

AREA OF HOPE SERVICE COMMITTEE (AHSC)

BY-LAWS

Approval Date: 05/19/07

Service Prayer

"God, grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction."

As adapted from the Introduction section of our Basic Text.

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ARTICLE I: NAME AND BOUNDARIES

This body shall be known as the "AREA OF HOPE SERVICE COMMITTEE," hereafter referred to as the AHSC.

The AHSC shall be inclusive, but not limited to, an area bordered on the West by the Mississippi River at 1-94, on the East by the St. Croix River, on the North by HWY 96, and on the South by a border five (5) miles south of 1-94 from the Mississippi on the St. Croix River. You are member when you say you are.

The AHSC is a member of the Minnesota Regional Service Conference, hereafter referred to as MRSC. Thereby the AHSC is a member of the World Service Conference of Narcotics Anonymous, hereafter referred to as WSC.

ARTICLE II: PURPOSE AND SCOPE (FUNCTION) OF AHSC

The purpose of the AHSC is to support the AHSC Groups in fulfilling their primary purpose by administering and coordinating the activities common to the welfare of the Narcotics Anonymous Groups within the Area, including providing those services and sub-committees as deemed necessary by the groups. In the words of NA's Ninth Tradition, they "create service boards or committees directly responsible to those they serve". In all its proceedings, the AHSC shall adhere to the Twelve Traditions and the Twelve Concepts of NA Service. *The AHSC is directly responsible to the groups it serves.* The AHSC is intended to foster unity and the common welfare of its member groups.

The AHSC serves three basic functions:

1. The primary function of this A.S.C. is to unify the Groups within its Area, and to provide help and support to individual Groups.
2. The secondary function of the A.S.C. is to carry the message of recovery through its

various sub-committees.

3. The tertiary function of the A.S.C. is to contribute to the growth of, and enhance the value of Narcotics Anonymous as a whole, by helping to support the surrounding Areas, Regional and World Service Committees.

ARTICLE III: GOVERNING PRINCIPLES AND PROCEDURAL REFERENCES

1. Twelve Traditions of Narcotics Anonymous
2. The Twelve Concepts of NA Service
3. The A.H.S.C. By-Laws
4. The Guide to Local Service
5. Robert's Rules of Order (In Plain English by Doris P. Zimmerman - 1997)
6. Consensus-based Decisions

ARTICLE IV: MEETINGS - TIMES AND LOCATIONS

The AHSC Executive Board shall hold one meeting immediately prior to the AHSC regular business meeting held the third Saturday of every month.

The AHSC shall hold one regular business meeting the third Saturday of every month at 12:30pm, and will take rescheduling into consideration when there is a conflict with major events within the region.

All AHSC meetings shall be open to any member of NA and shall be closed to the general public.

The location of the AHSC Executive Board and AHSC regular business meetings shall be selected by the AHSC and shall be held in locations with an active NA community, which shall be announced as far in advance as possible.

ARTICLE V: MEETING AGENDA

The following is the Meeting Agenda Template for AHSC monthly business meeting:

Agenda Template

Area of Hope Service Committee Bylaws

- Open with the "we" version of the Serenity Prayer
- Read Service Prayer
- Welcome/Introductions
- Members in Attendance:
- GSRs in Attendance/Quorum Determination:
- Chair calls meeting to order:
- Readings:
 - 12 Traditions/12 Concepts of NA Service
- Executive Committee Reports:
 - Chair & Co-Chair Report
 - Secretary Report
 - Treasurer Report
 - RCMs Report
- Sub-Committee Chair Reports:
 - Activities Chair Report
 - Hospitals & Institutions Chair Report
 - Literature Chair Report
 - Public Information Chair Report
- 7th Tradition
- Announcements
- Break
- Open Forum
- Old Business
 - Approval of Minutes from previous month
- New Business
- Adjourn Meeting at 2:30pm & Close with Gratitude Statement
- Note: Next AHSC meeting will be held when - Start time 12:30pm.

ARTICLE VI: MEMBERS AND VOTING

All AHSC meetings are open to ALL NA members and any member has a voice on the floor. The AHSC Chair will recognize a member by a raised hand.

