

# **Bylaws of Southern Oregon Area “Narcotics Anonymous”**

## **Service Committee**

**Revised 1/2023**

**Approved 2/2023**

### ARTICLE I. NAME:

- A. The name of this committee shall be The Southern Oregon Area Narcotics Anonymous Hereinafter referred to as SOANA.

### ARTICLE II. PURPOSE:

- A. The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Groups to support the needs of these groups, to serve as a link between Regional Service Committee of Narcotics Anonymous and to foster unity.
- B. For the purpose of these bylaws, the term NA Group shall be defined as stated in “The Guide to Local Service “A Narcotics Anonymous group is any meeting of two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous groups are bound by the principles of the Twelve Steps and Twelve Traditions of NA.”
- C. In all areas not covered by these bylaws, the Twelve Steps, Traditions, and Concepts for NA Service, A Guide to Local Services in Narcotics Anonymous, and Roberts Rules of Order shall be the authority to settle all questions of procedure.

### ADDENDUM

- A. SOANA storage shed and key guidelines.
- B. SOANA annual inventory tool.
- C. Post event income and expense report to SOANA

### ARTICLE III. PARTICIPANTS:

#### A. PARTICIPANTS AND VOTING PRIVILEGES

1. The SOASC shall be composed of trusted servants who have been elected to perform certain functions. Participants in the SOASC shall include, but are not limited to the following:

- a. Interested NA member.
- b. Group Service Representatives (GSR) and Alternate GSRs who have been elected by each of the groups in the SOANA and represent that group's conscience.
- c. Officers
  - 1. Chairperson
  - 2. Vice chairperson

3. Secretary
4. Alt. Secretary
5. Treasurer
6. Alt. Treasurer
7. Regional Committee Member
8. Alt. Regional Committee Member

d. SOANA Subcommittee Chairpersons

1. Activities Chairperson
2. Hospitals and Institution and/or Public Relations Chairperson
3. Literature Chairperson
4. Women's Retreat Chairperson
5. Ad-Hoc Committee Chairperson

e. The executive committee includes the SOASC officers and the subcommittee chairpersons.

f. Anyone may attend the meetings as an observer and may participate if they have been granted the floor by the acting Chairperson.

g. The voting participants of the SOANA are the GSII's of each active Group. If the GSR is not able to attend, that group's Alternate GSR will become the voting participant and will represent that group's conscience.

h. An individual may be the GSR for only one group.

i. An NA group may become an active member by attending a SOANA meeting but shall become inactive after three consecutive absences and will not be counted in the Quorum until represented.

j. The Acting Chairperson will become a voting participant only in the case of a tie vote among the other voting participants. In the case of the temporary absence of the Chairperson, the accession of the chair shall be in the following order.

- i. Vice-Chairperson
- ii. Regional Committee Member
- iii. Alt. Regional Committee Member
- iv. Treasurer.

#### ARTICLE IV. DUTIES OF THE OFFICERS:

##### A. CHAIRPERSON

1. There is a required minimum of two years' clean time.

2. Arrange the agenda for and preside over SOANA meetings and has one vote in case of a tie.
3. Opens the SOANA meeting at the appointed time.
4. Announces in the proper sequence, the business that comes before the assembly, becomes in order of business, agenda, or program with the existing order of the day.
5. Recognizes members or observers who are entitled to the floor.
6. States and puts to a vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, except questions that relate to the Chairperson. Announces the result of each vote, or if a motion that is not in order is made, rules it out of order.
7. Upholds procedures relating to debate and to order and to decorum within the assembly when appropriate.
8. Expedites in every way compatible with the rights of members and observers.
9. Decides all questions of order subject to appeal or submits such a question to the assembly for decision.
10. Responds to inquiries relating to procedure or factual information bearing on the business of the assembly.
11. Declares the meeting adjourned when the assembly so votes.
12. Conducts the general correspondence of the committee.
13. Is the co-signer of the committee's bank account.
14. Makes a report of the year's work at the annual meeting at the time of elections.
15. Maintains SOANA archives and files.
16. Gives Chairpersons report at the SOANA meetings.
17. Trains Vice chairperson and/or incoming Chairperson in the performance of duties of Chairperson.
18. Helps the SOANA abide by the Twelve Traditions and 12 Concepts of NA.
19. Each June will appoint an ad-hoc committee to audit all Area and ASC Sub-committees with bank accounts to ensure smooth transfer of financial responsibility from one Chair to the next, to prepare for the yearly filing of taxes and This will be the numbers we base the next years prudent reserve off of.
20. Chairperson shall reserve meeting facility for SOANA annually by December 31st

