- Southern Oregon Area Narcotics Anonymous

Area bylaws
Revised 3/26
Approved
These will be revised yearly or as requested, during the annual review of SOANA bylaws.
ARTICLE 1. NAME:
A. The name of this area shall be The Southern Oregon Area Narcotics Anonymous Hereinafter referred to as SOANA.
B. The name of this committee is Southern Oregon service committee hereinafter referred to as SOASC.
ARTICLE II. PURPOSE:
1. 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.
2. For the purpose of these bylaws, the term NA Group shall be defined as stated in “The Guide to Local Service in Narcotics Anonymous “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."
3. 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. SOASC annual inventory tool. To be done yearly in June.
C. Post event income and expense report to SOASC
D. GSR orientation
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, the executive committee includes the SOASC Officers and the subcommittee chairpersons,
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 GSR'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 it shall become inactive after three consecutive absences and will not be counted in the Quorum until represented.
Quorum = 51% of active meetings
Quorum is decided by dividing number of present meetings by the number of active groups, We need 51% of active meetings to have a GSR or GSR alternate present. A group failing to be represented for 3 consecutive meetings shall be considered inactive and not part of the quorum at the beginning of the 3rd missed SOASC meeting.
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 SOASC meeting at the appointed time.
4. Announces in the proper sequence according to the agenda, 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 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 SOASC archives and files.
16. Gives Chairpersons report at the SOASC meetings.
17. Trains Vice chairperson and/or incoming Chairperson in the performance of duties of Chairperson.
18. Helps the SOASC 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 Subcommittees 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 SOASC 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 SOASC 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 SOANA bank account. (Our bank account stays as SOANA to match with our banking, storage, business registry, EIN#, website, mailing address and insurance because they cover our area not just our area service meeting.)
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 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 SOASC 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 SOASC 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 SOASC 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 SOASC 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 SOASC 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 Our agent is Stacy Robinson Stacy.Robinson@countryfinancial.com

16. Pays storage fees biannually in April and October to Cascade self-storage 2520 W. Main Street Medford Ore. 97501 Unit 625

Our bank account stays as SOANA to match with our banking, storage, business registry, and EIN, website, mailing address and insurance because they cover our area not just our area service meeting.)

F. ALTERNATE TREASURER

There is a minimum of three years' clean time.

2. Attends all SOASC 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 SOASC 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 groups 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 Participants 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 SOASC July meeting. Those nominated must be Present to express interest and qualify.
2. Elections for officers and Sub-committee Chairpersons are made during the August SOASC meeting. Nominees who cannot be present must inform the SOASC, 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 SOASC without prior notification to the SOASC Chairperson.
c. Loss of abstinence results in automatic removal.
2. An officer of the committee may resign, providing written notice to the SOASC Chairperson at least one week in advance -of the upcoming, regular, meeting of the SOASC.
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 as required. Nomination may be made by any participant of the SOASC 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/SOASC.
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. SOASC shall be limited to the subject at hand.
4. A group will lose membership at SOASC entirely if the group no longer meets the requirements of an NA group as defined in Article II, 2.
B. An SOASC 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 principles 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 1/4 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 SOASC 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 SOASC 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 SOASC as they occur. These guidelines shall be subject to review by the groups and must be approved by SOASC to be valid.
2. SOASC must 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 SOASC 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, and convention Chairperson 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 SOASC 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.

ADDENDUMS 1,2, 3, 4 ARE BELOW

Addendums will be inspected and revised during bylaw review

SOUTHERN OREGON AREA STORAGE SHED AND KEY GUIDELINES

2520 W. Main Street Medford Ore. 97501

Phone 541-773-2772

Unit 625

- Rent for the storage unit shall be paid by SOANA.
- Keys and gate code to unit to reside with the SOASC chair, vice chair and the activities chair.

KEY CHECKOUT REQUEST METHODS:

- Key requests are made to the SOASC Chair or to the acting chair prior to an expected event and returned the SOASC chair within 5 days of the close of event.
- Alternate method, request key from activities chair 5 days before an event and return key to the activities chair within 5 days.
- A check out/ check in sheet must be used to document use and return of items.