MEMBERS:

This committee shall have two (2) types of members only; they are described as voting and non-voting. Only voting members shall have voting rights. No Narcotics Anonymous member shall hold more than one vote.

VOTING MEMBERS:

The Voting Members of the AHSC shall be as follows:

1. Group Service Representatives (hereinafter referred to as GSR) of in the absence of the GSR the GSR Alternate may vote. These trusted servants shall exist as described in the aforementioned Service Guide of N.A.
2. The AHSC Chairperson shall vote only in the event of a tie among the regular

voting members. The AHSC Chair shall exist as described in the Service Guide of N.A.

NON-VOTING MEMBERS:

The Non-Voting members of the AHSC shall include all other attendees.

ARTICLE VII: TRUSTED SERVANTS

Trusted servants of the AHSC shall be the:

Executive Committee

1. Chairperson
2. Co-Chairperson
3. RCMs
4. Secretary
5. Treasurer

Standing Sub-Committee Chairpersons

1. Activities
2. Hospitals and Institutions
3. Literature
4. Public Information (Outreach)

Group Service Representatives (GSR's)

As they may be elected by the groups they represent. Alternate-GSRs are considered trusted servants in the absence of their GSR.

ARTICLE VIII: RESPONSIBILITIES & QUALIFICATIONS OF TRUSTED SERVANTS

Chairperson Responsibilities

1. The Chairperson arranges an agenda in cooperation with the ASC Secretary and ASC Treasurer.
2. Presides over monthly meetings and is responsible for correspondence, maintaining area files and archives.
3. Is responsible for ensuring that meetings are run efficiently and stay focused.
4. To enforce Robert's Rules of Order.
5. To decide all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit a question to the assembly for decision.

6. To respond to inquiries of members related to parliamentary procedure or factual information bearing on the business of the assembly.
7. Is a co-signer of the AHSC bank account.
8. To be ex-officio, non-voting member of all committees.
9. To appoint ad-hoc committees.
10. Helps insure the incoming Chairperson is prepared for their position.
11. To cast a vote in the event of a tie.
12. Holds one key to the AHSC storage shed.

Chairperson Qualifications

1. Must be capable of conducting, business meetings with a firm yet understanding hand.
2. Suggested minimum of three (3) years of continuous clean time.
3. One-year commitment.
4. Service experience, preferably as GSR. Subcommittee chair or administrative committee experience not required.
5. Understanding of the Twelve Traditions of N.A. through application.
6. Willingness to give the time and resources necessary for the job.
7. Upon election he/she should resign as GSR or Alt. GSR, RCM or Alt. RCM, or subcommittee chairperson.
8. Should have organizational skills.
9. Working knowledge of the Twelve Concepts of NA Service.

Co-chairperson Responsibilities

1. Co-Chair coordinates all sub-committee functions. In the absence of a sub-committee chair, the Co-Chair will perform the duties of the Chairperson.
2. In the absence of the Chair the Co-Chair shall perform the duties of the Chair.
3. Is a co-signer of the AHSC bank account.
4. To manage the registrations of those present.
5. Holds one key to the AHSC storage shed.

Co-Chairperson Qualifications

1. Suggested minimum two (2) years of continuous clean time.
2. One-year commitment.
3. Service experience preferably as GSR. Sub-committee Chair or administrative committee experience not required.
4. Understanding of the Twelve Traditions of NA through application.
5. The willingness to give the time and resources necessary for the job.

6. Upon election he/she should resign as GSR or Alt., RCM or Alt., or subcommittee chairperson.

Regional Committee Member Responsibilities

1. An RCM is to an ASC what a GSR is to the group. As the representative to the Area, the RCM speaks for the members and groups within the ASC.
2. Works for the good of NA providing two-way communication between the Area and the larger world of NA.
3. Represent the group conscience of an ASC at the Minnesota Regional Service Committee (MRSC) and provide the Area with the agenda for the upcoming MRSC.
4. To make a report to the AHSC at each regularly scheduled meeting, covering the business of the prior MRSC.
5. Attends all MRSC meetings and takes part in any decisions that affect the Region, speaking as the voice of the AHSC's group conscience.
6. May serve on one or more of its ASC and RSC subcommittees, but not as a chairperson.
7. Cannot serve as GSR or Alternate-GSR.
8. Is a co-signer of the AHSC bank account.

