service Committee of the fellowship of Narcotics Anonymous; hereinafter called the TCASC.

ARTICLE 2...OBJECTIVE

The purpose of the TCASC is to be supportive of its area and member groups and their primary purpose, by associating a member group with other member groups locally, and by helping a member group deal with its day-to-day situations and needs, and by encouraging the growth of the fellowship.

ARTICLE 3...MEMBER

Section 1. Any Narcotics Anonymous (NA) group (any two or more recovering addicts who meet regularly (weekly) at specific time and place for the purpose of recovery from the disease of addiction) desiring to be a member group of the TCASC, shall be eligible for membership, provided that they share the stated objective of the TCASC. These NA groups shall send a representative with that group's conscience to represent them at the TCASC. An NA group shall be declared, and known as, a member group of the TCASC after they have been represented at the beginning of their second consecutive regular TCASC meeting. Once a NA group becomes a member group of the TCASC their representative shall be known as an eligible voting member.

Section 2. Eligible voting members may make motions, second a motion, participate in discussions and vote at the TCASC.

Section 3. General membership in the TCASC shall be open to any member of Narcotics Anonymous who shares the stated objective of the TCASC. These members shall be known as General Members.

Section 4. General members may only make motions or participate in discussions.

ARTICLE 4...OFFICERS

Section 1. Officers of the TCASC shall include, but not be limited to the following:

- A. Chair
- B. Vice-Chair
- C. Regional Committee Member (RCM)
- D. Regional Committee Member Alternate (RCM Alternate)
- E. Secretary
- F. Treasurer
- G. Convention & Events Sub-committee Member

Section 2. Nominations shall be taken at the TCASC to be taken back to the member groups the month prior to the scheduled elections. The elections will be at the following TCASC, as scheduled in Section 3.

Section 3. Scheduled elections of Officers shall be in the following months:

- January : Treasurer
- May : Convention & Events Sub-committee Member (3yrs)
- June : RCM, RCM Alternate
- October : TCASC Secretary
- November : TCASC Chair, TCASC Vice-Chair

Section 4: A simple majority is required for the election of these officers.

Section 5: Upon election to the TCASC, Officers must resign their Group Service Representative (GSR) positions, if currently held. If elected to a GSR position during their term of service, they must resign their TCASC position immediately.

Section 6. An Officer may be removed from their position for non-compliance after due written notification. A two-thirds (2/3) vote (*See SR #9) is required for removal. Non-compliance includes, but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of duties of their position.
- C. Non-attendance at a regular session without prior notification to the TCASC Chair, with exception to the Chair, who shall give prior notice to the Vice-Chair.

Section 7. A six (6) month moratorium from any TCASC Officers position will be required for any officer resigning or removed from office prior to completion of their term. The only exception will be when the resignation is to fill a newly elected position.

Section 8. The Officers shall be elected to serve for one year, or until the end of that scheduled term, and their term of office shall begin at the close of the meeting in which they are elected.

Section 9. No officer shall hold more than one TCASC Officer position at a time, and no Officer shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE 5...DUTIES OF OFFICERS

Section 1. CHAIR

- A. Opens the TCASC at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present.
- B. Announces in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business with existing orders of the day.
- C. Recognizes members who are entitled to the floor
- D. States and puts to vote all questions that legitimately come before assembly as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer themselves in the manner noted below), and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- E. Protects the TCASC from obviously frivolous or dilatory motions by refusing to recognize them.
- F. Enforces the rules relating to debate and those relating to order and decorum within the TCASC.
- G. Expedites business in every way compatible with the rights of members.
- H. Decides all questions of order, subject to appeal – unless, when in doubt, the presiding officer prefers initially to submit a question to the TCASC for decision.
- I. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the TCASC
- J. Authenticates by his or her signature, when necessary, all acts, orders, and proceedings of the TCASC.
- K. Declares the meeting adjourned when the TCASC so votes or where applicable – at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- L. Arranges an agenda for and presides over the TCASC. Two weeks prior to every regular TCASC meeting, the Chairperson will distribute the tentative agenda to all TCASC member groups.
- M. Is responsible for correspondence, maintaining area files and archives.
- N. Is one of the cosigners of the TCASC's bank account

- O. Must be capable of conducting TCASC business with a firm, yet understanding hand.
- P. Should have a minimum of two (2) years continuous abstinence from all drugs.
- Q. The Chair shall be responsible for picking up mail at the TCASC P.O. Box, prior to the regular TCASC meeting.
- R. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC.

Section 2. VICE-CHAIR

- A. Coordinates all subcommittee functions.
- B. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- C. Is one of the cosigners of the TCASC's bank account.
- D. Should have a minimum of one (1) year continuous abstinence from all drugs.
- E. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC.
- F. Area will change the storage lock combination each November. The combination will be given to ASC Chair, ASC Vice-Chair, ASC Secretary, ASC Treasurer, Activities Chair, Literature Chair, HI Chair, Helpline/PI Chair, and Summer Sizzlers Chair.

Section 3. SECRETARY

- A. Keeps accurate minutes of each TCASC meeting.
- B. Two weeks prior to every TCASC meeting, the secretary will type, copy, and distribute the approved minutes to all TCASC member groups.
- C. Should have a minimum of two (2) years continuous abstinence from all drugs.
- D. Keeps on file all subcommittee reports.
- E. Keeps the TCASC official member group membership roll and to call the roll where it is required.
- F. Makes the minutes and records available to members upon request
- G. Notifies officers and subcommittee chairs of their election or appointment, furnishes subcommittees with whatever documents are required for the performance of their duties, and has on hand at each TCASC meeting a list of all existing subcommittees and their members.
- H. Signs all certified copies of acts of the TCASC, unless specified otherwise in the bylaws.
- I. Maintains record book(s) in which the Bylaws, Special Rules of Order, Standing Rules, and Minutes are entered, with any amendments to these documents properly recorded, and has the current record book(s) on hand at every TCASC meeting.
- J. Sends out to the member group a notice of each meeting, known as the call of the meeting, and conducts the general correspondence of the organization – that is, correspondence which is not a function proper to other offices, or to subcommittees.
- K. Prepares, prior to each meeting, an order of business for the use of the Chair, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and if applicable the times for which they are set.
- L. In the absence of the Chairperson and Vice-Chairperson calls the meeting to order and presides until the immediate election of a chairman pro-tem.
- M. Copies and distributes group reports, committee reports, motions slips and budget slips. The cost of which, to be funded by the TCASC.
- N. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC.

Section 4. TREASURER

- A. Makes a financial report of contributions, expenditures, and returned expenditures at every regular TCASC meeting, as well as an annual report at the end of their scheduled term.
- B. Shall be a cosigner of the TCASC's bank account.
- C. Should have a minimum of two (2) years continuous abstinence from all drugs.
- D. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC.

Section 5. RCM

- A. Speaks for the members within the TCASC at the Washington Northern Idaho Regional Service Committee (WNIRSC) meeting.
- B. Works for the good of NA, providing two-way communication between the TCASC and the rest of NA, particularly with the neighboring Area Service Committee (ASC).
- C. Represents the group conscience of the TCASC at the WNIRSC meeting.
- D. Attends all WNIRSC meetings and takes part in any decisions, which affects the regions, speaking as the voice of the TCASC's group conscience.
- E. May serve on one or more of its TCASC and WNIRSC subcommittees but not as chairperson.
- F. Should have service experience
- G. Should have the willingness to give the time and resources necessary for the job.
- H. Should have a minimum of three (3) years continuous abstinence from all drugs.
- I. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC

Section 6. RCM ALTERNATE

- A. Becomes familiar with the office of RCM.
- B. Attends all TCASC and WNIRSC meetings.
- C. Fills in for the RCM if he or she is absent or for any reason unable to complete the scheduled term in office.
- D. Should have the willingness to give the time and resources necessary for the job.
- E. Should have a minimum of two (2) years continuous abstinence from all drugs.
- F. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC

Section 7. CONVENTION & EVENT SUB-COMMITTEE MEMBER

- A. Attends ASC & C&E meetings & RSC meetings as requested by the RSC.
- B. Represents the TCASC at the C&E and reports back to the TCASC.
- C. Should have the willingness to give the time and resources necessary for the job.
- D. Shall have a minimum of 5 years continuous abstinence from all drugs.
- E. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the TCASC, and required by the region.

ARTICLE 6...MEETINGS

Section 1. The TCASC shall meet monthly in regular session, time, date and place to be designated at the previous regular TCASC meeting.

Section 2. Special meetings may be called by the Chairperson, and shall be called upon the written request of 3 GSRs. The purpose, place and time of the meeting shall be stated in the request. Except in cases of emergency, at least 7 days notice shall be given.

Section 3. A quorum shall consist of one-half (1/2) of the eligible voting members.

ARTICLE 7...VOTING

Section 1. Voting on all TCASC motions and elections will be done on a one-group/one vote system.

Section 2. The order of succession for eligible voting members shall be: GSR, GSR Alternate, or any other member with the member group's conscience by proxy (documented).

Section 3. Only in case of a tie vote on any motion or election, the triumvirate of the TCASC, Chairperson, Vice-Chairperson and Secretary shall cast one vote each to decide the issue. If one or more of these officers is absent, the RCM, RCM Alternate, and Treasurer, in that order, shall replace the Officer(s) missing, retaining the triumvirate.

Section 4. Eligible voting members will lose their voting eligibility if their member group has not been represented (marked absent for either first or last roll call) for three (3) consecutive regular TCASC meetings. Eligibility will be returned after that member group has been represented at the beginning of their second consecutive regular TCASC meeting.

Section 5. In an election of an officer or subcommittee chairperson, if there is only one candidate, that candidate must receive 51% of the eligible vote to be put into office.

ARTICLE 8...SUBCOMMITTEES

Section 1. ACTIVITIES SUBCOMMITTEE

- A. To provide activities for the N.A. Fellowship.
 - a. Activities are any functions that promote unity within the NA fellowship.
 - b. To provide funds for the N.A. Fellowship.
- B. To generate funds to finance the activities of the committee.
 - c. To provide funds over and above the committee's prudent reserve to the TCASC.
 - d. Conduct special fund raising activities as directed and approved by the TCASC.

Section 2. AUDIT SUBCOMMITTEE

The TCASC shall have an auditing special subcommittee consisting of the TCASC Chair, Vice-Chair and Secretary, whose purpose it shall be to audit the TCASC's Treasurer's records at the end of the Treasurer's term, and perform an annual audit of subcommittee accounts.

