TWIN CITIES AREA SERVICE CONFERENCE OF NARCOTICS ANONYMOUS BY-LAWS

ARTICLE ONE

Names and Boundaries

1.1 This body shall be known as the "Twin Cities Area Service Conference," hereinafter referred to as the "TCASC".

1.2 The TCASC shall include, ***but not be limited to***, an area bordered on the West by Highway 101 and 169, from Interstate 494 to Highway 95 on the North by Highway 95 to Taylor's Falls, MN, on the East by the St. Croix River from Taylor's Falls, MN to Interstate 94, and on the South by I94 and 494. ***You are a member when you say you are.***

1.3 The TCASC is a part of the Minnesota Region of Narcotics Anonymous and thereby a member of the Minnesota Regional Service Conference of Narcotics Anonymous, hereinafter referred to as MNRSC. Thereby the TCASC is a member of the World Service Conference of Narcotics Anonymous, hereinafter referred to as the WSC.

ARTICLE TWO

Definitions

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

2.2 The philosophy of the TCASC coincides with that of the WSC; NA unity is the strongest tool we have to further our primary purpose. Carrying the message of recovery to every addict is a job too big and complicated to be accomplished by groups working alone. Communication between groups makes each group stronger, thereby creating unity within the fellowship of NA.

2.3 "Our ultimate authority is a loving God as He may express Himself in our group conscience." The spiritual conscience of this body should, to the best of its ability, not contradict any of our Traditions or Concepts. "True spiritual principles are never in conflict; they complement one another." If there is a contradiction, then we have slipped away from our primary purpose. If we do not dictate to our groups, or try to force anything on them, and if we consider the consequences of our actions ahead of time, "then all will be well." We must always adhere to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

ARTICLE THREE

Operation Functions

3.1 TCASC shall maintain a mailing address, a bank account, and online banking.

3.2 TCASC shall operate in accordance with the TCASC financial guidelines as approved by the TCASC.

3.3 The TCASC financial policies include:

1) The TSACS bank account will have three (3) signatories: Chair, Regional Committee Member and Treasurer. The TSACS bank account will have two (2) additional members with online access only: Co-Chair and Secretary.

2) No two signers on the account shall live in the same household.

3) TCASC will use countersigned checks requiring at least two signatures; checks payable to the Treasurer cannot be signed by the Treasurer. The TCASC bank account will require two (2) signatories for every withdrawal made at the branch level.

4) Checks will reflect the TCASC address; bank statements will be mailed to that address.

5) The TCASC Chair and a Regional Committee Member (RCM) will conduct a random audit, comparing bank statements against the Treasurer's records at least twice a year.

6) Monies donated by the groups must be used to further our primary purpose; therefore, the TCASC will not accept restricted funds.

7) Area Trusted Servants will review the previous year's budget, for each respective budget category, and report any revisions needed for the following year's budget to the TCASC Treasurer prior to the November TCASC.

8) The outgoing Banquet Chair will submit a final analysis of that year's banquet, by the November TCASC. The incoming Banquet Chair will use this as a starting point to develop a budget for the next banquet and submit their budget by the February TCASC for approval.

9) Any Service Team Members that have a budget of $1,000 or more will need to submit a written budget to the TCASC to be approved before more than 25% of their budget will be released for further use.

3.4 The TCASC Treasurer will compile all budget information into an overall annual budget to be submitted to the TCASC in November. Said budget should be discussed at the November TCASC (for inclusion in the November minutes) so that the budget can be approved in December.

3.5 The budget shall be approved annually and shall serve as a guide for dispersal of funds for operational expenses of the Area and to the various Service Teams.

3.6 The TCASC Treasurer will establish and maintain separate reporting for operations, activities, and the banquet budget accounts.

3.7 All Service Teams' funds shall be handled through the treasury in accordance with the recommended financial guidelines approved by the WSO. Service Teams with unbudgeted expenses of $25.00 or more in a given month must receive prior approval from the TCASC.

3.8 Funds will be dispersed by check to a specific vendor whenever possible, or to a Service Team Member. Receipts are required for all disbursements unless the TCASC approves an exception. Service Team Coordinators or Members are required to submit receipts for all amounts advanced to them within a reasonable time as determined by the TCASC. Members seeking reimbursement for expenditures are likewise required to provide receipts clearly documenting all expenditures. The TCASC Treasurer will provide a monthly report of all financial transactions.

3.9 In the event that 7th Tradition funds are insufficient to meet budgeted expenses, the priority of payment shall be as follows: Telephone, meeting room rent, P.O. Box rental, Secretary Expenses, outside vendor and all other accounts as needed.

