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OF THE

SOUTH

SUBURBAN

FIRESIDE

AREA

OF

NARCOTICS

ANONYMOUS

AS ADOPTED ON MARCH 17TH, 1991

THE AREA SERVICE CONFERENCE

THIS CONFERENCE IS ULTIMATELY RESPONSIBLE TO THE GROUPS IT SERVES.

N.A. GROUPS SEND GSR'S -GROUP SERVICE REPRESENTATIVES- TO SERVE AT THE AREA CONFERENCE AND ITS SUB COMMITTEE LEVELS.

AREA SERVICE CONFERENCE PARTICIPANTS

THERE ARE THREE GROUPS OF PARTICIPANTS IN MOST AREA SERVICE CONFERENCES:

- 1.) GSR'S AND THEIR ALTERNATES
- 2.) GENERAL OFFICERS
- 3.) SUBCOMMITTEE CHAIRPERSONS

DEFINITIONS AND RESPONSIBILITIES:

- 1.) GENERAL SERVICE REPRESENTATIVE- IS THE PERSON WHO LINKS THE GROUP WITH THE REST OF N.A. MOST GROUPS ELECT AN ALTERNATE GSR WHO CAN FILL IN WHEN NEEDED.
FURTHER DEFINITIONS AND RESPONSIBILITIES WILL FOLLOW.
- 2.) GENERAL OFFICERS- MOST AREAS HAVE SIX GENERAL OFFICERS:
A CHAIRPERSON, A VICE CHAIRPERSON, A TREASURER, A SECRETARY, AN AREA SERVICE REPRESENTATIVE OR ASR, AND AN ASR ALTERNATE.
FURTHER DEFINITIONS AND RESPONSIBILITIES WILL FOLLOW.
- 3.) SUBCOMMITTEE CHAIRPERSONS- DELIVER THE DIRECT SERVICES OF THE AREA SERVICE CONFERENCE. THEY ARE: HOSPITALS & INSTITUTIONS OR H&I, PUBLIC INFORMATION OR P.I., AREA ACTIVITIES, AND AD HOC COMMITTEES.
FURTHER DEFINITIONS AND RESPONSIBILITIES WILL FOLLOW

*THE INFORMATION BELOW SHOULD MAKE QUITE CLEAR EACH PARTICIPANTS RESPONSIBILITIES AS WE DEFINE THEM WITH IN OUR SERVICE STRUCTURE.
THEY ARE AS FOLLOWS:*

GENERAL SERVICE OFFICERS

GSR- IS RESPONSIBLE FOR THE COMMUNICATION BETWEEN THE GROUP THEY REPRESENT AND THE AREA. THEY ARE ONE OF THE MOST IMPORTANT PARTS OF OUR SERVICE STRUCTURE, WITH OUT THEM WE DO NOT KNOW THE NEEDS OF THE GROUPS AND HOW BEST WE CAN SERVE THEM.

SUGGESTED CLEAN TIME: 1 YEAR/ OR GROUP LEVEL CONSCIENCE

SUGGESTED LENGTH OF POSITION: 6 MONTH MINIMUM

VOTING RIGHTS: YES, ONE VOTE / GROUP

AREA CHAIRPERSON- IS RESPONSIBLE FOR CONDUCTING THE AREA MEETING, PREPARING THE AGENDA AND VARIOUS ADMINISTRATIVE DUTIES. PRIMARY TOOLS ARE PREVIOUS SERVICE EXPERIENCE, KNOWLEDGE OF ROBERT'S RULES OF ORDER, A FIRM HAND, A CALM SPIRIT, A CLEAR MIND, AND A GOOD UNDERSTANDING OF HOW TO CONDUCT A WELL- ORDERED, PRODUCTIVE BUSINESS MEETING.

SUGGESTED CLEAN TIME: 2 YEARS

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: ONLY AS TIE BREAKER.

AREA VICE CHAIRPERSON- IS RESPONSIBLE FOR WORKING CLOSELY WITH GSR'S AND CONTACTING THEIR RESPECTIVE GROUPS IN THEIR ABSENCE, ALSO COORDINATING SUBCOMMITTEES EFFORTS WITHIN THE AREA. PRIMARY TOOLS ARE PROBLEM SOLVING AND COMMUNICATION SKILLS. THE VICE CHAIRPERSON IS ALSO RESPONSIBLE TO CONDUCT THE AREA MEETING IN THE CHAIRPERSONS ABSENCE. IT IS ALSO THE VICE CHAIRPERSONS RESPONSIBILITY TO COLLECT THE MAIL FROM THE AREA'S POST OFFICE BOX, PRIOR TO EACH AREA MEETING.