Regional Committee Member Qualifications

1. Must have service experience.
2. Willingness and ability to give the time and resources necessary for the job.
3. Suggested minimum of three (3) years of continuous clean time.
4. Two-year commitment.

Secretary Responsibilities

1. In the absence of the Chairperson, the Co-Chairperson, and the RCM, to call the meeting to order and to preside until the immediate election of a Chairperson pro-tem.
2. Records and maintains AHSC meeting minutes.
3. To maintain a record book(s) in which By-Laws, special rules of order, and the minutes are entered, with any amendments to these documents properly recorded, and to have a current record book(s) on hand at each meeting.
4. Reviews submitted motions for clarity and orderliness before giving to the Chairperson.
5. May assist in auditing treasury books for previous year.
6. Helps to assure the incoming Secretary is prepared adequately for their position.

7. Attends all AHSC meetings.
8. Registers the AHSC groups once a year at the WSO with the assistance of the GSRs.
9. Maintains a list of participating groups to establish a quorum.
10. Holds one key to the AHSC storage shed and an updated copy of the inventory.

Secretary Qualifications

1. A minimum of eighteen (18) months of continuous clean time.
2. To be familiar with the general secretarial skills and have access to a computer and the internet (email).
3. Have experience as a secretary of a group or committee
4. Must have a sense of order about what transpires at the AHSC.
5. Must have general office skills.
6. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

Treasurer Responsibilities

1. To be custodian of the AHSC funds.
2. To be co-signer of the AHSC bank account.
3. To make a written report of receipts and disbursements at each AHSC for inclusion in the minutes.
4. To make a full annual financial report to be audited by an appointed ad-hoc committee.
5. To disburse funds as necessary, to fulfill the objectives of the AHSC and its budget.
6. To use contributions and check register forms as supplied by the WSO.
7. To follow the WSC approved "Treasurer's Hand Book."
8. Submit all records, information, forms and archives to the next Treasurer when term(s) of office is/are done.

Treasurer Qualifications

1. Minimum of three (3) years of continuous clean time.
2. Must have bookkeeping skills and be able to maintain a checking account
3. Must have had experience as a Treasurer at the group level.
4. Must have steady income.
5. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
6. Willingness to resign all other elected positions at the Area and Regional levels of service.

Sub-Committee Chairperson Responsibilities

H & I, Activities, Literature and Public Information

1. Are directly responsible to the AHSC.
2. Will elect or appoint other committee members or officers as necessary
3. Chairs will attend all AHSC meetings and their own subcommittee meetings
4. Will provide a written report of all monthly activities as Subcommittee Chairpersons at each AHSC meeting
5. Will hold regularly scheduled, announced monthly meeting. NOTE: Any subcommittee needing to hold more or less frequent meetings will provide the AHSC with such schedule that will be published in the minutes of the AHSC.
6. Will uphold the Twelve Traditions and Twelve Concepts for NA Service
7. Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
8. Will obtain from the AHSC Secretary any and all NA approved literature handbooks, guidelines, guide or position papers as concerned with their subcommittee
9. Will also function under the directions of any of these world level documents unless stated in writing for, and approved by, the AHSC.
10. Will work in conjunction with the AHSC Executive Committee to coordinate efforts and needs as well as share subcommittee direction and progress. This mutual collaboration can be done by way of verbal/telephone/email communications between the AHSC Executive Committee and the Standing Subcommittee Chairperson after the subcommittee meeting and prior to the AHSC meeting

Sub-Committee Chairpersons Qualifications

1. Will have a Chairperson with a continuous clean time of two (2) years and who is elected by the AHSC.
2. Willingness, time and resources to serve.
3. An understanding of the Twelve Traditions and Twelve Concepts of NA Service and an understanding of the AHSC policies.
4. Willingness to resign all other elected positions at the Area level of service.
5. Experience and understanding of their subcommittee function and guidelines.

ARTICLE IX: VOTING PROCEDURES

1. Voting on Reports, AHSC policy, and the Service Structure:

- The Secretary and Treasurer reports will pass with a simple majority of the AHSC voting members
 - All matters affecting the N.A. policy or the service structure will pass with a two-thirds majority of the voting quorum.
 - All other motions shall pass with a simple majority.
2. Vote counting shall be by "yeah" or "nay" votes only. A vote to "abstain" shall be recorded but will not affect the simple or two-thirds majority.