3.10 The TCASC shall maintain a prudent reserve on an ongoing, year-round basis of no more than 25% of the annual operating budget and a contingency fund established at the beginning of each calendar quarter (January, April, July and October) of not more than 10% of the annual operating budget. In addition to the prudent reserve and contingency fund, the TCASC shall maintain funds equal to the approved budget amounts for Activities fund, and Banquet fund will be passed on to the MNRSC and to NAWS, half to each.

3.11 Metro Meeting List

1) The meeting list will be a Metro Meeting List and will bear that title.

2) The Minnesota Regional Service Conference will be the keeper of the list.

3) Twin Cities Area will be financially responsible for all costs related to printing the list for dispersal at the TCASC.

4) Individual meetings will be responsible for updating meeting information through the NA Minnesota website.

ARTICLE FOUR

Meetings

4.1 TCASC shall hold one regular business meeting on the third Saturday of each month.

1) Members shall be notified of scheduling of the TCASC on an alternate Saturday in any month to accommodate major events in our Area at least three weeks prior to said TCASC.

2) The meeting shall convene at 11:00 a.m. and shall adjourn by 2:00 p.m., regardless of business in progress. A break will be discretionary and will be determined by the Chair or Acting Chair.

3) An Executive Committee meeting, during which motions can be presented to the Executive Committee for inclusion in the “New Business” portion of the meeting agenda, shall be held at 10:00 a.m. prior to each TCASC meeting. Copies of motions proposed for new business will be made available prior to their discussion.

4) Robert’s Rules of Order shall be used as procedure at all TCASC meetings.

5) An agenda will be made available at the Chair's table prior to the start of the TCASC meeting.

4.2 Agenda to include the following:

- Serenity Prayer
- Readings: 12 Steps, 12 Traditions, 12 Concepts, and A Vision for NA Service
- Introductions, Verify Quorum
- Welcome Newcomers
- Accept previous month's minutes
- Announce Agenda: any corrections or additions
- GSR Needs and Open Discussion
- Subcommittee and Liaison Reports
- Officer Reports
- Old Business
- New Business

4.3 Quorum

1) The TCASC may be called to order without a quorum, although any business other than reports and discussion may not be undertaken until quorum is present.

2) A quorum shall be defined as two-thirds (2/3) of the average number of voting participants, present at the three most recent TCASC meetings. The Chair will announce the number of voting participants needed to fulfill a quorum at the beginning of each TCASC.

ARTICLE FIVE

Participants

5.1 Participants are defined as any member of NA who attends the TCASC. The status of “participant” does not confer voting privileges. Members must be clean to be participants of the TCASC.

5.2 All TCASC meetings shall be open to any member of NA as non-participant observers, and shall be closed to the general public, unless approved by the Chair. The only participants shall be those defined in Article 5.1, unless the Chair requests special input and/or clarification.

ARTICLE SIX

6.1 **Motions**

1) An agenda and motion sheets will be made available during the Executive Committee meeting prior to the TCASC meeting. Motions must be submitted before the commencement of the TCASC meeting at 11 a.m. No new motions may be submitted after this time, with the exception of time-sensitive motions.

2) Participants may forward and/or second a motion. New motions will be placed in New Business, sent back to the groups for their votes and voted on in old business at the successive TCASC by the GSRs.

3) Motions regarding internal operating procedures may be voted on at the current TCASC at the Chair’s discretion.

6.2 **Motion Discussion**

1) Discussion of a motion occurs during the TCASC prior to which it was submitted to the Executive Committee. If time does not allow for discussion of a motion during the current TCASC meeting, the motion will remain in the New Business portion of the agenda for discussion the following month.

2) The maker of the motion is given the opportunity to initiate discussion of a motion by speaking on the intent of the motion. Participants are then allowed to question the motion. Discussion may last up to five minutes, after which "pros" and "cons" are requested.

3) It is the responsibility of the Acting Chair to time discussion and limit it to five minutes.

4) The Acting Chair will entertain two (2) "cons" and one (1) additional "pro" to the motion, beginning with cons. The motion itself is the first pro. If there are no cons, the debate will close.

5) Motion discussion, including pros, cons, and the motions themselves, will be recorded by the TCASC secretary.

6.3 **Voting Procedures**

1) Only Group Service Representatives (GSRs) will be voting members.

2) Each group will be entitled to one vote. In the event of a GSR's absence, the GSR's alternate shall be a voting member.

3) A GSR may hold an elected position at the Area level while remaining a GSR. The exception to this is that neither the Chair nor the Secretary can be simultaneously both a GSR and Chair or Secretary.