SUGGESTED CLEAN TIME: 1 YEAR

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: YES

SECRETARY- IS RESPONSIBLE TO TAKE CLEAR ACCURATE MINUTES OF THE AREA MEETING, AND TO DISTRIBUTE THOSE MINUTES TO ALL AREA SERVICE PARTICIPANTS WITHIN A REASONABLE PERIOD OF TIME, (10-14 DAYS), AFTER EACH AREA MEETING. THE SECRETARY IS ALSO RESPONSIBLE OF PRODUCING AND REGULARLY UPDATING A LOG OF ALL AREA POLICY ACTIONS. THIS LOG CONSISTS OF MOTIONS THE COMMITTEE HAS PASSED REGARDING THE GENERAL OFFICERS AND SUBCOMMITTEES. THESE MOTIONS SHOULD BE LISTED CHRONOLOGICALLY UNDER A HEADING FOR THE OFFICER OR SUBCOMMITTEE THEY AFFECT. THE SECRETARY SHOULD PERIODICALLY DISTRIBUTE AN UPDATED LOG OF THESE POLICY ACTIONS TO ALL AREA SERVICE PARTICIPANTS. THE SECRETARY SHOULD ALSO KEEP AN UPDATED LIST OF ALL THE PARTICIPANTS ADDRESSES AND PHONE NUMBERS, A COPY OF THIS LIST SHOULD ALSO BE SENT ONCE OR TWICE A YEAR TO THE WORLD SERVICE OFFICE. THIS WILL MAKE IT POSSIBLE FOR WORLD SERVICES TO PROVIDE THE GROUPS, SUBCOMMITTEES, AND COMMITTEE OFFICERS WITH THE CURRENT INFORMATION PERTINENT TO THEIR AREAS OF SERVICE.

SUGGESTED CLEAN TIME: 2 YEARS

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: YES

TREASURER-IT IS RECOMMENDED THAT AREAS ELECT PEOPLE TO THIS POSITION WHO ARE FINANCIALLY SECURE, ARE GOOD AT MANAGING THEIR PERSONAL FINANCES, WHO INSPIRE THE TRUST OF THE COMMITTEE, AND WHO HAVE SUBSTANTIAL CLEAN TIME.

THE TREASURER RECEIVES CONTRIBUTIONS FROM GROUPS, REIMBURSES OFFICERS AND SUBCOMMITTEE CHAIRS FOR THEIR BUDGETED EXPENSES, KEEPS CAREFUL RECORDS OF ALL TRANSACTIONS, AND REPORTS ON THE FINANCIAL CONDITION OF THE AREA SERVICE AT EACH OF ITS MEETINGS. OTHER RESPONSIBILITIES INCLUDE MAINTAINING THE AREA'S POST OFFICE BOX, AND SUBMITTING A WRITTEN REPORT TO THE SECRETARY AT THE AREA MEETING.

SUGGESTED CLEAN TIME: 3 YEARS

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: YES

AREA SERVICE REPRESENTATIVE- IS THE COMMUNICATION LINK BETWEEN THE AREA AND THE REGION. THE ASR IS RESPONSIBLE FOR ATTENDING BOTH AREA AND REGIONAL MEETINGS. THEY SHOULD PRESENT THE AREA AND THE REGION WITH A WRITTEN REPORT OF THE PERTANENT ACTIONS AND ACTIVITIES OF BOTH SERVICE BODIES.