Section 3. HELPLINE/PUBLIC INFORMATION SUBCOMMITTEE

- A. Our primary purpose is to carry the message of recovery to the addict who still suffers. The best way to make ourselves available to those who need help is to provide a Phonenumber service; where someone can call and talk anonymously with a recovering addict. The Phonenumber Committee provides service in accordance with the Twelve Traditions of Narcotics Anonymous.
- B. To ensure that our primary purpose is carried out through the development and maintenance of a contingency plan to respond to all requests for information from individuals, agencies, or media within the geographical boundaries of the regions, by coordinating area PI and Phonenumber efforts, and cooperating with other areas in joint PI/Phonenumber efforts.

Section 4. HOSPITALS & INSTITUTIONS SUBCOMMITTEE

The Hospitals and Institutions subcommittee exist to carry the N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular N.A. meetings.

Section 5. LITERATURE SUBCOMMITTEE

- A. To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. To stockpile and make available review and approval form literature.
- B. To serve as a communication link in all matters of literature between the group and literature committees on all levels – Area, Region and World.
- C. To provide the forum and atmosphere where members may contribute to the development and creation of Narcotics Anonymous literature.

Section 6. SCHEDULES SUBCOMMITTEE

To update and print schedules of the meetings in the Tri-Cities Area.

Section 7. SUMMER SIZZLERS SUBCOMMITTEE

The objective of Summer Sizzlers is to encourage fellowship between recovering addicts by providing fun activities. As always, the primary purpose of the fellowship is to share recovery and to carry the message of Narcotics Anonymous. In addition, Summer Sizzlers will provide a fund raising activity for the Tri-Cities Area Service Committee of N.A.

Section 8. The TCASC may establish subcommittees from time to time to carry on the work of the TCASC. These subcommittees shall perform the duties prescribed by these Bylaws, the current edition of A Guide to Local Service in Narcotics Anonymous, the parliamentary authority adopted by the TCASC, the appropriate subcommittee handbooks, and their own Bylaws – which will be approved by and amended at the TCASC.

Section 9. The Chairperson may appoint special subcommittees or they may be formed by motion upon approval by the eligible voting members. These special subcommittees shall perform the duties prescribed by the parliamentary authority adopted by the TCASC.

Section 10. All TCASC subcommittees will be autonomous in carrying out their assigned functions, and are accountable to the TCASC.

Section 11.

A. Any subcommittee, standing or special that receives monies shall be maintained in an authorized bank account under the TCASC Federal Tax ID number

B. Shall adhere to the guidelines set forth for maintaining a Working fund and Prudent reserve.

C. Shall maintain a legible ledger of all transactions. This ledger shall contain at a minimum: date, transaction type, payee/recipient and amount.

D. Shall submit a financial report into the minutes at every regular TCASC meeting that shall also contain a copy of the ledger with a copy of the current bank statement(s) being submitted to the TCASC Treasurer.

Section 12. TCASC will elect the subcommittee chairpersons, taking into consideration the suggestion of the standing subcommittee. The scheduled elections of the subcommittee chairs shall be in the following months:

January	: Literature Chair, PRC Chair
September	: Schedules Chair
October	: Activities Chair, Summer Sizzlers Chair

Section 13. Subcommittee Chairpersons may be removed from position for non-compliance after due notification. A two-thirds (2/3) vote (* See SR #9) from the TCASC is necessary for removal.

Section 14. Any member of NA may be a member of any TCASC subcommittee.

ARTICLE 9...PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the TCASC in all cases to which they are applicable and in which they are not inconsistent with, in precession:

- A. The Twelve Traditions of Narcotics Anonymous
- B. The current publication of these Bylaws
- C. Any Special Rules of Order the TCASC may adopt
- D. The current edition of A Guide to Local Service in Narcotics Anonymous
- E. The current publication of all Narcotics Anonymous Handbooks

Section 2. The TCASC shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

ARTICLE 10...FUNDS

Section 1. All monies accumulated from member group contributions and other NA sources shall be maintained in authorized bank accounts subject to disbursement for paying obligations.

Section 2. Signature of the Treasurer shall be required on all disbursements, in addition to the signature of one of the following:

- A) Chairperson
- B) Vice-Chairperson

Section 3. A prudent reserve of \$1,000.00 will be kept by the TCASC whenever possible.

Section 4. All motions requiring new monetary expenditures requires a two-thirds (2/3) vote (* See SR #9).

Section 5. All budgeted literature and schedules shall be purchased within two weeks of budget approval.

Section 6. A donation, not greater than 10%, of the monthly donations received from the member groups will be sent quarterly to the Regional Treasurer. 50 Tri-Cities Area (TCA) schedules will be supplied for the RCM to take to the WNIRSC.

ARTICLE 11...TRAVEL

Section 1. Prior to any event, planning will be done.

Section 2. Funding will be provided for the RCM, RCM Alternate, Subcommittee Chairs, Vice-Chairs, or designated subcommittee members limited to two people per trip.

Section 3. Funding for lodging will be paid in advance in the amount of \$90.00 for the first person plus \$10.00 for the second person. Amounts over the budgeted amount may be reviewed with receipts for reimbursement on a case by case basis by the TCASC.

Section 4. Meal allotment will be \$10.00 for a one-day trip and \$15.00 for a two-day trip, per person.

Section 5. Mileage will be paid in the amount of up to \$40.00 round trip.

Section 6. All funding will be approved by the TCASC prior to function.

Section 7. All receipts, as well as any unused monies, must be returned to the TCASC Treasurer.

ARTICLE 12...AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended at any regular meeting of the TCASC by a two-thirds (2/3) vote (* See SR #9), provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies otherwise.

SPECIAL RULES OF ORDER

1. The TCASC shall take a recess every 1 ½ hours.
2. Motions may be amended or withdrawn at any time by the maker. A motion amended in this manner must be re-seconded.
3. Order of business shall be:
 1. Open meeting.
 2. Read Twelve Traditions
 3. Read Twelve Concepts
 4. First roll call (Treasurer report w/ beginning balance)
 5. Read the previous minutes and approve
 6. Office and Subcommittee Reports
 7. Budgets
 8. Old business (old motions, nominations, elections)
 9. WNIRSC Business
 10. New Business (new motions, Etc.)
 11. (Treasurer update) member group reports
 12. Make meeting arrangements (2 months advance)
 13. Last Roll Call
 14. Announcements
 15. Close meeting

These orders will be the contents of the minutes.

4. Business resulting from officer or subcommittee reports or recommendations is to be taken up under new business, unless disposed of previously.
5. A member, having obtained the floor while a debatable motion is immediately pending, can speak no longer than 3 minutes unless they obtain the consent of the TCASC.
6. During open debate the Vice-Chair will acknowledge, in order, the hands of individuals wishing to speak.
7. One of the following 3 things needs to be done for meetings to remain on the schedules: attend three consecutive TCASC's, turn in written report or be in contact with Schedules Chair. Meetings will be put back on the schedules once any of the above three actions has been taken.

STANDING RULES

1. All TCASC Officers and Subcommittee Chairs are required to submit a written report to the TCASC secretary prior to the end of the TCASC meeting.
2. The TCASC shall dispense with the reading of Subcommittees, GSR, and Officer reports during the reading of the previous meeting's minutes.
3. The TCASC shall be a non-smoking meeting.
4. The TCASC shall pay rent of up to \$100.00 or donation.
5. a. The TCASC shall rent a storage unit from AAA Storage Depot located at 3030 W. Irving, Pasco, WA 99301, for the purpose of storing Area supplies, subcommittee supplies, etc.
b. The combination (to the TCASC storage lock) to be changed annually or as seen fit by the TCASC.
6. The TCASC shall rent a Post Office Box for use of TCASC correspondence.
7. The TCASC shall hold a ½ hour workshop 30 minutes before ASC to orientate GSRs and GSR Alternates in the TCASC service structure, to be conducted by the TCASC Chair and/or Vice-Chair.
8. The TCASC will donate one-fourth (1/4) of the profits from Summer Sizzlers event to WNIR.
9. A. "Abstentions may be asked for but are not counted as a vote, neither yea nor nay and are not counted in the total of the vote."
B. That the number of votes needed to pass any vote must contain that many yes votes from eligible voting members.(INTENT: Temporary house cleaning motion to cover article 4.6, article 8.13, article 10.4, article 12.1)

10. Elections are to be held for the TCASC service positions within the assigned month of said elections. Exception for postponement of the elections being that there are no nominees for the position. New nominees may be brought to the floor the day of the election.

11. TCANA shall maintain a \$150.00 deposit with the City of Richland Parks and Rec for use of the Community Center. This may be used by any committee, subcommittee, or meeting of the TCANA and its member groups.

TRI-CITIES AREA NARCOTICS ANONYMOUS ACTIVITIES GUIDELINES

Approved 02/01/09 Updated 04/2016

PURPOSE:

- 1) To provide activities for the TRI-CITIES AREA NARCOTICS ANONYMOUS fellowship.
 - A) Activities are any function that promotes unity within the NA fellowship.

- 2) To provide funds for the TRI-CITIES AREA NARCOTICS ANONYMOUS fellowship.
 - A) To generate funds to finance the activities of the committee.
 - B) To conduct special fundraising activities as directed and approved by the TCASC.

- 3) To provide at least one (1) Summer Sizzlers fundraiser per year or more if needed, prior to the event.
 - A) Fundraiser may be in the form of an event, donations, or other means.

- 4) To provide an annual calendar of events to be distributed to each group by schedules and forwarded to the area web servant.

COMMITTEE MEETINGS:

- 1) The committee shall hold regular twice per month meetings in a centrally located place; Special meetings may be called by a simple majority vote, or upon the request of the chairperson.

- 2) Each voting member and each trusted servant shall have one vote, except for the Chairperson who votes only in the event of a tie.

- 3) A voting member shall be any member of the Tri-Cities area fellowship that has attended three (3) consecutive regular bi-monthly activities committee meetings. The member will have voting privileges at the third regular meeting. A member will lose his/her voting privilege after three (3) consecutive absences.