4) Candidate(s) for any Officer or Service Team position may not be present during a vote. A vote shall be a show of hands or by secret ballot if the Chair deems this necessary.

5) A tie vote shall be broken by abstaining votes counting as against. Voting members shall be advised of the abstention policy prior to a final vote count. If there are no abstentions, then the Chair or Acting Chair will cast the final vote.

6) All issues not covered herein will be subject to Robert's Rules of Order.

6.4 **Policy Change Motions**

1) Policy Change motions are defined as motions that will cause a change to the TCASC Bylaws.

2) The Policy Chair shall determine whether a motion is a policy change motion prior to discussion of the motion. If a motion is determined to be a policy change motion, this must be made clear to the TCASC participants prior to the motion's presentation.

3) Policy change motions may be passed only by a two-thirds (2/3) majority of the quorum.

4) Policy change motions must be sent to the groups for a vote.

5) If a policy change motion passes, it immediately becomes part of the TCASC policy and it is the responsibility of the Policy Chair to record and prepare the motion for immediate application.

6.5 **Time-Sensitive Motions**

1) Time-sensitive motions are those that require the TCASC to make a decision at the current meeting and cannot be delayed the amount of time it would take to bring the motion back to the groups for their votes.

2) The need for a motion to be considered time-sensitive must be requested by the motion maker and indicated on the motion form. The motion maker should explain why the motion needs to be considered time-sensitive on the form.

3) The motion will be presented as time-sensitive only if explicitly approved as such by the Acting Chair.

4) A Policy Change motion cannot be considered a time-sensitive motion.

ARTICLE SEVEN

Officers and Removal of Officers

7.1 The Officers of the TCASC shall consist of a Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Regional Committee Member (RCM), RCM Alternate and Policy.

7.2 Officers shall be elected to serve for a term of one (1) year or until their successors are elected. The term of office shall begin at the TCASC following the TCASC at which an Officer is elected.

7.3 All but the Area Chair and the Secretary of TCASC can hold two service positions i.e. GSR and either one of the subcommittee positions, to include Policy Chair, Treasurer, Co-Chairs and RCM/RCMA.

7.4 An Officer may not serve more than two (2) consecutive terms.

7.5 Any member of NA who fits the requirements for an office may be elected to that office.

7.6 The TCASC may remove any elected Officer from office who has not been present for two (2) consecutive TCASC's or has been found unfit, as determined by the TCASC as a whole. No officer shall be removed without cause.

7.7 A two-thirds (2/3) majority vote of the quorum is required to remove an officer.

7.8 All officers shall sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

ARTICLE EIGHT

Nominating and Election Procedures

8.1 Nominations for any office shall be open to all members of NA who meet the requirements for that office as stated in Articles Eleven and Twelve of this document.

8.2 All nominees must be present at the time of nomination and election to a position.

8.3 If an office is vacated prior to the expiration of the term of office, temporary elections may be held to fill the position until the next regularly scheduled election for that office.

8.4 Co-Chair or RCM Alternate shall not automatically assume the position for which they are Alternates. Other nominees will be given an opportunity.

8.5 Nominations and elections of Officers as listed in Article Eleven shall be held as follows:

1) Chair and Co-Chair____________October
2) Treasurer and Co-Treasurer______July
3) Secretary and Co-Secretary______January
4) RCM and RCM Alternate_______April
5) Policy______________________September

8.6 Nominations and elections of Service Team Members as listed in Article Eleven shall be held as follows:

1) Activities Service Team
    a. Team Member A______January
    b. Team Member B______April
    c. Team Member C______July
    d. Team Member D______October
2) Outreach Service Team
    a. Team Member A______January
    b. Team Member B______April
    c. Team Member C______July
    d. Team Member D______October
3) ICUCNA Liaison Team
    a. Liaison A____________October
    b. Liaison B____________April

ARTICLE NINE

Service Teams and Removal of Service Team Members

9.1 Service Teams are directly responsible to the TCASC. The primary responsibilities of these Service Teams are defined to ensure that they fulfill the purpose for which they are created. The service teams may propose additional responsibilities for approval by the TCASC Executive Committee as necessary.

9.2 The TCASC shall approve and oversee the implementation of guidelines for each Service Team it creates.

9.3 Every Service Team shall carry out its work in accordance with the Twelve Traditions and the Twelve Concepts of NA Service.

9.4 The TCASC Executive Committee may remove any elected Service Team Member who has not been present for two (2) consecutive Service Team meetings or has been found unfit as determined by the TCASC as a whole. No Service Team Member may be removed without cause.

