

This year's Ad-hoc meetings held at Perkins:

1st Meeting: _____

2nd Meeting: In attendance; Brad (AREA Chair); Tim, Amber R, _____, _____

3rd Meeting: no members showed, Brad declared no further changes needed.

The primary changes in the proposed bylaws from the current bylaws are:

- Cover page: Updated Amended date to March 2, 2017
- Page 1:
 - Opening paragraph: added a statement that all positions are suggested clean time and can be waived on a case by case basis
 - 1.1.3.: changed the Area Chairperson's voting right from No to Yes, only required to break a tie vote
- Page 3:
 - 1.2.1.: added clarification that the panel leader is to serve as the liaison between the H&I subcommittee & the institution
- Page 5:
 - 1.2.5.: changed the clean time requirements for the Literature Chairperson (1.2.5.1.) & Literature Co-Chairperson (1.2.5.2.)
- Page 7:
 - 1.4.1.: added reminder to get GSR count from prior year to figure the upcoming year's quorum number is
 - 1.4.2.: included statement that treasurer will give a verbal report of opening balance
- Page 8:
 - 1.4.3.2.: added sub-subsection stating the area will determine on a month to month basis if a donation will be made to other service bodies
- Changes in voting rights and quorum as for specific service positions for resolving issues such as ties (Voting rights restricted to GSRs, 1 vote/group, and all motions require a two-thirds majority to pass. Quorum defined as two-thirds of the average GSR attendance in the previous calendar year.) See sections 1.3 & 1.4 and subsections.
- Descriptions of all positions and "co-"positions, and potential changes to clean time required for service of positions that do not require lengthy clean times to hold that positions.
- Provision for revising bylaws, including suggesting for a bylaws revision subcommittee every 2 years (and an area inventory during alternate years).
- Reformatting/including adding section numbering to added sections
- PIG Bylaws incorporated (as an appendix). As amended 2016

There were few other changes made to clarify things or to re-word providing for clearer concise understandings. , that weren't clearer in the previous bylaws. .

BYLAWS

OF THE



AS AMENDED ON March 2, 2017~~July 3, 2014~~
With PIG Bylaws as Amended December 1, 2016

South Suburban Fireside Area

P.O. Box 241893
Apple Valley, MN 55124-1893
<http://www.ssfa.naminnnesota.org>

The Area Service Committee

The South Suburban Fireside ASC coordinates the activities of the Area and is ultimately responsible to the groups it serves. N.A. groups send GSRs to represent them at the area committee and subcommittee levels. Any addict is welcome to participate in ASC subcommittees and in the ASC as a non-voting member. [All positions are suggested clean time and can be waived on a case by case basis.](#)

1.1 Area Service Committee Positions.

Definitions and Responsibilities

1.1.1. Group Service Representative

A GSR is elected by a member group to serve as a liaison between the group and the rest of the N.A. service structure. They take part on their groups' behalf in the ASC and the Regional GSR Assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of N.A. GSRs are delegated the authority to serve in their own right as ASC and Regional GSR Assembly participants, exercising their own conscience and best judgment in the best interests of N.A. as a whole.

ASC Voting rights: Yes, one vote/group

1.1.1.1. GSR Alternate

A group may elect a GSRA to assist the GSR and to represent the group at an ASC meeting in the GSR's absence.

ASC Voting rights: Only in GSR's absence

1.1.2. Area Chairperson

The Chairperson is responsible for conducting ASC meetings, preparing the agenda and various administrative duties; primary tools are previous service experiences, knowledge of Robert's Rules of Order, a firm hand, a calm spirit, clear mind, and a good understanding of how to conduct a well ordered, productive business meeting.

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.1.3. Area Vice Chairperson

The Vice Chairperson is responsible for working closely with the GSRs and contacting the respective groups in their absence, and coordinating subcommittees' efforts within the area by facilitating the meeting of subcommittees; primary tools are problem solving and communication skills. The Vice Chairperson is also responsible for conducting ASC meetings in the Chairperson's absence.

Suggested continuous clean time: 1 year

Suggested length of position: Until the end of the current Area Chairperson's term.

ASC Voting rights: ~~No~~ [Yes, only required to break a tie vote.](#)

1.1.4. Secretary

The Secretary is responsible for taking clear, accurate minutes of ASC and subcommittee meetings, and to distribute those minutes to all ASC participants within a reasonable period of time (10-14 days) after each meeting. The Secretary should also keep an updated contact list of all ASC participants' addresses and phone numbers.