SUGGESTED CLEAN TIME: 1 YEAR

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: YES

HOSPITALS & INSTITUTIONS- CARRIES THE MESSAGE OF N.A. DIRECTLY TO ADDICTS HOUSED IN MEDICAL, PSYCHIATRIC, OR CORRECTIONAL FACILITIES. THE GENERAL MISSION OF THE HOSPITAL AND INSTITUTION COMMITTEE IS TO COORDINATE H&I ACTIVITIES. THE CHAIRPERSON IS RESPONSIBLE FOR KEEPING AN UP TO DATE LOG OF ALL H&I MEETINGS BEING HELD BY THE AREA GROUPS, THIS LIST SHOULD BE UPDATED REGULARLY AND DISTRIBUTED TO GSR'S AT THE AREA MEETING, SO THAT THEY CAN INFORM THEIR GROUPS AND HELP SPREAD THE WORD OF NARCOTICS ANONYMOUS TO THE INDIVIDUALS IN THE HOSPITALS AND INSTITUTIONS. IS ALSO RESPONSIBLE FOR SUPPLYING LITERATURE TO EACH H&I EFFORT. THE CHAIRPERSON SHOULD ALSO ACT AS THE COMMUNICATION LINK TO THE H&I FACILITIES AND THEIR ADMINISTRATORS. COMMITTEE MEMBERS CAN ALSO BE THE COMMUNICATION LINK AS LONG AS THEY KEEP THE CHAIRPERSON UPDATED ON ANY AND ALL CHANGES THAT OCCUR IN THE RELATIONSHIP BETWEEN THE FACILITY AND THE AREA. IT IS VERY IMPORTANT TO DO SO, SO THAT WE MAINTAIN A GOOD REPUTATION WITH THE FACILITY AND ITS ADMINISTRATORS. THE CHAIRPERSON SHOULD ALSO SUBMIT A WRITTEN REPORT TO THE SECRETARY AT THE AREA MEETING.

SUGGESTED CLEAN TIME: 2 YEARS

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: CHAIRPERSON ONLY.

PUBLIC INFORMATION- IS N.A.'S FRIEND IN GOVERNMENT, MEDICINE, THE CLERGY, COMMUNITY ORGANIZATIONS, THE PUBLIC MEDIA, AND OTHER TWELVE STEP FELLOWSHIPS CAN CARRY THE MESSAGE THAT N.A. EXISTS. THE GENERAL MISSION OF PUBLIC INFORMATION COMMITTEE IS TO INFORM ADDICTS IN THE COMMUNITY, AND OTHERS WHO MIGHT REFER ADDICTS OF THE AVAILABILITY OF RECOVERY IN NARCOTICS ANONYMOUS. THE CHAIRPERSON IS RESPONSIBLE FOR KEEPING THE AREA MEETING LISTS UPDATED, AND SHOULD HAVE COPIES OF THE LIST AVAILABLE AT EVERY AREA MEETING FOR DISTRIBUTION TO GSR'S AND AREA PARTICIPANTS. THE CHAIRPERSON IS ALSO RESPONSIBLE FOR MAKING SURE THAT THE GROUPS WITHIN OUR AREA ARE REGISTERED WITH THE REGION AND THE WORLD SERVICE OFFICE, SO THAT REGIONAL AND WORLD MEETING LISTS ARE UPDATED ALSO. THE CHAIRPERSON WILL ALSO BE CALLED UPON TO SUPPORT PUBLIC INFORMATION EVENTS SUCH AS BOOTHS AT C.D. SEMINARS, OR RECOVERY RELATED EVENTS. THE CHAIRPERSON SHOULD ALSO SUBMIT A WRITTEN REPORT TO THE SECRETARY AT THE AREA MEETING.

SUGGESTED CLEAN TIME: 2 YEARS

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: CHAIRPERSON ONLY.

ACTIVITIES- THE GENERAL MISSION OF THE ACTIVITIES COMMITTEE IS TO COORDINATE EVENTS THAT ARE HELD ON AN AREA LEVEL. SUCH AS DANCES, PICNICS, CAMPOUTS, PIG ROASTS, HAY RIDES, PARTIES, ETC. IT IS THE CHAIRPERSONS RESPONSIBILITY TO COORDINATE THE COMMITTEE THAT WILL KICK OFF THE EVENT. ACTIVITIES LIKE THE ABOVE CAN PROVIDE A GREATER SENSE OF COMMUNITY FOR THE LOCAL N.A. FELLOWSHIP, AND PRODUCE ADDITIONAL AREA INCOME. IT SHOULD ALWAYS BE KEPT IN MIND, THAT THESE FUNCTIONS ARE DESIGNED TO ENHANCE N.A.'S PRIMARY PURPOSE, NOT TO REPLACE GROUP CONTRIBUTIONS IN FUNDING AREA SERVICES.

SUGGESTED CLEAN TIME: 1 YEAR

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: CHAIRPERSON ONLY.

ALTERNATES AND CO-CHAIRS- ARE RESPONSIBLE FOR TAKING THE RESPOSIBILITIES OF THERE RESPECTIVE POSITIONS WHEN NECESSARY. THEY SHOULD WORK CLOSELY WITH THEM SO THEY CAN PICK UP WHERE THE LAST PERSON LEFT OFF.