9.5 A Service Team Member may not serve more than two (2) consecutive terms.

9.6 Service Teams include:

1) Activities Service Team
    a. Banquet
    b. Spring Thaw Dance
    c. Unity Picnic
    d. New Year's Eve Dance
2) Outreach Service Team
    a. Public Relations
    b. Hospitals and Institutions
    c. Literature
    d. Outreach/Additional Needs
3) ICUCNA Liaison Team
    a. ICUCNA Liaisons

ARTICLE TEN

Description of Officers

10.1 REQUIREMENTS for the Chair include:

1) Must be capable of conducting business in a manner conducive to the effective management of the affairs of the TCASC and consistent with the Twelve Traditions and Twelve Concepts of NA Service.

2) Must show leadership, communication skills, objectivity and tolerance.

3) A minimum of two (2) years abstinence from all drugs.

4) Experience as a GSR.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service and Robert's Rules of Order.

6) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

7) Must conduct the financial business of the TCASC in accordance with the fiscal policies approved by the TCASC.

10.2 DUTIES of the Chair include:

1) To report the number of voting participants needed at the beginning of the TCASC.

2) To open the TCASC at the appointed time by calling the meeting to order.

3) To announce the proper sequence of business that comes before the Assembly, according to the agenda.

4) To recognize members or observers who are entitled to the floor.

5) To state and put to a vote all questions that legitimately come before the Assembly as motions and/or that otherwise arise in the course of the proceedings, except questions that pertain to the Chair, and announce the results of each vote.

6) To protect the Assembly from obviously frivolous or dilatory motions by refusing to recognize them.

7) To enforce Robert's Rules of Order.

8) To expedite business in every way compatible with the rights of participants and observers.

9) To decide all questions of order, subject to appeal unless, when in doubt, the Chair prefers to submit such a question to the Assembly for a decision.

10) To respond to inquiries of members, relating to parliamentary procedure or factual information that has a bearing on the business of the Assembly.

11) To declare the meeting adjourned when the Assembly so votes or where applicable at the time proscribed in the agenda, or at any time in event of a sudden emergency affecting the safety of those present.

12) To arrange the next month's agenda for inclusion in the minutes.

13) To conduct the general correspondence of the fellowship.

14) To be a signatory on the TCASC's bank account.

15) To assert at each monthly TCASC meeting that he/she has logged into the TCASC's online checking account during the week prior to that month's TCASC meeting to validate that the TCASC Transaction Tracking Tool and corresponding bank balances match.

16) To be an ex-officio (non-voting) member of all Service Teams and Committees.

17) To appoint Ad-Hoc Committees.

18) To cast a vote in the event of a tie with no abstentions.

19) Must be willing to provide guidance to the Co-Chair in all duties.

20) To conduct an Executive Committee meeting prior to each TCASC.

10.3 REQUIREMENTS of the Co-Chair include:

1) Must show leadership, communication skills, objectivity and tolerance.

2) A minimum of one (1) year abstinence from all drugs.

3) Prior service experience.

4) Willingness to serve as Chair if elected the following term.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

10.4 DUTIES of the Co-Chair include:

1) To act as Chair in the absence of the Chair.

2) To coordinate the functions of the Service Teams and Committees.

3) To be an ex-officio (non-voting) member of all Service Teams and Committees.

4) To maintain the accuracy of the TCASC policies.

5) To maintain the GSR packet and insure accurate copies are on hand at each TCASC.

6) Perform an audit of the Treasurer's monthly report, prior to its submission to the Secretary for inclusion in the minutes.

7) To have online read-only access to the TCASC's bank account.

8) To assert at each monthly TCASC meeting that he/she has logged into the TCASC's online checking account during the week prior to that month's TCASC meeting to validate that the TCASC Transaction Tracking Tool and corresponding bank balances match.

9) Attend the Executive Committee meeting prior to each TCASC.

10.5 REQUIREMENTS of the Regional Committee Member (RCM) include:

1) A minimum of three (3) years abstinence from all drugs as per the Minnesota Regional Service Conference (MNRSC) Guidelines.

2) Must have experience with, and understand the philosophy of carrying a group's conscience, and be able to interpret and convey that in the MNRSC's conscience.

3) Must commit sufficient time to actively participate in the TCASC, its Service Teams and Committees, and the MNRSC, to become the "eyes and ears" of our Area.

4) Must have general experience at the Area and group level as an Officer and/or Service Team Member.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

10.6 DUTIES of the RCM include:

1) In the absence of the Chair and Co-Chair, act as the Chair.

2) To serve and represent the TCASC at the MNRSC.

3) To make a report to the Assembly, at each regularly-scheduled meeting, reporting the business of the previous MNRSC.