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.1. Hospitals and Institutions Subcommittee

The H & I Subcommittee is responsible for coordinating activities to carry the message of N.A. directly to addicts held in medical, psychiatric or correctional facilities. An H&I commitment is a scheduled visit to a treatment center, correctional facility, or similar institution by a group of NA members to carry the message of NA to addicts at the institution, and is coordinated by a panel leader approved by the H&I subcommittee. The chairperson is responsible for keeping an up-to-date list of all H & I commitments held by the Area. This list should be updated and distributed to the GSRs at the ASC meeting so they can inform their groups and help spread the word of Narcotics Anonymous to the individuals in the Hospitals and Institutions. The H & I Subcommittee is responsible for supplying literature to each H & I commitment. The chairperson also acts as the communication link to the panel leader coordinating each H & I commitment. The panel leader is responsible for insuring that addicts are available to speak the H&I commitment who carry a clear NA message and [the panel leader is](#) to serve as a liaison between the H&I subcommittee and the institution. The chairperson and the panel leader should insure that a written agreement exists between the institution and the H&I subcommittee informing the institution of the applicable NA Traditions, and outlining the responsibilities of each party, the time and place of the commitment, and any institution-specific considerations. The chairperson should submit a written report to the Secretary at each ASC meeting.

1.2.1.1. H & I Chairperson

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.1.2. H & I Co-Chairperson

Suggested continuous clean time: 1 year

Suggested length of position: Until end of current H & I Chairperson's term.

ASC Voting rights: No

1.2.2. Public Relations Subcommittee

PR is N.A.'s friend in government, medicine, the clergy, community organizations, the public media, and other twelve step fellowships to carry the message that N.A. exists. The general mission of the Public Relations Subcommittee is to inform any addict 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 ASC meeting for distribution to GSRs and Area participants. The chairperson is also responsible for making sure that the groups within our Area are registered with the Region and World Service Office so that the Regional and World meeting lists are also updated. The chairperson will also be called upon to support Public Relations events, such as booths at chemical dependency seminars or recovery related events. The chairperson should submit a written report to the Secretary at each ASC meeting.

1.2.2.1. PR Chairperson

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.2.2. PR Co-Chairperson

Suggested continuous clean time: 1 year

Suggested length of position: Until end of current PR Chairperson's term.

ASC Voting rights: No

1.2.5. Literature Subcommittee

The Literature Subcommittee maintains a stock of N.A. books, pamphlets, and supplies that can be purchased by local groups and area subcommittees at the monthly ASC meeting. The subcommittee processes group orders, monitors stock levels, and reorders materials from the UMSO or the World Service Office. To maintain accountability for all area funds, all cash handled by the committee must be processed with the Treasurer, with orders paid for by a check drawn by the Treasurer. The Chairperson is responsible for presenting a written inventory and report at the ASC meeting detailing the sales and purchases made in the previous month, along with an accounting of the literature stock held by the area prior to the start of the meeting.

1.2.5.1. Literature Chairperson

Suggested continuous clean time: ~~2~~3 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.5.2. Literature Co-Chairperson

Suggested continuous clean time: ~~1~~2 years

Suggested length of position: Until end of current Literature Chairperson's term.

ASC Voting rights: No

1.2.6. PIG Committee

The PIG Committee organizes the annual PIG Roast Campout of the SSFA. The purposes of the PIG Event are three fold, these are:

To carry the message of N.A. to all suffering addicts and as a celebration of recovery.

To promote unity in the fellowship of N.A.

To provide a weekend campout for the entire N.A. fellowship at minimal expense to the addict.

The PIG Committee is an ad-hoc committee, in that the committee is formed to organize the PIG event for a specific year; after the event, the committee disbands, and a new committee is formed for the following year. Regular meetings of the PIG Committee are held on the first Thursday of each month immediately prior to the ASC meeting. Complete details of the organization and operation of the PIG Committee is contained in Appendix - Bylaws of the South Suburban Fireside Area Pig Roast Campout.

The following PIG Trusted Servants are elected by the ASC:

1.2.6.1. PIG Chairperson

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.6.2. PIG Co-Chairperson

Suggested continuous clean time: 1 year

Suggested length of position: Until end of current PIG Chairperson's term.

ASC Voting rights: No

1.2.6.3. PIG Treasurer

Suggested continuous clean time: 3 years

Suggested length of position: 1 year

ASC Voting rights: No

1.4. Area Service Committee Meetings

The SSFA ASC meets on the first Thursday of every month at 7pm.