21. Renews/ updates the SOANA EIN# information when there are new trusted servants elected or our address changes. The web address to do so is, IRS.GOV fill out form 8822-B
22. Renews the SOANA business registry The web address to do so is <http://sos.oregon.gov/business> our registry number is 152167590 and renews every 2 years in January.
23. The chair entertains a motion every January to move every ASC during the coming year that falls on any national holiday and then submits the dates of all upcoming ASCs to the SOANA webservent for submission to the SOANA website calendar.

#### B. VICE-CHAIRPERSON

1. There is a required minimum of two year's clean time.
2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Is prepared to assume the duties of the Chairperson in the Chairperson's absence. 2
4. The area Vice-chair keeps in regular contact with the Chairpersons of each subcommittee and stays informed of their projects and problems, attending the subcommittee meetings whenever possible.
5. Is a co-signer on the SOASC bank account.
6. Makes a 'report of the years' work at the annual meeting at the time of elections.
7. Works with and assists other officers of the SOANA.
8. Trains incoming Vice-chairperson of duties.
9. Attends or delegates a member to investigate groups that are inactive or in question of following the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
10. Fills in for the Chair if they are unable to attend or cannot complete their term of office.
11. Conducts monthly GSR orientation meetings 1/2 hour prior to ASC. (Moved from chair responsibility to vice-chair)

#### C. SECRETARY

1. There is a required minimum of one-year clean time.
2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Keeps a record of the proceedings of the committee.
4. Keeps and updates the committee's official membership list.
5. Makes the minutes available to NA members upon request and in the manner prescribed by the committee.

6. Types and mails the correspondence of the committee which is not a function proper to other officers of the committee.
7. Secretary shall turn over minutes from the prior 12 months, from September to August to the SOANA Chairperson for archiving. Trains incoming Secretary of their duties.

#### D. ALTERNATE SECRETARY

1. There is a required minimum of one year's clean time.
2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Becomes familiar with the duties of the Secretary and assists them in their duties.
4. Fills in for the secretary in the Secretary's absence or cannot complete their term of office.

#### E. TREASURER

1. There is a minimum of three year's clean time.
2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Is able to efficiently balance a checkbook.
4. Acts as custodian of the SOANA bank account and keeps the SOANA financial ledger.
5. Makes a written report of all contributions and expenditures and displays deposit slips of copies thereof at all SOANA meetings.
6. Advises SOANA of its current financial status during the meeting.
7. Makes an annual statement at the end of the calendar year and at the end of their term of office to be audited by an appointed committee.
8. Ensures that quarterly donations are forwarded from SOANA to PCRNA (Pacific Cascade Regional Service Committee)
9. Is a co-signer on the SOANA bank account.
10. Distributes funds in accordance with committee decisions when funds are available.
11. Makes a report of receipts and disbursements at each regular meeting.
12. Trains incoming Treasurer of Treasurers duties.
13. Must be employed or have a regular source of income.
14. Pays the SOANA mailbox fee annually in June of every year.

PO Box 1444 Medford

OR. 97501

15. Pays insurance payment annually In January. Contact info is Trey Berkey at Country Financial 541-779-8893

16. Pays storage fees annually (date)

#### F. ALTERNATE TREASURER

There is a minimum of three years' clean time.