4) To submit a report to the MNRSC following the suggested guidelines for an RCM, as found in A Guide to Local Service in Narcotics Anonymous.

5) To maintain two-way communication between the MNRSC and the TCASC.

6) To be an ex-officio (non-voting) member of all Service Teams and Committees.

7) To be a signatory on the TCASC's bank account.

8) To assert at each monthly TCASC meeting that he/she has logged into the TCASC's online checking account during the week prior to that month's TCASC meeting to validate that the TCASC Transaction Tracking Tool and corresponding bank balances match.

9) Attend the Executive Committee meeting prior to each TCASC.

10.7 REQUIREMENTS of the Regional Committee Member Alternate (RCMA) include:

1) A minimum of three (3) years abstinence from all drugs as per the Minnesota Regional Service Conference (MNRSC) Guidelines.

2) Must have experience with, and understand the philosophy of carrying a group's conscience, and be able to interpret and convey that to the MNRSC's conscience.

3) Must commit sufficient time to actively participate in the TCASC, its Service Teams and Committees, and the MNRSC, to become the “eyes and ears” of our Area.

4) Must have general experience at the Area and group level as an Officer and/or Service Team Member.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) If handling any TCASC funds or merchandise, the RCMA must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

10.8 DUTIES of the RCMA include:

1) In the absence of the Chair, Co-Chair and RCM, act as the Chair.

2) To serve and represent the TCASC at the MNRSC.

3) To assist the RCM, making a report to the Assembly, at each regularly scheduled meeting, the business of the previous MNRSC.

4) To assist the RCM, making a report to the MNRSC following the suggested guidelines for an RCM, as found in A Guide to Local Service in Narcotics Anonymous.

5) To maintain two-way communication between the MNRSC and the TCASC.

6) To be an ex-officio (non-voting) member of all Service Teams and Committees.

7) Attend the Executive Committee meeting prior to each TCASC.

10.9 REQUIREMENTS of the Secretary include:

1) A minimum of one (1) year abstinence from all drugs.

2) To be familiar with general secretarial skills and have access to a computer, with Internet access.

3) Have experience as a Secretary of a group, Service Team, or Committee.

4) Must have an understanding of the order of business at the TCASC.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

10.10 DUTIES of the Secretary include:

1) In the absence of the Chair, Co-Chair, RCM and RCMA, call the meeting to order and preside until the immediate election of a Chair Pro-Tem.

2) To keep a record of all the proceedings at the TCASC.

3) To keep a file of all Service Team and Committee reports.

4) To maintain the TCASC files.

5) To have the minutes available upon request.

6) To distribute copies of the minutes to each Officer and members no later than two (2) weeks following the TCASC.

7) To notify Officers, Service Team Members and delegates of their election and/or appointment, to furnish Service Teams with whatever documents are required for performance of their duties.

8) To maintain a record book(s) in which the policies, special rules of order, and the minutes are entered, with any amendments to these documents properly recorded, and to have a current record on hand at each TCASC for archival purposes.

9) To prepare, prior to each TCASC, the agenda, coordinated with the Chair, for the use of the Presiding Officer, showing the exact order of expected business.

10) To have online read-only access to the TCASC's bank account.

11) To assert at each monthly TCASC meeting that he/she has logged into the TCASC's online checking account during the week prior to that month's TCASC meeting to validate that the TCASC Transaction Tracking Tool and corresponding bank balances match.

12) Provide guidance to the Co-Secretary in all duties.

13) Attend the Executive Committee meeting prior to each TCASC.

10.11 REQUIREMENTS of the Co-Secretary include:

1) A minimum of one (1) year abstinence from all drugs.

2) Be familiar with general secretarial skills and have access to a computer, with Internet access.

3) Experience as the Secretary of a group or Committee.

4) Willingness to learn the order in which the TCASC holds business.

5) Willingness to serve as Secretary if elected to the following term.

6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

7) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

10.12 DUTIES of the Co-Secretary include:

1) In the absence of the Secretary, serve as the Secretary.

2) To aid the Secretary in the secretarial duties.

3) Attend the Executive Committee meeting prior to each TCASC.

10.13 REQUIREMENTS of the Treasurer include:

1) A minimum of two (2) years abstinence from all drugs.

2) Must have accurate bookkeeping skills and be able to maintain a checking account.

3) Must have had experience as a Treasurer at a group level.

4) Must have a steady income.

5) Must conduct the financial business of the TCASC in accordance with fiscal policies approved by the TCASC.

6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

7) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF) and ensure that copies of the form for all individuals handling TCASC funds and/or merchandise are current and in TCASC files.