SUGGESTED CLEAN TIME: 1 YEAR

SUGGESTED LENGTH OF POSITION: 1 YEAR

VOTING RIGHTS: ONLY IN THIER RESPECTIVE POSITIONS ABSENSE.

ELECTIONS AND ROTATIONS- GENERAL OFFICERS AND SUBCOMMITTEE CHAIRPERSONS USUALLY SERVE ONE YEAR TERMS, AND GENERALLY SERVE NO MORE THAN TWO TERMS CONSECUTIVELY IN THE SAME POSITION. IT ALLOWS FOR THE ROTATION OF A VARIETY OF INDIVIDUALS THROUGH AN AREA'S TRUSTED SERVANT POSITION PROVIDING A DIVERSITY OF VIEWPOINTS AND A FRESHNESS OF PERSPECTIVE THAT WOULD BE LACKING WERE THESE POSITIONS HELD YEAR AFTER YEAR BY THE SAME INDIVIDUALS.

AREA POLICY AND GUIDELINES- WE MUST APPROACH THE AREA OF POLICY AND GUIDELINES WITH EXTREME CAUTION. UP UNTIL NOW EVERYTHING HAS BEEN FAIRLY STRAIGHT FOWARD. WE NEED TO KEEP A FEW THINGS IN MIND WHILE WE ENTER INTO POLICY DISCUSSIONS, THESE POINTS SHOULD KEEP THE CONFUSION TO A MINIMUM AND THE DISCUSSIONS ON TRACK. N.A.'S TWELVE CONCEPTS FOR SERVICE WILL BE OF GREAT VALUE IN INTERPUTING POLICY QUESTIONS. THIS COMMITTEE SHOULD TAKE THE TIME TO LEARN THE CONCEPTS OR LOOK TO THE ADVICE OF THOSE THAT KNOW AND UNDERSTAND THEM. ANOTHER TOOL IN THIS AREA IS TO SIMPLY REFLECT ON N.A.'S PRIMARY PURPOSE. THIS AREA'S PRIMARY PURPOSE IS TO ATTRACT ADDICTS TO MEETINGS, PROVIDE MATERIALS FOR USE IN MEETINGS, CONDUCT ACTIVITIES DESIGNED TO STRENGTHEN MEETINGS, OR PERFORM THE ADMINISTRATIVE FUNCTIONS NEEDED TO DO THESE THINGS. IF THESE TOOLS DON'T WORK SIMPLY ASK ONESELF, WHAT DOES THIS DISCUSSION HAVE TO DO WITH CARRYING THE MESSAGE? WE MUST HAVE A REGULARLY UPDATED LOG OF AREA POLICY ACTIONS. THE LOG WILL MAKE IT UNNECESSARY TO REHASH ANY DISCUSSIONS OVER AGAIN. THIS DEVELOPEMENT OF AREA POLICY SHOULD BE SOMETHING WE GROW INTO. WE SHOULD NOT TRY TO SIT DOWN AND WRITE IT ALL AT ONCE. FOR NOW THIS DOCUMENT WILL ACT AS OUR POLICY GUIDELINES UNTILL SUCH A TIME A POLICY COMMITTEE IS FORMED.

AREA INVENTORY- AS ADDICTS WE LEARN TO STOP EVERY ONCE AND A WHILE AND TAKE OUR INVENTORY . " WHY DO WE DO THIS?" ONE MIGHT ASK. WELL WE FIND WE MUST STOP, CONSIDER OUR ACTIONS AND ATTITUDES AND REDEDICATE OURSELVES TO OUR IDEALS. AS AN AREA WE SHOULD TAKE THE TIME TO DO THE SAME. OUR INVENTORY SHOULD COVER THREE GENERAL TOPICS,

- 1.) HOW WELL HAS THE AREA DONE THIS YEAR AT SERVING THE GROUPS? HOW CAN WE DO IT BETTER NEXT YEAR?
- 2.) HOW WELL HAS THE AREA SERVED THE COMMUNITY? HOW CAN WE SERVE IT BETTER?
- 3.) HOW WELL HAS THE AREA SERVED THE REGION? HOW CAN WE SERVE THE REGION BETTER?