1. Items must be returned to the storage no longer than 5 days after check-out.
2. Any committee leaving items such as soda paper items and anything considered personal property of a single committee must be kept in clearly marked storage tote/totes.
3. Any committee chair during their last month of service is required to perform an annual inventory of that committees' personal property (tote/totes) to present to their incoming replacement chair. Space is limited, please be mindful of this when purchasing items to store.
4. If a committee uses an item and it is damaged, this must be reported to area.

5. Some items such as the pa system require instruction for proper use, if you are unsure of proper usage of an item please ask.
6. Each chair (area and activities) that has a key and is required to surrender it at fulfillment of commitment or loss of clean time. The key is surrendered to area chair to be passed along to the incoming chair/committee chair.

ADDENDUM B. SOANA YEARLY SERVICE INVENTORY
Rate how well we are doing. How well has this service body done this year with providing these services?
1. Not at all. 2. Needs Improvement 3. Adequate 4. Outstanding 5. Excellent
_____ The service body communicates information effectively and regularly between service bodies and the groups.
_____ The service body responds to the needs of those they serve.
_____ The service body has sufficient funds to meet the service needs.
_____ Trusted servants of the service body have mentoring and training; they feel valued and supported.
_____ The service body focuses on unity and effectively carries the message of recovery through its services.
_____ Trusted servant positions are filled with qualified members by matching talent to task.
_____ Trusted servant leaders have a term of service which includes mentoring a trusted servant for leadership.
_____ Open trusted servant positions within the service body are filled within 60 days with a qualified member.
_____ The service body uses consensus-based decision making. _____Roberts rules of Order.
How well has the service body done this year in making NAs message more widely known in the larger community?
_____ The trusted servants of the service body have regular interactions with professionals in the community who interact with addicts.
_____ The service body is timely in its response to the needs to the larger community.
_____ The service body has the human and financial resources to carry NAs message of recovery in an efficient and effective way.
_____ The trusted servants who interact with members of the community are regularly trained.
_____ The service body has established helpful, mutual relationships with those in the larger community.
_____ Professionals and agencies in the larger community can easily reach an NA member who is in a position to respond to their questions or requests.
Is there any one service and/or function within the service body that you perceive needs improvement?_____
Is there any service that is not provided, that is needed? _____

ADDENDUM C.
Post event income and expense report to SOASC
completed by_____

Event_____
Date_____
Time_____
Location_____
Type of event Activities, Ad hoc, Convention fundraiser, convention, Retreat, meeting other_____
Seed money Requested Yes/No Date
Amount allotted_____
Date/amount repaid_____
Income_____
Expenses_____
Attach details if needed.
Profit/Loss_____
Amount donated to SOANA_____
Amount donated to any other area/committee as fundraising_____
Notes_____

ADDENDUM D.
GSR ORIENTATION
Performed by the SOASC chair 30 minutes before SOASC meets.
Welcome and thank you for volunteering for this very important position that is so instrumental in carrying out our Primary Purpose in Narcotics Anonymous.
The first thing you should know is that Area Service was developed to provide our Local Groups with a venue that facilitates Services to assist Groups to provide Services for Carrying our message in the Service area, so that our Groups can focus on the Primary Purpose of carrying the NA Message. You are your group's GSR a liaison that carries information between area service and the group.
Sub-Committees are another vehicle we use to perform those duties. We will hear reports from each committee chair. They are Hospitals and Institutions, Public Relations, Activities and Literature, and other sub-committees that have been formed for specific tasks or events.
Area is formed and supported by the groups and follows the direction of the Groups collectively. In other words, Area does not govern or give any direction to the Groups. The Groups give directions to Area, although there may be times when Groups ask for assistance in areas where members with more experience may be helpful with suggestions based on their collective experience.
It has been said that " sometimes the smallest voice is the voice of reason" and for that purpose we all have a voice and should be heard.
This position carries with it a big responsibility. It is important that the GSR attend all Group meetings and all Area Service Meetings (barring any personal emergencies). This position will give many of us an opportunity to learn the true meaning of Commitment. It is not to be taken