2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Becomes familiar with the job of Treasurer and assists them in their duties.
4. Is a co-signer on the SOANA bank account.
5. Fills in for the Treasure if they are unable to attend or cannot complete their term of office.
6. Must be employed or have a regular source of income.

#### G. REGIONAL COMMITTEE MEMBER

1. There is a required minimum of two year's clean time.
2. Attends SOANA meetings and notifies the Chairperson if unable to attend.
3. Represents the SOANA at the Regional level. Attends all Pacific Cascade Regional Service Committee and participates in any decision affecting the region by speaking as the voice of the SOANA group conscience.
4. Submits a report to SOANA following each PCRSC meeting.
5. Trains incoming RCM of RCM's duties.

#### H. ALTERNATE REGIONAL COMMITTEE MEMBER

1. There is a required minimum of two years' clean time.
2. Attends all SOANA meetings and notifies the Chairperson if unable to attend.
3. Attends all Pacific Cascade Regional Service Committee meetings.
4. Becomes familiar with the job of the Regional Committee Member and fills in for the RCM if absent or unable to complete their term of office.

#### ARTICLE V. ELECTIONS:

##### A. ELECTED SOANA OFFICERS:

1. Chairperson
2. Vice-Chairperson

3. Secretary
4. Alternate Secretary
5. Treasurer
6. Alternate Treasurer
7. Regional Committee Member
8. Alternate Regional Member

**B. ELECTED SUB-COMMITTEE CHAIRPERSONS (for duties of sub-committee chairpersons, see each sub-committees' guidelines.)**

1. Hospitals and Institutions/ Public Relations Chairperson
2. Activities Chairperson
3. Literature Chairperson
4. Women's Retreat Chairperson

**C. EXECUTIVE COMMITTEE**

1. The officers and sub-committee chairpersons shall be referred to as the executive committee.
2. Current GSRs shall make the nomination according to their group's conscience. Any participant may make a nomination but shall require the second of a GSR.
3. Term of office shall be 1 year.
4. No individual shall serve more than two consecutive terms in the same position.
5. An individual shall hold only one elected (executive committee) position at one time and cannot be a GSR at the time of election.

**D. QUALIFICATIONS OF THE OFFICERS AND SUB-COMMITTEE CHAIRS**

1. Have a willingness and desire to carry out the duties of the position and to give the time and resources necessary to fulfill the commitment.
2. Have knowledge of and be prepared to carry out the duties of the position in accordance with the twelve steps, twelve traditions and twelve concepts of NA service.
3. The required clean time may be waived by a 2/3 majority vote of the GSR's present at the time of nomination.

**E. SCHEDULING OF ELECTION PROCESS**

1. Nominations for all officers and Sub-committee Chairpersons are made during the July SOANA meeting. Those nominated must be Present.

2. Elections for officers and Sub-committee Chairpersons are made during the August SOANA meeting. Nominees who cannot be present must inform the SOANA, in writing, of their continued intent to hold the position.

#### ARTICLE VI. REMOVAL OF OFFICERS AND SUB-COMMITTEE CHAIRPERSONS:

1. An officer or Sub-committee Chairperson may be removed from their position for non-compliance includes but is not limited to:
  - a. Non-fulfilment of the duties of their position.
  - b. Absence at two consecutive regularly scheduled meetings of the SOANA without prior notification to the ASC Chairperson.
  - c. Loss of abstinence' results in automatic removal.
2. An officer of the committee may resign providing written notice to the SOANA Chairperson at least one. Week in advance -of the upcoming, regular, meeting of the SOANA.
3. Any officer or Sub-Committee chairperson resigning or dismissed from their position prior to completing that term of office must wait six months to resume involvement in any position of SOANA Officer or sub-Committee Chairperson unless that resignation is. To perform a newly elected position.
4. Interim officers may be elected required. Nomination may. be made by any participant of the SOANA and seconded by a GSR. The interim 'officer' will be elected by the GSR's present at the time of nomination. Their term of office shall be for the remainder of the term of office and shall conclude at the time of the annual elections.