10.14 DUTIES of the Treasurer include:

1) To be the custodian of the TCASC funds.

2) To be a signatory on the TCASC bank account.

3) To track all movements of funds in an online TCASC Transaction Tracking Tool spreadsheet which can be monitored 24 hours a day, 7 days a week, 365 days a year by the TCASC's trusted servants

4) To provide to the Secretary at each TCASC, a report of all monies received and dispersed that reflects all transactions of the TCASC since its most recent meeting; to make such report.

5) To disburse funds, as necessary, fulfilling the objectives of the TCASC.

6) To use contribution and check register forms as supplied by the World Service Office (WSO).

7) To follow the WSC-approved Treasurer's Handbook.

8) Insure that the TCASC mailbox is checked bi-weekly.

9) Insure that the TCASC checkbook and records are on-hand at the TCASC in the event of absence.

10) Provide guidance to the Co-Treasurer in all duties.

11) Attend the Executive Committee meeting prior to each TCASC.

10.15 REQUIREMENTS of the Co-Treasurer include:

1) A minimum of eighteen (18) months abstinence from all drugs.

2) Experience as a Treasurer at the group level.

3) Must have a steady income.

4) A willingness to learn the bookkeeping policies of the TCASC.

5) Willingness to serve as Treasurer if elected to the following term.

6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

7) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF) and work with the Treasurer to ensure that copies of the Form for all individuals handling TCASC funds and/or merchandise are current and in TCASC files.

10.16 DUTIES of the Co-Treasurer include:

1) To act as Treasurer in the absence of the Treasurer.

2) To aid the Treasurer in maintaining the TCASC bank account.

3) To take group donations and write receipts at each TCASC.

4) Register the GSR's at the TCASC.

5) Attend the Executive Committee meeting prior to each TCASC.

10.17 REQUIREMENTS of the Policy Chair include:

1) A minimum of two (2) years abstinence from all drugs.

2) A minimum of one year of service at the Area level.

3) Must have working knowledge of TCASC By-Laws, the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service and Robert's Rules of Order.

10.18 DUTIES of the Policy Chair include:

1) To be responsible for updating and revising old policy to current status.

2) Define and clarify policy during the Assembly using the By-Laws of the TCASC.

3) Provide an updated version of the By-Laws yearly in January, including all policy motions voted on in the prior year.

4) Submit monthly reports.

5) Author clear and comprehensive policy when necessary to be voted on by the TCASC as a whole.

6) Attend the Executive Committee meeting prior to each TCASC.

ARTICLE ELEVEN

Service Team Descriptions

11.1 REQUIREMENTS of the Activities Service Team Members include:

1) A minimum of eighteen (18) months abstinence from all drugs.

2) Previous field service experience with the Banquet, Activities Committee or life experience with planning large events.

3) Must have a phone, access to a computer, and an e-mail account.

4) Willingness and ability to communicate with vendors, caterers, facilities, and other service providers needed to produce the event.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) If handling any TCASC funds or merchandise, the Team Member must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

7) Must ensure that all persons handling TCASC funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking merchandise and funds conform to the FRPAF.

11.2 DUTIES of the Activities Service Team include:

1) TCASC Banquet

a. Plan and execute the annual TCASC Banquet which will be held as a stand-alone function not to be held in congruence with any other event or convention.

b. Specific duties include, but are not limited to: Coordination of fundraisers, ticket production and sales, t-shirt design and sales, location selection and coordination, catering, music and event publicity.

c. Utilizing the final analysis of the previous Banquet, provided by the out-going Banquet Team Member, develops a budget for submission at the February TCASC.

d. Communicate with the MNNAC Board of Directors (B.O.D.) for insight and advice.

2) Spring Thaw Dance

a. Plan and execute the “Big Thaw Dance” the first weekend in March, it shall be a MNNAC Awareness event and any profits will be donated to MNNAC. This event should offer an NA Speaker and should be budgeted to break even with less than $1000.00 in expenditures.

3) Unity Picnic

a. Plan and execute the “Unity Picnic” during the summer. This event should offer food in an outdoor setting. An atmosphere of recovery and unity must be a priority. This event should be budgeted to spend no more than $500.00. No proceeds are collected. Other events in other Areas that would conflict with attendance must be considered when choosing a date. Anything that would complement the picnic should also be considered

4) New Year’s Eve Dance:

a. Plan and execute the “New Year’s Eve Dance” on December 31st. This event should have an NA Speaker and should be budgeted to break even with less than $1000.00 in expenditures and any profit will be donated to the TCA Inner Cities Unity Convention. The facility must be reserved by the October TCASC but should be reserved as early as possible. The facility should accommodate at least 300 and have a food preparation and service area. Work with PR to announce the event to facilities.