1.4.1. Voting Rights and Quorum

Voting rights at ASC meetings are restricted to each group's GSR (or GSRA in the GSR's absence), so that each member group of the SSFA is entitled to one vote. In order to act on any motion, a *quorum* of eligible voting members must be present at the meeting, defined as two-thirds (66%) of the average number of voting members in attendance at ASC meetings during the previous calendar year ([get GSR count for last year](#)). If a quorum is not present at an ASC meeting, the ASC can still hear reports and hold general discussions, but no specific action may be taken on any nomination or motion (unless there is an emergency situation; see 1.4.3.1, Emergency Motions).

1.4.2. Order of Business

The following basic agenda shall be followed for ASC meetings:

- Opening
- Welcome
- Introductions
- 7th tradition & call for literature purchases & donations
- Readings (12 Steps of N.A., 12 Traditions of N.A., and 12 Concepts of N.A. Service)
- Call for Quorum
- Approval of Minutes
- Committee Reports [including verbal treasurer's current balance](#)
- Group Concerns
- Open Forum (30 minute time limit)
- Break
- Elections
- Old Business
- New Business
- Adjournment
- Treasurer's Report (written only, included in minutes)

1.4.3. Motions and Votes

Any addict may propose a motion for ASC consideration by completing a Motion Request form and submitting it to the secretary prior to or during the Open Forum. (Motions for election of Area Trusted Servants are exempt from the form requirement.) The background of the motion should be discussed during Open Forum. In order to be further considered, an eligible voting member must second a motion during New Business. At that point, the Area Chairperson will recognize up to three people to present arguments in favor of the motion and three people to present arguments against it, in turn.

As stated in the 6th Concept of N.A. Service: "Group conscience is the spiritual means by which we invite a loving God to influence our decisions". When possible, a group conscience should be attempted when acting on any motion; however, it is not always possible to attain unanimous agreement. A motion may be tabled for consideration at a future meeting by agreement by a simple majority of the quorum. A motion or nomination requires support of two-thirds (66%) of the quorum in order to be accepted.

1.4.3.1. Emergency Motions

If quorum is not met at a scheduled ASC meeting and an action must be taken before the next ASC meeting, a voting member may make an emergency motion. Such a motion requires unanimous consent of all addicts present to be accepted, and must be ratified by a vote at the next ASC meeting where quorum is met.

1.4.3.2. Donations to Other Service Bodies

This body will determine if a donation to other service bodies will be done on a month to month basis.

2. Other Area Information

2.1. Area Policy and Guidelines

We must approach the area of Policy and Guidelines with caution. The Twelve Concepts of N.A. Service are of great value in interpreting policy questions; the ASC should take the time to learn the concepts or look for advice of those who know and understand them. Another tool in this area is to simply reflect on N.A.'s primary purpose and its relationship to the Area. This Area's primary purpose is to attract addicts to meetings, provide material 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: what does this discussion have to do with carrying the message? Finally, when conflict occurs, we must remember the 2nd Tradition and call on our loving Higher Power for guidance in addressing the issue.

2.2. Area Inventory

As addicts, we learn to stop every once in awhile and take our inventory. "Why do we do this?" one might ask. We find that 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 take place at least every other year. It is suggested that Area Inventory and Bylaws Revisions take place in alternating years, such that findings from an Area Inventory are then used to influence any necessary changes to the Bylaws.

The Area Inventory should ask the Groups the following questions:

1. How well has the area done at serving the Groups?
2. How can the Area better serve the Groups?

2.3. Bylaws Revision

The ASC may amend the Area Bylaws at any time. A motion to amend the bylaws must be made and seconded at an ASC meeting; GSRs must then take the motion back to the Groups for discussion **before** any final decision by the ASC. All possible attempts should be made to obtain group conscience across the Area for changes to bylaws. After group review, a bylaws amendment requires a two-thirds vote of the quorum at an ASC meeting for adoption.

During an alternate year from an Area Inventory, the ASC should form an ad-hoc subcommittee to consider any revisions needed to the Area Bylaws. The subcommittee should take into account the results of the previous area inventory, along with the policy motions passed by the ASC since the previous revision. Any revisions proposed by the subcommittee are subject to group review and approval as per the previous paragraph.

2.4. Group Problems

Groups are encouraged to seek their own solutions to the challenges they face, but sometimes a group faces problems beyond any of its members' experience. When that occurs, the group can send their GSR to the ASC with a request for help, which can be addressed during the Group Concerns agenda topic. Help usually comes in the form of shared experience from other groups that have already dealt with a similar situation.