TRUSTED SERVANTS:

- 1) These items apply to all trusted servants of the Activities Committee;
 - A) Trusted servants (Chair, Vice-Chair, Secretary, Treasurer, Member-At-Large, and Storage Unit Coordinator) may serve for a term of one (1) year. All trusted servants may succeed themselves in office, but none may serve for more than two (2) consecutive terms in any particular office. (Terms to be served from October to October)
 - B) Any trusted servant shall be removed from their position for non-compliance after due written notification. A two-thirds (2/3) vote is required for removal. Non-compliance includes but is not limited to
 - 1.) Loss of abstinence;
 - 2.) Non-fulfillment of the duties of their positions;
 - 3.) Non-attendance of a scheduled General Committee meeting without prior notification to the Activities Sub-Committee Chairperson or Trusted

Updated May 2010

Servant.

C)Trusted servants who handle the committee's money and/or property shall have a minimum of two (2) years clean time. If a trusted servant does not have the two (2) years Minimum, they will work with a committee member who does have the two (2) years minimum.

D) Trusted servants should attend and support all committee-planned functions.

E) All trusted servants and committee members shall follow the 12 Traditions of Narcotics Anonymous, and Twelve Concepts of Narcotics Anonymous and use discretion in planning functions, selecting speakers, readers,' and chairpersons of any activities committee function.

F) People who are eligible to be co-signers for the checking account and contracts include: The Chairperson, Vice-Chairperson, Treasurer and Member-At-Large.

G) Chair and Vice-Chair shall have a minimum of 3 months consecutive participation in the TCA Activities Committee.

2) The following are the positions, duties, and responsibilities, for the Activities Committee:

A) Chairperson:

- 1) Facilitates over all committee meetings and functions.
- 2) Provides an agenda for the committee meetings.
- 3) Shall be a cosigner on the Activities Committee bank account
- 4) Votes only in the event of a tie.
- 5) Makes certain that the committee report to the TCASC includes a financial statement, provides a copy of the bank statement to the Activities Treasurer.
- 6) Is responsible for providing all area function information and flyers to the GSRs at the TCASC meeting.
- 7) Communicates and reports area activities information with other members, trusted servants, and the regional activities committee.
- 8) Attends and reports at the regional All-Subcommittee meeting or sends a delegate.
- 9) Maintains a file of all contacts and other pertinent information.
- 10) Acquires and secures keys to facilities being used for any committee function.
- 11) Recruits volunteers from within and outside the committee to perform specific duties before and after any functions.
- 12) Is responsible for opening and closing facilities used for functions.
- 13) May be a co-signer to any service/performance contracts pertaining to functions.
- 14) Contacts any speakers, readers, chairpersons, in order to confirm their participation in a committee hosted event.
- 15) Attends and/or oversees supply inventories before and after each function. Inventory shall be recorded and maintained.

16) In the event of any last minute decisions at a non regular meeting, the Chairperson will take a group conscience of members within the committee. If after a reasonable effort has been made to take a group conscience but one cannot be reached, the Chairperson has an automatic vote of conscience and may make last minute decisions in accordance with these guidelines.

B) Vice-Chairperson:

- 1) Assists the Chairperson in the performance of his/her duties.
- 2) Performs any and all duties of the Chairperson, pertaining to the committee functions, in the absence of the chairperson.
- 3) Attends TCASC meetings with the Chairperson for training and to support the chairperson.
- 4) Shall be present at all committee meetings and all committee functions and have regular communication with committee members and other trusted servants.
- 5) Attends and/or oversees supply inventories before and after each function. Inventory shall be recorded and maintained.
- 6) May be a co-signer on the committee checking account.
- 7) May be a co-signer on checks or service/performance contracts.
- 8) With another signer on the checking account, purchase all needed supplies for each committee function and submits all receipts to the Activities Committee Treasurer.
- 9) Performs any needed tasks pertaining to committee functions as requested by the Chairperson.

C) Secretary:

- 1) Attends, records and distributes minutes of each committee meeting to trusted servants, TCASC Vice-Chairperson, and Regional activities committee Chairperson. Typed or computer generated minutes are preferred.
- 2) Is responsible for typing up formats of any committee hosted functions, if deemed needed by the Chairperson.
- 3) Maintains a list of commitments by committee members for duties to be performed at committee functions.
- 4) Assists other trusted servants with collecting money and distributing receipts from the door and pop sales at committee functions.
- 5) Maintains a file of flyers, contracts, minutes and any other information the committee may deem as needed.
- 6) Provides flyers to the Chairperson to take to events and functions.
- 7) Maintains 1 year of minutes, flyers, sign-ins, etc at meetings to be present, archive minutes after 2 years.
- 8) Maintains a list of locations & contacts for committee events.

D) Treasurer:

- 1) Shall be the custodian of the committee bank account.
- 2) Is a co-signer on the committee bank accounts and service/performance contracts.

- 3) Maintains a ledger record of all cash flow.
- 4) Maintains a file of all receipts.
- 5) Is responsible for all monetary transactions of the activities committee, such as:
 - a) collecting money at the door of committee functions
 - b) collecting money from concessions at committee functions
 - c) collecting money and/or receipts from committee merchandise sales
- 6) Counts all moneys at the end of each committee function with at least one other trusted servant.
- 7) Collects all receipts and reimburses all funds for any expenses incurred in connection with committee functions.
- 8) Disburses funds with the approval of the committee.
- 9) Prepares an accurate financial statement:
 - a) for each TCASC meeting.
 - b) after each committee hosted function for the committee to be included in minutes
 - c) at the end of each term for audit purposes.
- 10) Is provided from the TCASC Treasurer with a copy of the most recent committee bank statement.
- 11) Attends all committee meetings and all committee functions.
- 12) With another signer on the checking account, purchase all supplies for each committee function

E) Member-at-Large:

- 1) May be a co-signer on the committee checking account.
- 2) May be a co-signer on checks or service/performance contracts.
- 3) Attends committee meetings and committee functions.

F) Storage Unit Coordinator:

- 1) Maintain all supplies & merchandise left over from each activities event.
- 2) Routinely keep Activities part of the Storage Unit clean.
- 3) Makes sure all Activities shelves are in good working order.
- 4) Make any motions to the Committee for any additional needs for the Activities Storage Area (new totes, new shelving, etc).
- 5) As each activities event ends, makes sure that the left over merchandise, concessions, supplies and props get returned to the Storage Unit and is inventoried, if needed.

OPERATIONAL GUIDELINES

1) Merchandise

- A) The committee shall conduct an inventory of merchandise, decorations, and supplies every six (6) months or sooner if needed.
- B) Orders shall, be placed to replenish stock before each of the following large events:
 - 1) Clean and Free Convention
 - 2) Washington/Northern Idaho Regional Convention (WNIRCNA)
 - 3) Pacific Northwest Convention (PNW)
- C) Smaller orders shall be placed "as needed or requested to replenish stock on hand, as designated by the Chairperson.
 - 1) The amount to be ordered shall be determined by past sales.
- D) Merchandise deposits shall be made separately from deposits of money generated by events to allow tracking of merchandise sales.
- E) All funds generated from merchandise sales shall be turned over to the Activities Treasurer in a timely manner (timely manner defined as 72 hours from returning from out of town events.)

2) Food, Drinks and Supplies

- A) The committee chair shall designate purchasers of these items.
- B) Perishable food and drink items are bought before each event, based on sales at similar and previous events.
- C) Supplies include items such as forks, napkins, decorations, secretarial items, and copying.
- D) The Activities Committee shall have the discretion to spend up to, but not exceed \$100.00 for food, drink, and supplies when hosting regionally sanctioned events (i.e. CAR workshops, GSR workshops).
- E) When feasible, use pre-paid food card for event purchases.

3) Renting Facilities for Events other than the New Year's Event

- A) In keeping with the NA Seventh Tradition, the committee shall pay for the use of facilities for its events.
- B) The committee may make a deposit or pay rent up to an amount not to exceed half of the prudent reserve.
- C) The committee shall follow the Twelve Traditions and Twelve Concepts of Narcotics Anonymous and use discretion in planning functions, selecting speakers, readers, and chairpersons of any activities committee function.
- D) Following an event or activity deposits shall be made to the checking account in a timely manner.

4) New Year's Event

- A) The New Year's Event must have facilities reserved for the next two New Years.
 - 1) A \$2500.00 fund shall be raised and managed by the Activities Subcommittee.

- a) This fund will not be counted as part of the Activities subcommittees working reserve or prudent reserve.
 - 2) This fund will be used to pay for the next New Year's event and reserve facilities for the following New Year's event.
 - 3) The New Year's event shall have its own set of books that may be viewed at any member's request. Each time a change is made to the ledger a copy of the ledger shall be given to the TCASC Treasurer for inclusion in the minutes, and shall be accounted as an asset.
- B) Following the New Year's event**
- 1) Any money left owing on the event will be paid out. This includes the D.J.
 - 2) Within 30 days upon receipt of final bill, money will be turned over to pay for the next year's event if held at the same location and the location is available provided that the committee has approved said location during the month of December.
 - 3) money beyond the fund for this purpose shall go:
 - a) to the activities committee general fund if it is below the amounts stated for the prudent reserve and the working reserve.
 - b) to the TCASC if the committee's general fund is at the amounts stated for the prudent reserve and working reserve.

FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY:

1) Funds

- A)** The committee shall maintain a bank account under the tax I.D. number of the TCASC.
- B)** The committee shall require two signatures on all checks.
- C)** The committee may maintain in its checking account three sums:
 - 1) A working reserve of \$750.00
 - 2) A Merchandise Fund of \$750.00
 - 3) A prudent reserve of \$750.00
- D)** A copy of the bank statements shall be given to the TCA Activities treasurer each month from TCASC Treasurer.
- E)** The committee shall conduct an annual financial audit in October and/or at the end of Treasurer's term.
 - 1) In attendance shall be TSASC Chair and/or Vice Chair, TCASC Treasurer, TSASC Activities Chair and/or Vice-Chair & Activities (incoming & outgoing) Treasurer. Other NA members may attend.
- F)** In the event the committee determines the prudent reserve needs modification, the Activities Chairperson will make such request to the TCASC.
- G)** All moneys in excess of the Prudent Reserve, Working Reserve and Merchandise Fund that shall be turned over to the TCASC, with the following two exceptions:
 - 1) There are two cash boxes that contain petty cash for event sales. One is kept at the door and one is used for concession sales. The total of these two boxes is \$100.00 (\$65.00 at door and \$35.00 at kitchen) and they shall be restored to that amount following functions.

2) Following the "Twelve Hour Twelve Step" event, any monies donated for copies of the "Black & White" shall be used to print copies for the next year's event. All monies donated from the copies of the "Black & White" shall be deposited into the activities bank account and have separate accounting on the treasurer ledger.