OUR AREA INVENTORY WILL HELP US GROW. IT SHOULD GIVE OFFICERS AND CHAIRPERSONS A BETTER PERSPECTIVE OF WHAT WE SHOULD BE FOCUSING ON NOW AND IN THE FUTURE. IT IS SUGGESTED THAT THE AREA CHAIRPERSON COMPLETE THIS INVENTORY PRIOR TO COMPLETING HIS TERM.

PARTICIPATION- AREAS LACKING IN SUPPORT PROBABLY HAVE ONE OR MORE OF THE FOLLOWING PROBLEMS:

- 1.) THE AREA IS NEW OR SPARSELY POPULATED.
- 2.) GROUP MEMBERS IN THE AREA ARE NOT SUFFICENTLY INFORMED CONCERNING THE ROLE OF AREA SERVICE, AND THE KIND OF WORK BEING DONE BY THE SUBCOMMITTEES.
- 3.) THE AREA IS NOT PROVIDING SERVICES THAT ATTRACT MEMBER'S SUPPORT.
- 4.) MEMBERS ARE SIMPLY NOT INTERESTED IN SUPPORTING AREA SERVICES.

THERE IS NOT MUCH ONE CAN DO ABOUT PROBLEM NUMBER ONE, HOWEVER TWO, THREE, AND FOUR CAN BE TURNED AROUND, WITH THE HELP OF A SUBCOMMITTEE.

AD HOC COMMITTEES- ARE COMMITTEES GENERALLY FORMED TO RESEARCH AND COMPRISE A PLAN TO DEAL WITH PROBLEMS OR SITUATIONS THAT MIGHT ARRISE IN THE AREA OR THE SERVICE STUCTURE. THEY USUALLY CONSIST OF N.A. MEMBERS WHO HAVE HAD EXPERIENCE WITHIN THE SERVICE STRUCTURE, WHO HAVE GOOD INSIGHT AND CAN KEEP THE AREA'S BEST INTERESTS IN FOCUS. THE COMMITTEE WORKS WITH THE AREA, HOWEVER ITS JOB IS TO REPORT IT FINDINGS TO THE AREA, IN A WAY WITHOUT UPSETTING THE BALANCE OF THE SERVICE STRUCTURE.

THE AREA SERVICE MEETING- THE MONTHLY MEETING IS OPEN TO ANY N.A. MEMBER; IT IS THE EVENT AT WHICH THE WORK OF THE SUBCOMMITTEES AND THE WELL BEING OF THE GROUPS ALL COME INTO FOCUS. OFFICERS, GSR'S, AND SUBCOMMITTEE CHAIRS GIVE REPORTS ON WHAT'S HAPPENED SINCE LAST THE COMMITTEE MET. THE SHARING SESSION GIVES ALL PARTICIPANTS THE OPPORTUNITY TO ENGAGE IN WIDE OPEN DISCUSSION OF ISSUES RAISED BY THE REPORTS. AFTER THE SHARING SESSION THE COMMITTEE IS READY TO GO STRAIGHT TO BUSINESS.
SHOULD WE REQUIRE WRITTEN REPORTS? IF SO BASIC FORMS CAN BE DRAWN UP.

THE SHARING SESSIONS- USUALLY TAKES TWO FORMS. THE FIRST BEING DISCUSSION AFTER EACH REPORT IS GIVEN, WHERE MOTIONS AND VOTING SHALL TAKE PLACE. THE SECOND SESSION IS USUALLY RELATED TO ANY ISSUES RELATING TO THE GOALS OF THE AREA SERVICE, AND OLD AND NEW BUSINESS, WHERE AGAIN MOTIONS AND VOTING WILL TAKE PLACE AFTER EACH ISSUE AFTER EACH ISSUE IS DISSCUSSED.
SHOULD WE ALLOW VOTING IN THE SHARING SESSION?

GROUP PROBLEMS- GROUPS ARE ENCOURAGED TO SEEK THEIR OWN SOLUTIONS TO THE CHALLENGES THEY FACE, BUT SOMETIMES GROUPS FACE PROBLEMS BEYOND ANY OF IT'S MEMBERS EXPERIENCE. WHEN THAT OCCURS THE GROUP CAN SEND THEIR GSR TO THE AREA SERVICE SHARING SESSION WITH A REQUEST FOR HELP. HELP USUALLY COMES IN THE FORM OF SHARED EXPERIENCE FROM OTHER GROUPS WHO ARE OR WHO HAVE ALREADY DEALT WITH A SIMILAR ISSUE.