NOTE: The quorum shall be based on an average of voting participants present at the last three (3) AHSC meetings. Two-thirds (2/3) of that average shall constitute a quorum.

ARTICLE X: MOTIONS

A motion is the method by which actions are formalized by the AHSC voting members. The following are guidelines for their use:

Making of Motions:

1. GSRs, Sub-Committee Chairs, and Executive Officers of the AHSC (except the Chairperson) are the only members of the meeting allowed to submit a motion to the floor.
2. A motion must be seconded. A second merely indicates that another member wishes the matter to come before the group. It does not necessarily mean that the second is in favor of the motion. Any Executive Officer, (except the Chairperson), Sub-Committee Chairs, or GSR may second a motion.
3. Motions submitted prior to the AHSC meeting will have priority over motions submitted during the meeting. This means that a motion previously submitted on a particular subject or action will be considered first.
4. It is the position of the AHSC that anything involving the AHSC, funded or non-funded, be brought to this Committee in a timely manner for prior approval.
5. Motions may be amended according to Robert's Rules of Order.

ARTICLE XI: ELECTIONS - TERMS OF OFFICE

1. Executive Committee Position Expiration
 - Chairperson - March
 - Co-Chairperson - March
 - RCM - 2 Positions each with 2-year commitment - Alternating Septembers
 - Secretary - September

- Treasurer - March
- 2. Standing Sub-Committee Chairpersons Position Expiration
 - Hospitals and Institutions - September
 - Public Information (Outreach) - September
 - Activities - March
 - Literature - March

ARTICLE XII: VOLUNTARY AND INVOLUNTARY RESIGNATION

1. Voluntary Resignation:
 - Given in writing to the AHSC in advance of the next AHSC meeting.
2. Involuntary Resignation:
 - Relapse during term of office. Mandatory resignation.
 - Failure to perform duties and responsibilities.
 - Breaches of the 12 Traditions of NA, the Twelve Concepts of NA Service, malicious misuse of terms and conditions or unethical conduct, inconsistent with the role of a "trusted servant".
 - Any AHSC officer or representative missing or not reporting during two (2) meetings per term.

ARTICLE XIII: FINANCIAL GUIDELINES

Current NA policy suggests that money flow from Member to Group, Group to Area, Area to Region, and Region to World, with the greater percentage staying "close to home" and/or where the message of recovery can best be carried.

One of the best benefits of a working service structure is that financial support can flow where it is most needed.

1. The flow of properties and/or assets through the AHSC shall be flexible and shall be to fulfill its responsibilities, by maintaining a General Fund.
2. A steady, reliable flow of funds needs to be available for the AHSC to fulfill its responsibilities. The AHSC is dependent on contributions from members and groups, and donations from fund-raisers. These contributions are Voluntary, and the AHSC welcomes whatever amount each member or group deems appropriate.
3. The AHSC shall have a prudent reserve, and it is suggested that this prudent reserve be a minimum of two months operating expenses.
4. At each AHSC meeting held immediately prior to the Regional Conference, any surplus funds after a prudent reserve (a minimum of 2 months operating expenses or \$2000) is