H) All moneys raised at Summer Sizzlers Fund Raisers, minus expenses shall be turned over to Summer Sizzlers within two weeks after the Fund Raiser.

I) The Tri-Cities Area Activities Committee hosts an annual dance each July called the Freedom Dance. Money raised at the Freedom Dance, minus expenses, shall be forwarded directly from the Activities Committee to the World Service Office. This donation shall not exceed \$100.00

J) We shall hold one annual WNIRCNA fundraiser before April 1st of each year. All proceeds minus expenses will be sent to the current WNIRCNA Host Committee Treasurer. Fundraiser may be in the form of an event or donation.

SPECIAL RULES

A) On a per-event basis, when the Activities Chairperson is unable to perform their duties/obligations and is unable to delegate to another member of the TCA Activities committee to full those duties/obligations, they may designate a TCANA trusted servant to fulfill those duties and obligations.

Audit Procedures for Area & Subcommittees

Section 1.

All budget requests, deposits, or any transactions must have back up. Backup is defined as receipts for purchases and receipts for monies received.

- a. All budget requests and/or money motions must have a receipt to accompany the request.
- b. All deposits must have receipts from the recipient of the monies turned in.
- c. Bank statements should be in order, or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.
- d. Meeting minutes must include all budget requests.

Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. So you must have sufficient backup for each transaction as described above.

Section 2:

Audits are performed in sequential order and are derived from the bank statements.

- a. Every check written is matched up with the budget request w/receipts or monthly bills.
- b. Every deposit must be supported with a receipt from every donation or monies turned in. It's very important to keep a receipt book for all monies taken in.
- c. We use the checkbook register to organize the bank statement and match it up with all budget requests and deposits.

Section 3:

During the audit, you will need at least 4 to 5 people. You will have someone taken notes for anomalies or procedural errors. An anomaly is when a deposit in checkbook register doesn't match deposit in bank statement. A procedural error is when the budget requests are not in the minutes as an approved motion, etc.

Section 4: Schedule for Audits

Schedule for audits:

Subcommittees should be audited within 30 days of the newly elected Treasurer.

Literature Subcommittee audit schedule is January; Activities Subcommittee audit schedule is October; Summer Sizzlers audit schedule is October; and ASC Treasurer's audit schedule is January.

If the Treasurer of any Subcommittee resigns or is removed during their term, then an audit must to be done within 30 days of the newly elected person and/or pro-tem person. Items needed for audit: Treasury Ledger, checkbook, bank statements with canceled checks (if available), ASC or subcommittee meeting minutes, reimbursement/funding requests, receipts, and receipt book.

Updated May 2010

Section 5: Members of Audit Committee

Audit is conducted by the Area Service Committee Chair and/or Vice-Chair, Treasurer, Subcommittee Chair, with the Outgoing Subcommittee Treasurer, and the newly elected Chair and/or Treasurer. Purpose: To verify accounting categories and procedures. Verify treasurer responsibilities are being performed. The Outgoing Treasurer shall be present to answer questions, but not participate in the audit. Purpose: Accountability checks and balance.

Emergency Audit Committee will only happen if a scheduled audit cannot be performed due to regular audit committee members not being available. Members should include: 2 of 3 ASC Triumvirate, NA members such as GSR's, other subcommittee members or NA members with Treasurer/Auditing experience. At least 5 members need to be present to conduct an audit, not including the outgoing Treasurer.

Final Full Audit shall be held within 30 days after the election of the new Treasurer. The treasury ledger is compared line by line with bank statements, receipts, funding/reimbursements, minutes and receipt book.

Section 6: Archived Materials

All accounting books (both hard copy and/or electronic), copy of checkbook register, budget requests w/receipts, bank statements w/cancelled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the Area Secretary at the conclusion of the Final Audit. All these materials are to be archived.

Section 7: Audit Checklist Attached

Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests w/receipts, and another to verify receipts for deposits in concert, and another to take notes for anomalies or procedural errors.

Section 8: Definitions of Procedural Errors and Anomalies

Procedural error is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our own check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.

Anomaly is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. Example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in checkbook register does not match the bank statement deposit.

EVENT ACCOUNTING SHEET

Event Date _____

Event _____

Location _____

Incomes:

Door: \$ _____

Chance: _____

Concession: _____

Other: _____

Total: _____

Merchandise

Sold:

Hats () \$ _____

Shirts () _____

Bandanas () _____

Total: _____

Expences:

Food: \$ _____

Music: _____

Rent: _____

Donations: _____

Other: _____

Total: _____

CH.#

Donations Expensed

Hats () \$ _____

Shirts () _____

Bandanas () _____

Total: _____

Total Incomes: \$ _____

Subtract

Total Expenses: _____

Equals

Funds Raised: _____

*Estimated
Completed By: _____

Witnessed By: _____

Public Relations Committee Guidelines
October 2014

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

I. Purpose

- 1) Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous' ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
- 2) The name of this committee shall be the Tri-Cities Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.
- 3) The PRC is a standing sub-committee of the Tri-Cities Area Service Committee.
- 4) The PRC and its members shall comply in all its actions with the following documents in order of priority as listed below:
 - a. The Twelve Traditions of Narcotics Anonymous
 - b. The Twelve Steps of Narcotics Anonymous
 - c. The current guidelines of the PRC
 - d. The current Guidelines of the Tri-Cities Area ASC
 - e. The Twelve Concepts of Narcotics Anonymous
 - f. A Guide to Local Services in NA, and current service handbooks

II. Meetings & Membership

- 1) Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than two hours, except when a decision to extend this time limit is made by the members present.
- 2) Any member of Narcotics Anonymous may become a member of the PRC by attending a PRC meeting.
- 3) For the purpose of the PRC Guidelines an "active member" is a voting member, and/or a trusted servant who serves on a committee and is accountable to the PRC committee.
- 4) All members are bound to comply with the clean time requirements of six months for PRC service eligibility, as stated in Section 7.
 - a. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.
 - b. Members prescribed drugs, specifically as addiction treatment are not considered to be abstinent for the cleantime requirements of this committee.
- 5) All TCANA PRC subcommittee general members are required to be re-oriented once a year. Members are to be oriented during the year Jan to Jan. Members not oriented in that time frame will have 2 ASC's to be oriented.
- 6) Re-orientation may be held/performed by a panel leader if needed to allow facility access.
- 7) Any Panel Members from areas outside of the TCANA, must comply with the TCANA Orientation guidelines to serve as a panel member in the TCANA PRC.
- 8) Special Meetings may be called by the chair, and shall be called upon written request of three voting members. All members of the PRC must be notified of the purpose, place and time of special meetings.

III. Decision Making

- 1) All PRC motions and decisions except elections will first be considered using consensus- based decision-making. If a consensus cannot be reached, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
- 2) Any member who has attended two of the last three PRC meetings is eligible to vote at business meetings. The Chair votes only in the event of a tie.
- 3) Any member, except for the Chair, can make or second a motion.
- 4) Any member may propose an amendment to these guidelines. If proposal goes to vote, a 2/3 majority is required for adoption before the guidelines are sent to the TCASC for their approval. Upon approval by the TCASC, the guidelines will be amended.
- 5) All committee members have one vote regardless of number of positions held.

IV. Elections

- 1) Elections of all Officers, other than Chairperson, shall be held annually in January. The Chairperson is elected by the ASC in June; however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration in May.
- 2) The officers of the PRC are the Chairperson, Vice-Chairperson and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- 3) The Resource Coordinators for the PRC are Hospital and Institutions Coordinator, Public Information Coordinator, Literature Coordinator, Helpline Coordinator, and Website Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- 4) Elections of all Resource Coordinators are as follows:
 - a. Hospitals and Institutions Coordinator-February
 - b. Public Information Coordinator-May
 - c. Literature Coordinator- August
 - d. Helpline Coordinator-November
 - e. Website Coordinator- December
- 5) Eligibility list for public information helpline volunteers will be updated with our service provider every six months from the pool of oriented volunteers from the May and November Learning Days.
- 6) All terms of service are one year. In the event a member cannot complete his or her term of service, the Chairperson shall appoint someone to fill the vacancy until an election can reasonably be held. Terms begin at the next scheduled PRC meeting.
- 7) Officers and Resource Coordinators shall not serve in more than two consecutive elected terms in the same position.
- 8) No member of the committee can serve as an officer and a resource coordinator simultaneously.
- 9) No member of the committee can serve in more than one resource coordinator position during the same term.
- 10) Any member of the committee can serve as a panel leader regardless of other positions held.
- 11) During elections of PRC trusted servants the nominees shall leave the room following all discussion and prior to voting.
- 12) All committee members have one vote in elections for any position regardless of number of positions a committee member holds.
- 13) Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates. In case of a tie, the Chairperson will be the deciding vote.
- 14) A PRC trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the PRC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - a. Loss of abstinence from drugs
 - b. Failing to perform the duties of the position
 - c. Two consecutively missed PRC meetings

V. Special Rules

- 1) Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any PRC event.
- 2) Only NA approved literature will be used in PRC projects, meetings, presentations, etc.

VI. Roles and Responsibilities of Elected Trusted Servants

- 1) PRC Chairperson
 - a. Oversees all public relations efforts.
 - b. Presides at all regular and special subcommittee meetings.
 - c. Provides agenda at regularly scheduled meetings of the PRC.
 - d. Makes regular reports to ASC on the status of all proposed, current or completed plans.

- e. Represents the PRC at the regular meeting of the ASC.
- f. Submits current copy of the PRC guidelines to the ASC annually in January.
- g. Attends the quarterly regional all subcommittee meeting.
- h. If an elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- i. Clean time requirement of one year, with six months active PRC membership.
- j. Familiarity with all current public relations related NA approved handbooks. (Includes Public Relations Handbook, H&I Handbook, PI Handbook, and Helpline Handbook and current PRC Area Guidelines).
- k. Previous PRC service experience.

2) PRC Vice Chairperson

- a. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson.
- b. Works closely with the chairperson.
- c. Attends the regular meetings of the PRC and maintains voting member status.
- d. Is encouraged to attend monthly ASC meetings.
- e. In the absence of an elected officer or resource coordinator, the vice-chair shall assist the Chairperson in ensuring the duties of that position are fulfilled.
- f. Clean time requirement of one year, with six months active PRC membership.
- g. Familiarity with all current public relations related NA approved handbooks. (Includes Public Relations Handbook, H&I Handbook, PI Handbook, and Helpline Handbook).
- h. Previous PRC or other relevant service experience.
- i. Shall verify with the H&I and PI Coordinators that monthly orientations are being conducted, prior to ASC.
- j. Is the custodian of the PRC orientation materials.