#### ARTICLE VII SOASC MEETING

- A. The SOASC shall meet monthly on the last Sunday of each month unless rescheduled.
  1. A quorum of 51% of the active member 'groups (GSR's or Alt. GSR) is required to conduct the business of the SOANA.
  2. All Officers (except the chairperson) Sub-committee chairpersons and GSRs may make motions. The Chairperson may entertain a motion made by a member with motion privileges. Motions must be seconded by a GSR.
  3. Discussions on the floor of the. SOANA shall be limited to the subject at hand.
  4. A group will lose membership at SOANA entirely if the group no longer meets the requirements of an NA group as defined in Article II, B.
- B. An SOANA meeting can and should be the place where all of the following are in evidence:
  1. A collective expression-of. The Group's conscience.
  2. Individual and Group's spiritual strengths and needs, recovery, insight, experience, wisdom, and a loving higher power.
  3. Practice of the principals found in the Twelve Steps, Twelve Traditions and Twelve Concepts for Service.



## ARTICLE VIII. FUNDS

- A. Funds accumulated from group contributions, Sub-committees and other NA sources shall be maintained in the SOANA bank account and shall be subject to disbursement to pay SOANA obligations.
- B. Signatures of the Treasurer or the Alternate treasurer and that of either the Chairperson or Vice chairperson shall be required on all disbursements.
- C. The SOANA shall keep a sum of lift of its annual expenditures in a prudent reserve as defined by the budget.
- D. Flow of funds
  - 1. each SOANA meeting the income from the groups and all other sources will be added to the previous balance. All expenditures occurring from the time of the meeting, until the next meeting, along with the prudent reserve, are subtracted from this amount, other expenditures will be determined by their budgeted amount.
  - 2. The funds above and beyond the budget are the "Available funds" the Available funds remaining after any further motion on the floor, at the SOANA before PCRSC shall be set aside to be forwarded to PCRSC.
  - 3. All funds set aside to be forwarded to PCRSC shall be given to the RCM or Alternate RCM at the SOANA prior to the upcoming PCRSC.
  - 4. All motions requiring new money expenditures require passage by 2/3 majority of GSRs present.

## ARTICLE IX. SUBCOMMITTEES:

- A. All subcommittees formed by the SOANA shall be autonomous in carrying out their assigned functions but shall remain accountable to the SOANA.
  - 1. Subcommittees shall maintain their own guidelines and will provide changes in those guidelines to the SOANA as they occur. These guidelines shall be subject to review by the groups and must be approved by SOANA to be valid.
  - 2. SOANA may approve subcommittee guidelines which include a prudent reserve. The prudent reserve will be for the purpose of the subcommittees operating expenses and handling of these funds will be outlined in the subcommittees guidelines.
  - 3. Provides completed financial income and expense report to SOANA after each event.

## ARTICLE X AD-HOC COMMITTEES:

- A. The Chairperson of the SOA shall have the authority to appoint Ad-hoc Committees for special purposes as may, from time to time, be deemed necessary to fulfill specific functions. Guideline review, completion of the service inventory tool, audits of bank accounts, convention Chair are examples.
  - 1. The purpose, membership and duration of any Ad hoc committee shall be specifically designated by the chairperson at the time of the appointment.

## ARTICLE XI. AMENDMENTS:

- A. Any group may propose amendments to these bylaws at a regular SOANA meeting by submitting a motion in writing. The motion and its intent may be discussed in new business.

When the motion is presented at the end of the discussion the motion is automatically tabled for the GSR's to take to the groups for discussion. The motion shall be voted on at the next SOANA meeting. A 2/3 majority vote of the GSRs present is required to amend the bylaws.

B. An amendment to the bylaws shall be effective immediately unless it specifies otherwise.