5) Designate one Team Member to be the Activities Service Team Coordinator.

6) Meet as a team no less than once a month outside of the TCASC monthly meeting.

7) Work as a team to provide a strategic and coordinated approach to TCASC Activities as outlined above.

8) Actively recruit team members.

11.3 DUTIES of the Activities Service Team Coordinator

1) Schedule meetings of the Activities Service Team and announce them at the TCASC.

2) Attend the Executive Committee meeting prior to each TCASC as well as the TCASC.

3) Provide a written report of the team's current priorities and action items for the monthly TCASC meeting, to be included with the Secretary's minutes.

4) Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the TCASC Activities.

5) Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt.

6) Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.

11.4 REQUIREMENTS of the Outreach Service Team Members include:

1) A minimum of eighteen (18) months abstinence from all drugs.

2) Previous PR field service experience or PR Committee involvement, previous H&I field service experience or H&I Committee involvement, previous Outreach field service experience or Outreach Committee involvement, or previous Literature Committee involvement.

3) Must have a phone, access to a computer, and an e-mail account.

4) Willingness and ability to travel to NA groups in the TCASC geographic region, to communicate with other service team members, volunteers and the general public including the media, and to communicate with TCASC member groups.

5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

6) If handling any TCASC funds or merchandise, the Outreach Service Team Members must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

11.5 DUTIES of the Outreach Service Team include:

1) Public Relations (PR)

   a. TCA Webmaster to be part of the Outreach Service Team and maintain/manage Metro Meeting list.

   b. Staff multiple conferences throughout the calendar year in an effort to be available for professionals working with addicts and the potential addict. This may include: organizing a schedule of volunteers, ordering literature, managing a budget, volunteering his/her time, communicating with MN Region's PR team, collaborating with several service teams in local area service bodies.

   c. Meet monthly to collaborate with Outreach Service Team members to further efforts of Twin Cities Area to the still suffering addict.

   d. Draw ideas from the NAWS Public Relations Handbook for reference to local efforts that can be provided annually, bi-annually, quarterly, i.e. PR letters, PR presentations, PR workshops.

e. Help to foster a spirit of unity within the multi-faceted area of the Minnesota Region by participating in educational learning workshops, learning days, trainings.

f. In a timely manner, respond to emails sent to info.tca@naminnesota.org that pertain to Public Relations, and if not applicable, assist in directing emails to the appropriate individual(s) if possible.

g. Attend Executive Committee meetings prior to each TCASC.

h. Use creative action to reach individuals based on attraction rather than promotion.

i. Provide a written and verbal report at each TCASC to inform members of the service body about TCA PR efforts.

j. Proactively follow up from conference/convention lists of professionals interested in presentations of Narcotics Anonymous Public Relations in their facility. Create relationships where possible, maintain and sustain existing relationships with facilities.

2) Hospitals and Institutions (H&I)

a. Keep a current list of standing group H&I commitments within the TCASC.

b. Have available at each TCASC, a current detailed list of active H&I commitments and their status within the TCASC.

c. Willingness and ability to communicate with H&I team members at all levels of service. Maintain contact with applicable members at the Regional level of service.

d. Work with the TCASC and groups to organize H&I workshops and other H&I learning awareness events.

3) Outreach

a. Act as liaison between NA groups in the Twin Cities geographic region and the TCASC.

b. Use the resources of the TCASC and its member groups to provide support to NA groups in need.

4) Literature

a. Obtain all new material from the World Service Conference through appropriate channels at the Regional and World level of service.

b. Organize and facilitate reviews by the Outreach Team.

c. Record comments and suggestions, by team members, regarding proposed literature and return them, in a timely fashion, to the WSC via appropriate channels.

5) Designate one Team Member to be the Outreach Service Team Coordinator.

6) Meet as a team no less than once a month outside of the TCASC monthly meeting.

7) Work as a team to provide a strategic and coordinated approach to PR, H&I, Outreach, and Literature duties as outlined above.

8) Serve as a resource to the TCASC member groups, Service Teams, and Officers for review of any guidelines or By-Laws.

9) Actively recruit additional members to attend Service Team meetings and participate in service efforts.

10) Plan and facilitate regular PR, H&I, Outreach, and Literature team meetings and announce them at each TCASC.

11.5 DUTIES of the Outreach Service Team Coordinator

1) Schedule meetings of the Outreach Service Team and announce them at the TCASC.

2) Attend the Executive Committee meeting prior to each TCASC as well as the TCASC.