3) PRC Secretary

- a. Attends monthly PRC meeting and maintains voting member status.
- b. Keeps a complete record in the form of minutes of every PRC meeting.
- c. Maintains attendance records at all PRC meetings.
- d. Makes reminder calls to committee members about special meetings of the PRC.
- e. Prepares written committee correspondence.
- f. Maintains files of all PRC plans, minutes and correspondence, archiving items more than 2 years old.
- g. Maintains, updates, and has available PRC guidelines as needed.
- h. Clean time requirement of one year, with six months active PRC membership.
- i. Maintains a record of name and contact information for current committee members.
- j. Maintains all committee office supplies.

4) PRC Hospitals and Institutions (H&I) Coordinator

- a. Attends monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates all hospital and institution activities.
 - i. Receives reports from Panel Leaders.
 - ii. Serves as help to Panel Leaders as needed.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing hospital and institution plans.
- d. Attends quarterly regional H&I subcommittee meetings.
- e. Clean time requirement of one year, with six months active PRC membership.
- f. Previous hospitals and institutions experience required.
- g. Familiarity with all current H&I related NA handbooks.
- h. Prepares H&I training for PRC Learning Day, including a mock panel.
- i. Works with newly elected panel leaders to explain the requirements of their position.

5) PRC Public Information (PI) Coordinator

- a. Attends monthly PRC subcommittee meeting and maintains voting member status.

- b. Keeps updated records of contacts, posted announcements, PSA's, speaker's lists, and follows up regularly.
- c. Make sure that lists of ongoing presentations and speakers are updated regularly.
- d. Coordinates all public information activities.
- e. Makes monthly written report to the PRC on the status of all completed and ongoing public information plans.
- f. Attends quarterly regional PI subcommittee meeting.
- g. Clean time requirement of one year, with six months active PRC membership.
- h. Previous public information experience required.
- i. Familiarity with all current public information related NA handbooks.
- j. Prepares PI training for PRC Learning Day, including a mock panel.
- k. Works with newly elected panel leaders to explain the requirements of their position.

6) PRC Literature Coordinator

- a. Attends monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates literature needs of the PRC.
- c. Places and receives literature order from the Tri-Cities Area Literature Subcommittee as needed.
- d. Places and receives schedule order from the Tri-Cities Area Schedule Chair.
- e. Shall stamp each piece of literature with Tri-Cities Area information.
- f. Makes monthly written literature report to the PRC.
- g. Clean time requirement of one year, with six months active PRC membership.

7) PRC Website Coordinator

- a. Attends monthly PRC subcommittee meeting and maintain voting member status.
- b. Coordinates all website activities.
- c. Makes monthly written report to the PRC on the status of the website.
- d. Clean time requirement of one year, with six months active PRC membership.
- e. Previous relevant service experience required.
- f. Technical ability to update website.
- g. Familiarity with all current internet and website related NA handbooks.

8) PRC Helpline Coordinator

- a. Attends monthly PRC subcommittee meeting and maintain voting member status.
- b. Coordinates all helpline activities.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing helpline plans.
- d. Shall keep updated records of contacts, ongoing presentations, speaker's lists and follows up regularly.
- e. Will have all Area Business calls routed from Call Service to the appropriate contact.
- f. Will report activity and pertinent information to PI Coordinator.
- g. Clean time requirement of one year, with six months active PRC membership.
- h. Previous helpline or pager service experience preferred.
- i. Familiarity with all current helpline related NA handbooks.
- j. Prepares Helpline training for PRC Learning Day, including mock situations.

9) H&I Panel Leader

- a. Shall be the NA contact person for facility, meet with the facility's contact person and introduce the newly elected panel leader in the interest of harmony.
- b. Ensures meetings/presentations in facility are conducted according to NA handbooks and service guidelines.
- c. Maintain communication with H&I coordinator about panel meeting/presentation.
- d. Informs H&I coordinator as soon as possible when unable to conduct meeting. If H&I coordinator is unavailable, panel leader shall contact PRC Vice-Chair.
- e. Make an active effort to involve all eligible members by rotating through the list of available members.
- f. Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.

- g. Go over "Do's and Don'ts" with panel members. Panel leader to inform H&I Coordinator of any new members.
- h. Clean time requirement of one year, with 6 months active PRC membership.
- i. Shall maintain voting member status while serving as Panel Leader.
- j. Submits facility reports monthly prior to the PRC meeting through the H&I coordinator.

10) Additional Requirements for panel leaders of corrections/clearance required facilities:

- a. Shall maintain updated list of cleared members.
- b. Maintain communication with facility and request that the facility remove names of members no longer on the panel member list.
- c. Be aware of clearance requirements and assist interested members in determining whether or not they meet those requirements. (i.e. clean time requirements, legal restrictions, etc.)
- d. Maintain facility clearance application packets and assist members with application process if necessary. Turn completed applications over to facility volunteer coordinator.

VII. Trusted Servants

1) Helpline Volunteers

- a. Actively participates in accordance with NA handbooks and service guidelines.
- b. All helpline volunteers will answer calls in accordance with procedures outlined in the PRC orientation packet.
- c. Clean time requirement of 9 months to volunteer on phone line list.

2) H&I Panel Member

- a. Actively participates in panel meetings/presentations in facility according to current NA handbooks and service guidelines.
- b. Adheres to all applicable rules of the facilities and procedures for that meeting.
- c. Go over "Do's and Don'ts" with panel leaders if required for reorientation.
- d. Clean time requirement of six months.
- e. Shall inform officer (H&I Coordinator) if he/she wishes to have name removed from panel member list.

3) Public Information Speakers

- a. Actively participates in presentations according to NA handbooks and service guidelines.
- b. Speakers will have an approved outline to follow.
- c. Clean time requirement of six months.
- d. Shall be oriented at one of two PRC learning days to be held in May and November.
- e. The PI Coordinator may orient a new speaker if needed, but the speaker must attend the next learning day to remain active. This may be done once.

VIII. Learning Days (LD)

- a. PRC shall hold a Learning day in May and November.
- b. LD shall be coordinated by the H&I Coordinator, the PI Coordinator, and the Phonenumber Coordinator.
- c. Learning Day shall count as required Orientation for H&I, PI, Phonenumber.
- d. LD shall include informative Mock panels, and situations.
- e. LD shall use info in current approved publications.
- f. All PRC members are expected to be involved and attend LD.

Tri-Cities Literature Committee
Bylaws, Guidelines, and Procedures

Most Current 3-4-07

I. Name:

The name of this committee shall be known as the Literature Sub-Committee of the Tri-Cities Area Service Committee. Also known as the Area Literature Committee (ALC). Here after, within, known as the "committee".

II. Purpose:

- A.) To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. To stockpile and make literature available for review and approval.
- B.) To serve as a communication link in all matters of literature between the groups and literature committees at all levels Area, Region, and World.
- C.) To provide the forum and atmosphere where members may contribute to the development and creation of Narcotics Anonymous literature.

III. Members:

General membership is open to all individuals who share the above stated purpose of the committee.

IV. Officers, Duties and Responsibilities:

A.) Chairperson:

- 1.) Shall have a minimum of two (2) years continuous abstinence from all drugs.
- 2.) Arranges an agenda and presides over committee meetings.
- 3.) Must be capable of conducting a business meeting with a firm, yet understanding, hand.
- 4.) Maintains close contact with Vice-Chairperson and other committee officers.
- 5.) Votes only in case of a tie.
- 6.) Prepares a budget based on committee input for presentation at the monthly ASC and reports on committee activities.
- 7.) Responsible for correspondence and maintaining committee files and archives.
- 8.) Shall be a co-signer on the committee bank account.
- 9.) Arranges extra meetings on an emergency basis as necessary, or when called by three (3) voting committee members.
- 10.) Attends RSC (Regional Service Committee) meetings.
- 11.) Reports and participates at the Regional Literature Committee.
- 12.) Performs other duties as may be assigned by the ASC (Area Service Committee).

B.) Vice-Chair:

- 1.) Shall have a minimum of one (1) year continuous abstinence from all drugs.
- 2.) Shall attend all meetings of the committee.
- 3.) Assumes duties of the chair in the event that the chairperson is absent.
- 4.) May be a co-signer on the committee bank account.
- 5.) Performs other duties as assigned by the committee.

C.) Treasurer:

- 1.) Shall have a minimum of two (2) years continuous abstinence from all drugs.
- 2.) Shall maintain a record of all money transactions.
- 3.) Shall be prepared to give a financial report monthly at ASC, to be included in the area minutes.
- 4.) Shall be prepared to give a financial report at all committee meetings.
- 5.) Shall inform Chairperson of financial status on a regular basis as needed.
- 6.) Shall be a co-signer on the committee bank account.
- 7.) Performs other duties as assigned by the committee.

D.) Secretary:

- 1.) Shall have six (6) months continuous abstinence from all drugs.
- 2.) Shall maintain minutes of the committee meetings.
- 3.) Performs other duties as assigned by the committee.

E) Alternate Secretary:

- 1.) Shall help maintain minutes of committee meetings.
- 2.) Assumes the duties of the secretary in the event that the secretary is absent.
- 3.) Performs other duties as assigned by the committee.

F.) Literature Distributor:

- 1.) Shall have two (2) years continuous abstinence from all drugs.
- 2.) Shall maintain a stockpile of literature merchandise and a record there of.
- 3.) Shall report status of stockpile at each business meeting.

- 4.) Shall make literature merchandise available a minimum of once a month, or as directed by the committee.
- 5.) May be a co-signer on the committee bank account.
- 6.) Performs other duties as assigned by the committee.

G.) Alternate Literature Distributor:

- 1.) Shall have one (1) year continuous abstinence from all drugs.
- 2.) Shall assist the distributor in all responsibilities.
- 3.) Assumes the duties of the distributor in the event that the distributor is absent.
- 4.) Performs other duties as assigned by the committee.

V. Meeting Schedule:

- A.) There is a minimum of two types of meetings for the committee.
- 1.) Review and input meetings.
 - 2.) Business meetings.

VI. Voting and Elections:

A.) Voting members:

- 1.) To be eligible to vote a member must attend two (2) of the last three (3) meetings of the committee, one of which must be a business meeting.
- 2.) The Chairperson shall vote only in case of a tie.