- maintained and deemed expenses are paid, should be disbursed to the MRSC
5. Treasurer, in collaboration with AHSC leadership, will create a yearly budget based upon their past expenses and future goals as a committee. This budget will show both the monthly and yearly expenses and goals for the upcoming year (July 1st through June 30th), and will be submitted to the AHSC prior to the AHSC Meeting to be taken back to the Groups and then brought back at the April AHSC Meeting for approval.
 6. The AHSC approved Annual Budget will serve as a guide for future reference for suggested committee accounts, allowing committees access to those funds budgeted.
 7. The Treasurer will provide a written monthly report of all Sub-Committee accounts and budgets.
 9. Sub-Committees with unbudgeted expenses of \$50.00 in a given month must receive prior approval from the AHSC. Unbudgeted expenses over \$100.00 must receive full AHSC approval.
 10. Any funds advanced, after AHSC approval, in anticipation of expected expenses will be verified by receipt submitted to the AHSC Treasurer.
 11. Sub-Committees managing AHSC events or tasks may have the authority granted to them to have the latitude to spend AHSC funds for the purposes of putting on the event or accomplishing their task as long as these expenses are first approved by the appropriate Sub-Committee.
 12. Any AHSC bank account and/or check will require two signatures. Signers may be the Chair, Co-Chair, Treasurer and RCMs.
 13. Any funds generated in excess of AHSC expenses shall be turned over to the MRSC. Although a standing committee may make a recommendation for its use, the final decision rests with the AHSC. Likewise, if expenses are higher than income, the deficit is absorbed by the AHSC as long as there has been no misconduct.
 14. Accurate reporting of all funds and properties, incoming and outgoing shall be maintained and such reporting will be made available as necessary, this includes giving receipts for all monies received.
 - Each Sub-Committee will be responsible for maintaining their financial records, collecting receipts for expenses, handling registrations and merchandise, arranging deposits for checks to be cut for payment of expenses and managing petty cash.
 - A written report of receipts and disbursements of each Sub-Committee shall be submitted to the AHSC treasurer prior to each regular AHSC business meeting.
 14. On dissolution or liquidation of all properties and assets of the AHSC remaining after payment or provision for all debts and obligations shall be distributed to the recognized

Groups within the Area of Hope and the MRSC, at the discretion of the AHSC. No part of the properties or assets of the AHSC shall inure to the benefit of any individual, any member, or any trusted servant of the AHSC.

15. Emergency funds (when standard method of obtaining approval is unavailable) can be issued upon approval of three AHSC signatory officers.
16. Immediately following the monthly AHSC, the Treasurer will be accompanied to the bank by the Chair of the AHSC, or another designated Executive Board Member to deposit all moneys received into the AHSC Account. This is to assure the safety and accountability of AHSC funds.

ARTICLE XIV: SUB-COMMITTEE ROLES

Activities

The purpose of the Activities Subcommittee of the AHSC is to provide the fellowship with Recovery-oriented events, activities and merchandise. Funds generated through the subcommittee belong to AHSC, thus enabling the AHSC to fulfill its primary purpose: support the groups in the Area and NA as a whole.

Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee (hereafter referred to as H&I) of the AHSC is to carry the message of recovery in NA, through literature and meetings, to those facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Area, i.e., hospitals, jails, detoxification centers, etc.

Literature

The primary purpose of the Literature Subcommittee of the AHSC is to purchase literature from Minnesota Regional Service Office in bulk and have it available for resale to members at the AHSC meeting. All monies generated and literatures brought from and by this subcommittee are the property of the AHSC and must be accounted for as such by both the Chairperson of the Literature Subcommittee and the AHSC Treasurer. This Literature Subcommittee, through providing literature, assists the groups in carrying out their primary purpose.

The Literature Subcommittee also by approval of the AHSC will provide an opportunity for members in the Area to input and review and/or approve/disapprove current NA literature seeking to become NAWS, Inc. approved. This Literature Subcommittee can also develop original materials to be submitted to NAWS, Inc. All such materials must be first presented to the AHSC before being sent to NAWS, Inc. NOTE: This portion of the Literature Subcommittee that reviews NA Literature may be non-existent from time to time due to needs/directions from

the NA World Literature Development Committee.

Public Information

The purpose of the Public Information Subcommittee (hereafter referred to as PI) of the AHSC is to provide conference-approved NA literature, speakers and information about NA to the public. The PI Subcommittee ensures literature is available to all public requests and oversees special needs. The PI Subcommittee serves as a resource about NA in the Area.

The purpose of the Metro meeting lists published by the Twin Cities Area Service Committee, through the updating and support of the AHSC and other Metro Areas, is to provide addicts with information (day, time, location and type) concerning NA meetings in the Metro.

ARTICLE XV: AMENDMENTS OF BY-LAWS

Any portion of this document may be suspended or amended at any time by a two-thirds (2/3) majority vote of the quorum.

NOTE: The quorum shall be based on an average of voting participants present at the last three (3) AHSC. Two-thirds (2/3) of that average shall constitute a quorum.