3) Provide a written report of the team's current priorities and action items for the monthly TCASC meeting, to be included with the Secretary's minutes.

4) Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the Outreach Service Team.

5) Maintain contact with applicable members at the Regional level of service.

11.6 REQUIREMENTS of the TCASC/ICUCNA Liaison Team include:

1) A minimum of two (2) years abstinence from all drugs.

2) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

3) The time and willingness to attend all scheduled meetings of TCASC and the ICUCNA Board of Directors.

4) If handling any TCASC funds or merchandise, the TCASC/ICUCNA Liaisons must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

11.7 DUTIES of the TCASC/ICUCNA Liaison Team include:

1) To present a written report at each TCASC outlining ICUCNA activities, concerns, and requests.

2) To carry the TCASC conscious to the ICUCNA. To work towards the bonds of communications and unity between the TCASC and ICUCNA.

3) Designate one team member to be the ICUCNA Liaison Team Coordinator.

4) Attend each TCASC and ICUCNA monthly meetings.

5) Attend the Executive Committee meeting prior to each TCASC.

ARTICLE TWELVE

The following shall serve as a Service Agreement between Inner City Unity Convention (ICUCNA) and Twin Cities Service Conference (TCASC) making ICUC an NA event and attaching them to the NA Service Structure at the single point of decision making in the TCASC.

12.1 ICUCNA Business Description:

The purpose of the ICUCNA shall be to administer and coordinate the activities common to the production of the (Inner Cities Unity Convention Narcotics Anonymous) within the Twin Cities and surrounding area (as determined by the local fellowship), to support the needs of the fellowship as it pertains to the (Inner Cities Unity Convention Narcotics Anonymous), to serve as a link between the group conscience of the groups, Areas and the Upper Midwest Regional Service Committee of Narcotics Anonymous as it pertains to the (Inner Cities Unity Convention Narcotics Anonymous), and in so doing, foster unity among the members, groups and areas who are interested in the (Inner Cities Unity Convention Narcotics Anonymous).

12.2 You cannot serve on the Executive Committee or be a Sub-Committee Chair or Co-Chair at the TCASC and also serve on the Executive Committee or be a Sub-Committee Chair or Co-Chair for the ICUCNA Convention.

12.3 QUALIFICATIONS of the Convention Chairperson:

1) Willingness, desire, capability, and commitment to serve; working knowledge of the Twelve Traditions, and the Twelve Concepts of Service for Narcotics Anonymous, previous experience, and a home group in the Twin City Metro Area. Convention Chairperson Commitment term is one (1) year) and limited to two (2) consecutive terms.

12.4 DUTIES of the Chair include:

1) Should meet the above general qualifications and have five (5) years cleans.

2) The chairperson arranges an agenda for and presides over the monthly meetings.

3) At committee meetings they can only vote in case of a tie.

4) A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. Refer to the N.A. Service Guide.

12.5 ICUCNA Executive Committee Responsibilities:

1) Conduct an annual NA Convention in the Twin Cities, Minnesota.

2) Conduct fundraisers as required throughout the year.

3) Maintain fidelity with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.

4) Report status monthly to the TCASC by presenting current year budget & monthly financial statements.

5) Maintain a bank account.

6) Keep detailed accounts of all transactions available to all members of NA who request access.

7) Grow and maintain a reasonable prudent reserve of funds.

8) Turnover all excess funds above those required to operate (in accordance with prudent reserve) to the TCASC.

9) Recommend a convention chair for nomination and election by the TCASC.

10) Sign all contracts related to the convention.

11) remain solvent, seeking to at least break even (revenue-expenses) for each annual event.

12) Seek guidance from the TCASC when necessary.

13) Accept the direction of the NA groups as expressed by the decisions of the TCASC.

14) Present all changes to the Convention's Policy for the Inner Cities Unity Convention Committee to the TCASC for review, input and ratification.

15) Complete an annual audit of the financial books, reporting the results of the audit to the TCASC and ICUCNA.

12.6 TCASC Responsibilities:

1) Encouraging NA unity by supporting and promoting the convention among the membership of Narcotics Anonymous.

2) Provide the method for the ICUCNA to honor the final responsibility and authority of the NA groups for all NA services.

3) Be the single point of accountability for ICUCNA.

4) Elect a Chairperson each year.

5) Provide direction to ICUCNA when needed.

ARTICLE THIRTEEN

Purpose of This Document

13.1 The purpose of this document is to pass on what we have learned as a service body. It is not a tool of control or government. It is not a shield from doing the next right thing. This document does not have all the answers and it is not always right. However, in the quest for a solution, it may provide a starting point in defining the line between policy and common sense.