B.) Elections:

- 1.) Nominees must have a working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous,
- 2.) Nominees must have a working knowledge of the literature committee.
- 3.) Nominees must meet the requirements of any position they are being nominated for.
- 4.) Nominations shall be taken at least one business meeting prior to the election.
- 5.) Nominations shall also be taken at the business meeting of the election prior to the election of any position.
- 6.) It shall take a simple majority vote to elect any office except for the position of the literature chairperson, which shall be elected by the ASC. In the case of the committee chairperson the committee shall only vote for the purpose of recommending a nominee.

VII.) Sub-Committee:

- A.) A sub-committee shall be formed to perform a specific task.
 - 1.) The chairperson will be elected by the committee.
 - 2.) The other positions shall be chosen or appointed by the chairperson of said subcommittee.
 - 3.) The sub-committee shall be answerable to the committee at all the business meetings. If unable to attend, the sub-committee shall notify the committee chairperson prior to the business meeting.
 - 4.) The sub-committee shall be disbanded upon completion of it's task.

VIII.) Funds:

- A.) A prudent reserve fund not to exceed \$ 1,200 shall be kept in the Literature Bank Account.
- B.) All expenditures, other than the ordering of WSC literature, shall get prior approval by the committee and ASC.
- C.) All literature expenditures shall be paid by literature funds.
- D.) All fund distribution shall be done by a two signature check.
 - 1.) Co-signers shall be as follows:
 - a.) MAIN CO-SIGNERS: Literature Chair, Vice Chair, Treasurer and Distributor.
 - b.) SECONDARY CO-SIGNERS: ASC Chair and Vice Chair.

IX. Spiritual Guidance:

- A.) The committee shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

X. Parliamentarian Authority:

- A.) The committee shall comply with the following documents in procession.
 - 1.) The Twelve Traditions of Narcotics Anonymous.
 - 2.) The current publication of the TCASC Guidelines.
 - 3.) Any special rules of order the ASC may adopt.
 - 4.) The current publication of the Local Guide to N.A. Service.

5.) The current publication of the World Literature Handbook or it's approved version.

XL Operating Procedures:

A.) Shall be adopted for the sole purpose of enhancing the smooth operation of the committee's daily work and assisting it's members in completing such work.

B.) The operating procedures shall be found in the Operating Procedure Addendum.

XII. Amendment to the Guidelines:

A.) It shall take a 2/3 majority vote of the committee to pass changes to these guidelines and the concurrence of the ASC.

B.) It shall take a simple majority vote of the committee and approval by the ASC to accept changes to its operating procedures, accepting of review literature input and all other motions.

Operating Procedure Addendum:

Review and Input Meetings:

These meetings should always be open to all members of the fellowship. These meetings are usually a conceptual review of all or parts of literature under consideration for revision and approval. Line by line review may be done periodically according to input from RLC, WLC, and the ASC.

Business Meetings:

The chairperson presides over these meetings, following a set agenda. The meeting is operated under the guidelines of the ALC, and "Robert's Rules of Order; Newly Revised" when applicable. The Chairperson organizes workshops when needed or directed.

Workshops:

Refer to the current Literature Handbook.

Literature Distribution Procedures:

Selling: All sales should be done using a current Literature Committee approved area order form. A member of the ALC should check all order forms for completion and accuracy. Receipt should be made available to the purchaser for completed sales. A copy of each receipt will be kept for ALC records.

New Group Start-Up Package: A new group start up package will be made available to new meetings that request assistance from ASC. This package will include basic items of literature and the approximate value is \$50.00.

Start-up Pack to include:

Just For Today-Meditation	5-IP8: Just For Today
It Works: How & Why (Hard Cover)	5-IP9: Living the Program
NA Step Working Guide	5-IP11: Sponsorship
(Choice of 1 of the above 3)	5-IP12: The Triangle Of Self-Obsession
1-Basic Text (hard cover)	5-IP16: For the Newcomer
2- Introductory Guide To NA	5-IP19: Self-Acceptance
3-The Group Booklet	5-IP22: Welcome to NA
5-IP 1: Who, What, How & Why	10-Welcome Key Tags
5-IP5: Another Look	Group Readings (7 piece set)
5-IP6: Recovery & Relapse	Group Treasurer's Workbook
5-P7: Am I AN Addict	(Total of Above \$47.60)

Stockpile: Ten days after each major selling day and before each business meeting the stockpile should be calculated for ordering purposes. The following is a suggested method for this calculation:

You start by knowing how much of each item is on hand. This will be "A". Then you add up how much of each item was sold, this will be "B". You then subtract "B" from "A". This gives you your current count of each item, this will be "C". Now multiply each item by the cost of that item and add those totals up. This will give you the total monetary value of the stockpile. Then add any cash on hand, as well as the bank balance to the above number and this will give you the total literature stockpile amount.

Ordering: The ordering of literature from the WSO should be done shortly after the major selling day of the month. To decide how much of each item to order, observe the past sales. Then decide on the amount of each item to order based on the amount needed to maintain a reasonable stockpile. The stockpile should be able to serve the needs of the area for the next two or three months. This is to ensure enough merchandise on hand in case the WSO order is delayed.

Pricing New Items: The pricing of new items should be done in accordance with current WSO literature pricing guides, or as directed by the committee.

Accounting Procedures-Bank Account: Literature funds shall be maintained in the committee bank account. Funds should be deposited as soon as possible after they are collected. The checks written from the account shall require two committee-approved signatures.

Bookkeeping and Reporting: At each business meeting a financial report shall be made available to any member. The books should be maintained in a three or more column ledger, these columns should show debits, credits and balance of the committee bank account. All transactions should be entered into this ledger.

TRI-CITIES AREA SCHEDULES SUB-COMMITTEE GUIDELINES

1/15/05

1. The name of this sub-committee is "**SCHEDULES**"
 - 1.1.1 This is a sub-committee of the "**TC ASC**"
- 2 The purpose of the schedules sub-committee is to produce and distribute schedules listing **Narcotics Anonymous** groups in our area.
3. The schedules sub-committee shall consist of the following positions.
 - 3.1 Chairperson - the schedules sub-committee chairperson
 - 3.1.1 Is elected by the **TCASC**
 - 3.1.2 Directs schedules subcommittee meetings
 - 3.1.3 Is responsible for the production and distribution of meeting schedules
 - 3.1.4 Will vote at schedules sub-committee meetings only in the event of a tie
 - 3.1.5 Is a member *ex officio* of any subsequent sub-committee formed by the schedules sub-committee
 - 3.1.6 Performs other duties as assigned by the **TCASC**
 - 3.1.7 Will print an event calendar of all area, group, and sub-committee events. May include regional events and other area events as presented to the schedules chair.
 - 3.1.8 Has two years minimum clean time.
 - 3.2 Vice-Chairperson-
 - 3.2.1 Is elected by the schedules sub-committee
 - 3.2.2 Fulfills the responsibilities of the Chairperson in the event of the Chairperson's absence.
 - 3.2.3 Performs other duties as assigned by the schedules subcommittee
 - 3.3 Secretary-
 - 3.3.1 Is elected by the schedules sub-committee
 - 3.3.2 Records minutes at the regular schedules sub-committee meetings
 - 3.3.3 Performs other duties as assigned by the schedules subcommittee
 - 3.4 Members-
 - 3.4.1 **Any Narcotics Anonymous** member in our area is welcome to be a member of the schedules sub-committee
 - 3.4.2 Any member present for the entirety of a schedules sub-committee meeting may vote at that meeting
4. Tri-Cities Area Schedules shall contain:
 - 4.1 The full names, days, times, and locations of a groups meetings.
 - 4.2 A disclosing statement of closed meetings or open meetings as described in the **Basic Text**, and shall denote if a meeting is a book study or pamphlet study, if applicable.
 - 4.3 Listings of **TCASC** sub-committee meeting names, times, days, and locations as well as for the regular **TCASC** meeting.
 - 4.4 Addresses (and phone numbers if possible) for Area, Regional, and World Service Office offices.
 - 4.5 The Tri-Cities Area Helpline phone number in at least two (2) places.
 - 4.6 The Helpline phone numbers for other areas in the WNIR.
 - 4.7 A space large enough to allow for a list of names and phone numbers for the

newcomer.

5. New groups will notify the schedules sub-committee chairperson, in writing, of that group's name, meeting time(s), day(s), location(s), and any other disclosing information for that group
6. New groups will be included in the Tri-Cities Area Schedule upon receiving voting privileges at the **TCASC** for the first time. Groups choosing not to participate in the **TCASC** may remain on the schedule by contacting the Area Chairperson, the schedules subcommittee, or the **TCASC** on a quarterly basis.
7. Any group failing to meet the qualifications of an NA group as described in the *Temporary Working Guide to our Service Structure*, (May 1994 edition) may be removed from the schedules following a majority vote by the **TCASC**.
 - 7.1 "An NA group is any meeting which meets regularly at a specified time and place, providing that it follows the Twelve Steps and Twelve Traditions (has no outside affiliations and receives no outside financial support)."

-T. W.G.S.S. May 1994 vs. 1
8. A group shall be notified in writing of any decision to remove it from the schedule. This notification will be the responsibility of the Area Chairperson, and shall be done as soon as possible.
9. The Schedules Chairperson shall notify the Helpline Chairperson, in writing, of any changes in the schedules to facilitate the operations of the Helpline subcommittee.
10. The Schedules Chairperson will notify Regional and World Service Offices of new groups, so they may be added to Regional and World Directories.
11. In accordance with the principles of anonymity and a suggestion from the W.S.O., no personal names, addresses, and/or phone numbers shall be included in the printed schedule format.
12. Schedules shall be updated at least every three (3) months, or as necessary.
13. Tri-Cities Area Meeting Schedules shall be made available at all regular meetings of the **TCASC**.
14. Money received from the sale of schedules shall be turned over to the **TCASC** Treasurer.
15. The schedules sub-committee shall meet at a regularly scheduled time and location each month. The time and location shall be determined by the schedules sub-committee, and announced at **TCASC**.

**TRI-CITIES AREA SERVICE COMMITTEE
SUMMER SIZZLERS SUBCOMITTEE
BYLAWS (3-5-06)**

ARTICLE I NAME

The name of this subcommittee shall be the Tri-Cities Area Summer Sizzlers Subcommittee, hereinafter, called Summer Sizzlers of the General Committee.