lightly. In the big scheme of things, we can be instrumental in our newer members early Recovery. Like our children, our Newcomers are watching us, and we can be a good example of what to do here in NA.
There is much order and following of agendas here at Area. This is NOT a meeting where people pipe up and say, "I'm and I'm an Addict". This is much like school. When you want to talk, you raise your hand. (You will experience others speaking up at random, please don't follow their example)
There are Reports, Motions, Agenda items, Rules of order and open forums. If you are confused or have any questions don't be afraid to raise your hand and ask them.
We have found it helpful to have a previous GSR come with the new GSR or have a new GSR sit next to someone with some experience of being a GSR. There are no dumb questions, we know it is a lot and confusing. We are so grateful you are here. Thank you for serving your group and your area.

PAGE 2
CHANGES TO THE BILAWS

- line 5 added These will be revised yearly or as requested, during the annual review of SOANA bylaws.

Line 7 word 6 changed to area instead of committee
Line 8 and 9 added B. The name of this committee is Southern Oregon service committee hereinafter referred
to as SOASC.
Under article ii purpose the bullets were changed from A,B,C to 1,2,3
PAGE 3
Line 3 changed from SOANA to SOASC and added To be done yearly in June.
Line 4 addendum D. GSR orientation
Line 9,10,11, 20 letters capitalized
Line 11 added the executive committee includes the SOASC officers and subcommittee chairpersons
Page 4
Line 3, 5,7,10,11,18 were capitalized
Line 11 word 2 added it
Line 13 -17 added
Quorum = 51% of active meetings
Quorum is decided by dividing number of present meetings by the number of active groups, we need 51% of active meetings to have a GSR or GSR alternate present. A group failing to be represented for 3 consecutive meetings shall be considered inactive and not part of the quorum at the beginning of the 3rd missed SOASC meeting.
Page 5
Line 5 SOANA changed to SOASC
Line 6 added according to the agenda
Line 25 SOANA changed to SOASC

Line 26 SOANA changed to SOASC
Page 6
Line 3 SOANA changed to SOASC
Line 8 SOANA changed to SOASC
Line 20 SOANA changed to SOASC
Line 25 added . (Our bank account stays as SOANA to match
with our banking, storage, business registry, EIN#, website, mailing address and insurance
page 7
line 1added because they cover our area not just our area service meeting.)
line 13 SOANA changed to SOASC
line 21 SOANA changed to SOASC
line25 SOANA changed to SOASC
page 8
line 5 SOANA changed to SOASC
line 10 SOANA changed to SOASC
line 25 added biannually in April and October Cascade self-storage 2520 W. Main Street Medford Ore. 97501 Unit 625
line 28 added Our agent is Stacy Robinson Stacy.Robinson@countryfinancial.com

line 26 (Our bank account stays as SOANA to match with our banking, storage, business registry,
page 9
line 1,2,3 EIN #, website, mailing address and insurance because they cover our area not just our area service meeting.)
line 3 Budget formula is 3 months of expenses
line 5 SOANA changed to SOASC
line 13 SOANA changed to SOASC
page 11
line 8 added to express interest and qualify.
Line 10 SOANA changed to SOASC
line16 SOANA changed to SOASC
line 17 SOANA changed to SOASC
line 20 SOANA changed to SOASC
line22 SOANA changed to SOASC
page 12
line 1 as added
line 2 SOANA changed to SOASC
line 8 /SOANA added
line 12 SOANA changed to SOASC
line 13 SOANA changed to SOASC
line 14 2. Added
line 15 SOANA changed to SOASC
page 13
line 5 E capitalized

line 17 SOANA changed to SOASC
line 21 SOANA changed to SOASC
line 22 words changed from may to must
page 14
line 5 the word chair was changed to chairperson
line 9 SOANA changed to SOASC
line 19 (addendums will be inspected and revised during bylaw review)
20 addendum was originally in all caps it was reformatted
Page 15
Is the storage and key guidelines
Page 16 is the SOANA yearly service inventory
Page 17 is the post event income and expense report to SOASC
Page 18 is the GSR orientation information