ARTICLE II OBJECT

The object of Summer Sizzlers is to encourage fellowship between recovering addicts by providing fun activities. As always, the primary purpose of the fellowship is to share recovery and to carry the message of Narcotics Anonymous. In addition, Summer Sizzlers will provide a fund raising activity for the Tri-Cities Area Service Committee of N.A. (TCASC).

ARTICLE III MEMBERS

Section 1. Membership in the General Committee shall be open to all members of N.A who share the stated object of Summer Sizzlers and the TCASC.

Section 2. Voting privileges are extended to all members of N.A. in attendance for any 2 of the 4 previous Summer Sizzlers general committee meetings, except for the Committee Chairperson, who shall vote only in the case of a tie. During the first two meetings of the Summer Sizzler year, any NA member has voting privileges.

Section 3. Any member of Summer Sizzlers may nominate a qualified individual for a Summer Sizzlers officer position.

ARTICLE IV OFFICERS

Section 1. Officers of the General Committee shall be:

- A) Chairperson
- B) Vice-Chairperson
- C) Secretary
- D) Treasurer

These officers shall perform the duties prescribed by these Bylaws, by the parliamentary authority adopted by Summer Sizzlers, and by the TCASC.

Section 2. The General Committee will provide the TCASC with a nomination for the Summer Sizzlers Chairperson position in October of each year.

Section 3. Nominations and elections of Summer Sizzlers officers and committee chairs will take place in November of each year at the Summer Sizzlers General Committee meeting.

- Section 4. A). Summer Sizzlers officer and subcommittee chair nominations may be sought by members not attending the meeting. B). Non-attending members seeking office must give written notice to the Chair prior to the election. The notice must include the position desired, qualifications and clean time.
- Section 5. Nominees to officer positions must have a working knowledge of the Tri-Cities Area Service Structure and a required period of total abstinence of two (2) years from all drugs.
- Section 6. A simple majority is required for the election of these officers.
- Section 7. In the case of a tie on a vote, the Chairperson shall cast a tie-breaking vote. This privilege does not apply in an action requiring two-thirds (2/3) votes.
- Section 8. A service member shall be removed from their position for non-compliance after due written notification. A two-thirds (2/3) vote is required for removal. Non-compliance includes but is not limited to:
- A) Loss of abstinence;
 - B) Non-fulfillment of the duties of their positions;.
 - C) Non-attendance at a scheduled General Committee meeting without prior notification to the Summer Sizzlers Chairperson.
- Section 9. Any officer who resigns or is removed from office prior to the completion of the current term, shall not be eligible to serve in a Summer Sizzlers service position for 6 months or the remainder of that term. The only exception will be when the resignation is to fill a newly elected position.
- Section 10. These officers and subcommittee chairs shall be elected to serve for one year, or until their successors are elected, and their term of office shall begin immediately after they are elected.
- Section 11. No member shall hold more than one (1) Summer Sizzlers officer position at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE V DUTIES OF OFFICERS

- Section 1. Chair
- A) The Chair prepares an agenda for the General Committee meetings;

- B) Presides over the conduct of business at those meetings;
- C) Attends the monthly TCASC meeting, submitting both a written and financial report.
- D) Will be a co-signer on the Summer Sizzlers bank account;
- E) Is responsible for all correspondence and maintain files and archives;
- F) Is the liaison with the Tri-Cities Area Activities committee to schedule dates for TCANA Activities schedule.
- G) And such other duties applicable to the office as prescribed by the parliamentary authority adopted by Summer Sizzlers.
- H) Works with Hotels and Hospitality to reserve a tentative date with the hotel.
- I) Procures event insurance and provides event liability assurance, as required.

Section 2.

Vice-Chair

- A) Coordinates and participates in all subcommittee functions;
- B) Performs the duties of the Chair in their absence;
- C) Is one of the co-signers on the Summer Sizzlers bank account;
- D) And such other duties applicable to the office as prescribed by the parliamentary authority adopted by Summer Sizzlers.

Section 3.

Secretary

- A) Keeps accurate minutes of each General Committee meeting;
- B) Types and distributes the minutes prior to the next General Committee meeting;
- C) Makes copies of all the minutes available at each General Committee meeting;
- D) Receives, keeps, and makes available all subcommittee reports;
- E) And such other duties applicable to the office as prescribed by the parliamentary authority adopted by Summer Sizzlers.
- F) Assists with all correspondence and maintaining files and archives.

Section 4.

Treasurer

- A) Makes a financial report at every General Committee

- meeting;
- B) Prepares a monthly financial report for the Chair to submit to the TCASC that shall include a copy of the checkbook ledger and a copy of the current bank statement;
- C) Makes an annual financial report no later than one (1) month after the event to the TCASC;
- D) Is one of the co-signers on the Summer Sizzlers bank account;
- E) Oversees the incorporation of subcommittee budgets into a General Committee budget;
- F) And such other duties applicable to the office as prescribed by the parliamentary authority adopted by Summer Sizzlers.

ARTICLE VI

MEETINGS

- Section 1. The General Committee shall meet according to the Time Line
- Section 2. Nominations and elections of officers (except for Chairperson) and subcommittee Chairs shall be held in November of each year.
- Section 3. The General Committee will establish the overall agenda for the conduct of Summer Sizzlers business and may decide on what business may be approved at the subcommittee level, or may reserve the approval of any business for the ; General Committee.

The General Committee will conduct the annual logo contest in accordance with the Time Line in addendum 1.
- Section 4. The General Committee is responsible for announcing the date elections will be held to the TCASC at least one (1) week after the election of the Summer Sizzlers Chair.
- Section 5.
- Section 6. Special meetings may be called by the Chairperson, and shall be called upon the written request of three (3) Summer Sizzlers members. The purpose, place and time of the meeting shall be stated in the request. Except in cases of emergency, at least seven (7) days notice shall be given.
- Section 7. A quorum shall consist of those members present.

ARTICLE VII SUBCOMITTEES

- Section 1. The subcommittees of the General Committee shall be:
- A) Merchandise;
 - B) Hotels & Hospitality;
 - C) Registration;
 - D) Programming;
 - E) Parks & Recreation
 - F) Fundraising
 - G) Any configuration of subcommittees that will fulfill the purpose of the General Committee.

These subcommittees shall perform the duties prescribed by these Bylaws, and by the parliamentary authority adopted by Summer Sizzlers.

- Section 2. The Chair position of these subcommittees shall be filled by election at the General Committee.

- Section 3. Committee Chairs must have a working knowledge of the Tri-Cities Area Service Structure, and a required period of total abstinence of two (2) years from all drugs.

- Section 4. Other officer positions of subcommittees shall be filled, as necessary, at the subcommittee's discretion.

- Section 5. Subcommittees will meet in a timely fashion to meet the requirements of addendum 1.

- Section 6. The Merchandise Committee
- A) Reports to the General Committee for approval of types, quantity, cost and sale of all merchandise;
 - B) Follows the Time Line in addendum I for ordering Merchandise;
 - C) Works with the Tri-Cities Area Activities Committee and all vendors in the alternative merchandise process.
 - D) Will provide a proposed budget to be approved by the General Committee in accordance with Addendum 1;
 - E) Is responsible for the ordering and sales and the pre-sale t-shirts.
 - F) Is responsible for scheduling staff and operating the 24-hour hospitality and marathon meeting rooms.

Section 7. The Hotels & Hospitality Committee

- A) Obtains proposals from facilities at which events may be held and forward those proposals to the General Committee. The proposals shall include information on costs such as room rates, meals, and any other costs associated with hosting Summer Sizzlers which would be associated with the facilities where event will take place;
- B) Is responsible for scheduling staff and operating the 24-hour hospitality and marathon meeting rooms;
- C) Functions as the contact to assure proper set up of rooms and meetings;
- D) In coordination with the Programming Committee, ensures the proper facilities are set up (banners, signs, decorations, etc.);
- E) Tentatively reserves a hotel for the incoming subcommittee two (2) years in advance on the 3rd weekend of August, (No bids necessary if Red Lion bid is good.) (A negotiating team consisting of Summer Sizzlers Chair, Hotels & Hospitality Chair, and TCASC Chair shall negotiate with local hotels for the next two (2) years events).

Section 8. The Registration Committee

- A) Coordinates the registration process, both prior to, and at the event;
- B) Is responsible for paying the P.O. Box and Checking it prior to every Meeting.
- C) Proposes registration package contents to the General Committee;
- D) Maintains an orderly file of registration information during and following the event;
- E) Submits a list of registrants with addresses to the Chair following the event;
- F) Follows the Time Line in addendum I for distribution of information (fliers, etc.) to the Area, Region and other appropriate locations for that information to be sent.
- G) Is responsible for staffing the door for ticket sales and/or ticket retrieval with any member with two (2) years clean time.

Section 9. The Programming Committee

- A) Prepares an agenda for the entire event
- B) The agenda will be subject to approval by the General Committee;
- C) Is responsible for operation of all the set activities;

- D) Works with the Hotels & Hospitality Committee to ensure the proper facilities are set up;
- E) Staffs all the set activities;
- F) Reviews submitted tapes and suggest a list of speakers to the General Committee;
- G) Suggest entertainment (band, D.J., etc.) to the General Committee;
- H) Acts to secure such services after selection by the General Committee;
- I) Provides a written schedule of times & locations of all activities. This schedule to be made available one week prior to the event.
- J) Is Responsible for gathering all auction and raffle items to be used at event.
- K) Is responsible for centerpieces.

Section 10. Parks & Recreation Committee

- A) Coordinates times for "park" activities;
- B) Obtains park information for the General Committee;
- C) Reserves the park selected by the General Committee;
- D) Makes proposals for General Committee approval on food service(s) and equipment needed for the events held in the park.

Section 11. Fundraising

- A) Coordinates time, place, and all activities associated with the Luau.
- B) Coordinates time, place and all activities associated with the River Float.
- C) Coordinates any and all fundraising that is done prior to the event.
- D) Coordinates any and all fundraising events and activities with the TCASC Activities Subcommittee.
- E) Is responsible for the ordering and sales and pre-sales T-shirts.
- F) Is responsible for creating and maintaining master tracking and inventory forms.

Section 12. All Summer Sizzlers subcommittees will be autonomous in carrying out their assigned functions, but are accountable to the General Committee & its guidelines and timeline.

Section 13. Subcommittee Chairs shall be removed from position for non-compliance after due written notification. A two-thirds (2/3), vote from the General Committee or the subcommittee is-necessary for removal. Non-compliance includes but is not limited to:

- A) Loss of abstinence;

- B) Non-fulfillment of the duties of their position
- C) Non-attendance at a scheduled General Committee meeting without prior notification to the Summer Sizzlers Chairperson.

A quorum of any subcommittee shall consist of those members present.

FINANCES

- Section 14. All monies accumulated from Summer Sizzlers and other N.A. sources shall be maintained in a bank subject to disbursement for paying obligations.
- ARTICLE VIII**
- Section 1. Signature of the General Committee Chair, Vice-Chair and Treasurer shall be required on the bank's signature card. Two (2) signatures shall be required on all monetary disbursements.
- Section 2. Subcommittee will submit budget requests to the General Committee for approval of all expenditures.
- Section 3. All motions requiring new monetary expenditures require a two-thirds (2/3) vote.
- Section 4. Any time money is handled, "Summer Sizzler Money Handling Procedures", found below in Special Rules of Order, shall be followed.
- Section 5. Two (2) months following the Summer Sizzlers event, the General Committee will forward to the TCASC any funds greater than two thousand dollars (\$2,000.00) and forward to the TCA Activities Committee all excess merchandise for sales and safekeeping.
- Section 6. An audit of the General Committee's books will be held each November by the TCASC Chair, Vice-Chair, and the newly elected Summer Sizzlers Chair and the old and new treasurer.
*
- Section 7. Seed money of two thousand dollars (\$2,000.00) will be kept by Summer Sizzlers whenever possible.
- Section 8. The committee shall comply fully with contractual agreements to fulfill the Fellowship's financial obligations.
- Section 9.

ARTICLE IX SPIRITUAL GUIDANCE (PARLIAMENTARY AUTHORITY)

Section 1. Summer Sizzlers shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

Section 2. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern Summer Sizzlers in all cases to which they are applicable and in which they are not inconsistent with, in precession:

- A) The Twelve Traditions of Narcotics Anonymous;
- B) The TCASC;
- C) The current publication of these Bylaws;
- D) Any Special Rules of Order Summer Sizzlers may adopt
- E) The Temporary Working Guide to the Service Structure and its successors;
- F) The current publication of all Narcotics Anonymous Handbooks
- G) Standing Motions of Summer Sizzlers.
- H) The Twelve Steps of N.A.

ARTICLE X AMENDMENT OF BYLAWS

Amendments to these Bylaws shall be brought to the TCASC to be voted on there. The amendment (s) shall take effect upon their adoption.

SPECIAL RULES OF ORDER

1. All subcommittee chairs will turn over to the General Committee Chair all minutes, records, etc. The General Committee Chair will then turn all minutes, records, etc. over to incoming General Committee Chair.
2. Business resulting from officer or subcommittee reports or recommendations is to be taken up after old business, unless disposed of previously.
3. Any subcommittee reports given at the General Committee meeting shall be submitted in writing, prior to the end of the meeting, to the General Committee Secretary.]
4. A room safe shall be obtained by the treasurer for the purpose of

safekeeping of monies during the event.

MINIMUM AGENDA

- I. Marathon Meeting Friday – Sunday
- II. Friday Night Meeting
- III. Friday Night Dance
- IV. Saturday Volleyball competition/elimination (in the park)
- V. Saturday Night Speaker Meeting
- VI. Saturday Night Dance
- VII. Sunday Morning Spiritual Breakfast
- VIII. Sunday Morning Speaker Meeting
- IX. . Sunday Volleyball Finals & Championship (in the park)

Summer Sizzler Money Handling Procedures

Summer Sizzlers Money Handling Procedures

I. Accounting Procedures

- A. Receipts should be written for any monies turned over to the treasurer.
- B. All expenditures should be accompanied by approved money motions.
- C. Money motions should be approved by the SS committee at SS meetings.
- D. Receipts for expenditures should be attached to the corresponding money motion.
- E. Starting till withdrawals should correspond with an identical deposit when the event is completed.
- F. Corresponding check number should be written on both the expenditure receipt and money motion

II. Fundraising prior to the Event

A. Sales Requirements

1. Sales of fundraisers for the Summer Sizzlers Committee may be performed by:
 - a. any individual member with a minimum of two years clean, and/or
 - b. a committee member with a minimum of six months clean with advance approval of the Host Committee by a two-thirds vote at a regular committee meeting.

2. Fundraising items will be issued to the member by the fundraising chairperson or committee treasurer, and counted by both the member and the fundraising chairperson or treasurer to verify accuracy. The member will sign for the issue of the fundraising items received, and will be responsible for the return of the expected proceeds less any unsold items.
3. Proceeds and unsold items must be accounted for by the member prior to each Host Committee meeting for the purposes of reporting at each Committee meeting. This accounting will be made to the issuer of the fundraising items (fundraising chairperson or event treasurer).
4. Proceeds and unsold items will be counted by both the member and the fundraising chairperson or committee treasurer upon return, and amounts returned will be noted and signed for on the document where the issuance was signed for.
5. Prices for fundraising items (raffle tickets, hats, t-shirts, wristbands, stickers, etc) must be set by the committee prior to sale, and may not be changed except by a vote of the committee.
6. Proceeds and unsold items must be surrendered to the issuer of the fundraising items (fundraising chairperson or event treasurer) at any committee meeting upon request.

B. Tracking and Accounting Requirements

1. Each type of fundraising item (e.g., raffle tickets for event package, pre-sale t-shirts, wristbands) must have an individual master tracking form (figure 2). The event treasurer or fundraising chairperson will be in charge of each master tracking form, as agreed upon by the event treasurer and fundraising chairperson, or as appointed by the committee chairperson.
2. Each master tracking form will include the total inventory of a fundraising item, and a breakdown of where it is located or who it has been assigned to.
3. Each member assigned to sales will have a individual sales form (figure 1). This form will include what fundraising items that member is responsible for, when they were received, and when any funds or items were returned. This form will contain the signatures of the member and the event treasurer or fundraising chairperson for each disbursement and collection.
4. Each time a return of proceeds or fundraising items is made, it will be immediately recorded on the master tracking form for each applicable item.

5. Master tracking forms shall be made available for inspection by any member at each host committee meeting.

III. Summer Sizzlers Event

A. Sales Points

1. Registration, merchandising, dances, auctions, etc. are at all times staffed by at least two responsible event committee members. One with a minimum of two years clean.
2. Roaming sales of raffle tickets may be performed by individual members with a minimum of one year clean provided the tickets are checked out in advance and tracked.

B. Periodic pickup of funds from sales points:

1. A Host Committee Officer and another responsible member will pick up all cash above change needs and all checks at regular intervals.
2. The funds that are picked up shall be placed in an envelope without being counted by the Officer. The envelope will be sealed, and signed across the seal by the Sales Point Representative (SPR) and the Officer.
3. The pickup envelopes will then be taken (along with other pickups along the route) to the event treasurer (ET), opened, and counted in a secure location by at least two Officers present, one of which must be the ET. A receipt will then be filled out by the ET and returned to each SPR who will put them in the cash box.
4. The date, time, money amount, and pickup number are recorded on a "Treasurer Pickup Log" form.
5. The ET and another Host Committee member will deposit the funds in the event bank account, or if a local branch is not available, in a secure location such as a hotel safe or safety deposit box. Obtain a receipt if possible.

C. Final Fund Counts

1. Funds are re-counted by the ET and Chairperson (or designee) at a pre-determined time and place.
2. Each records their totals on a "Treasury Funds Counted Log." These logs will be checked against each other for verification.
3. Following the final fund count, the funds will then be deposited by the Event Treasurer and the Chairperson (or designee).

SUMMER SIZZLERS TIMELINE

Addendum 1

OCTOBER

Election to Vote in New Chair @ A.S.C.

NOVEMBER

(1st Weekend of November)

1. Kick-Off Meeting (Brainstorming, comments, suggestions)
2. Officially announce elections * (To be held two weeks following)*
3. Taking Nominations

(3rd Weekend of November)

1. Elections Held.

DECEMBER

(1st Weekend of December)

1. First Meeting with all Officers and Subcommittees*

(3rd Weekend of December)

1. Discuss what park event will be at.
2. Hotels & Hospitality Chair Starts Checking into Hotels.

JANUARY

January 2nd (Secures Park)

(1st Meeting of January)

1. Review Minimum Agenda for Summer Sizzlers Event (see addendum 2 of guidelines)
2. Bring Bids and information Of Hotels & Vote.
3. Start Logo Contest

(2nd Meeting of January)

1. (Hotels & Hospitalities) & (Chair) Secure Hotel.
2. (Programming Chair) Start on 3 Bids for Disk Jockey
3. Limited Pre-Sale T-Shirts Printed (Amount to be Determined)

FEBRUARY

(1st Meeting in February)

1. Vote on Dance Jockey
2. Programming Secure Dance Jockey
3. Submit Proposed Budgets
4. Make Prices for T-shirts for Pre-Registration Flyers

Updated May 2010

5. Vote On Prices For Pre-Registration Flyers.

(2nd Meeting in February)

1. Basic Program is Set
2. First Pre-Registration Flyers Printed and Disbursed. (A.S.C./Groups/Clean & Free)

MARCH

(1st Meeting in March)

1. Disburse Pre-Registration Flyers To: (A.S.C.- 100) (Clean & Free = 500)
2. Announce Logo Contest Coming To End.
3. Sell Merchandise @ Clean & Free

(2nd Meeting in March)

1. Come up with Some Fundraising Ideas
2. Logo Contest Ends (April 5th)

APRIL

(1* Meeting in April)

1. Vote on Logo.
2. Disburse Flyers to All-Sub Day

(2nd Meeting in April)

1. Confirmation of Dates, places, times, and cost as needed.
2. Ordering of Event Merchandise.

MAY

1. Disburse 200 Flyers to A.S.C,

JUNE

1. Registration Packages Produced and Ready
2. Send out Cards of Conformation to Pre-Registrants

JULY

1. Event Merchandise in Hand and Ready
2. Pre-Registration ends

AUGUST

1. Final Checks on all Details of Event (Special Meetings May be Held)
2. SUMMER SIZZLER EVENT (Fun, Fun, Fun)

SEPTEMBER

(2nd Weekend in September)

1. Final Subcommittee Reports
2. Final Expenses Brought to Attention and Paid
3. All records turned over to the Chair for Archive.

(Chair & Treasurer Duties Following final Meeting)

Treasurer:

1. Pays all Final bills and keeps records for Audit in November

Chair:

- 1 Tentative date set for Next Event with Hotel Confirmed
2. Park tentatively decided upon.