

# The Bylaws of the Buffalo Area Service Committee of Narcotics Anonymous (BASCNA)

## ARTICLE I

### Name

The name of this society shall be the Buffalo Area Service Committee of Narcotics Anonymous

## Article II

### Object

**Section 1.** The object of this society shall be to administer and coordinate the business and activities common to the welfare of Narcotics Anonymous within the boundaries of Buffalo and surrounding communities without an area representation; to support the general needs of these communities; to serve as a link between the area groups and the Regional Service Committee of Narcotics Anonymous, and to maintain the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. For purposes of these bylaws, the term "Narcotics Anonymous Area" shall be defined as stated in the approved *A Guide to Local Service in Narcotics Anonymous*.

**Section 2.** The Society shall be limited to such purposes as will qualify it as an exempt organization under Section (501) (3) of the *Internal Revenue Code* of 1954 or corresponding provisions of any subsequent federal tax law, including, for such purposes, the making of distributions to organizations which qualify as tax exempt organizations under that code.

**Section 3.** This Society shall have and exercise all rights and powers conferred on unincorporated associations generally under the laws of the State of New York; provided, however, that the Society is not empowered to engage in any activity which is not itself in furtherance of its purposes as set forth in Sections 1 and 2 of this article, nor is it empowered to engage in any activities mentioned in Section 4 of this article.

**Section 4.** No part of the net earnings, properties, or assets of this Society shall inure to the benefit of any private person or individual, or any member or officer of this Society on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this Society remaining after provision for all debts and obligations shall be distributed and paid over to the Regional Service Committee of Narcotics Anonymous of Western New York.

**Section 5.** For the purpose of carrying out its object and purposes, the Society may acquire, receive, and hold in its name by purchase, gift, grant or bequest, any real or personal property, and may transfer, sell, mortgage, convey, let, or otherwise use the same, subject to and in accordance with these Bylaws hereafter adopted, consistent with the purposes for which the Society is formed.

**Section 6.** In regards to service, members of the Area Service structure as defined in Article V, as well as members of Area Service sub-committees are required to be clean, where there is a clean time requirement by the definition in; Bulletin #29, and “NA Groups and Medication”, and “Narcotics Anonymous and Persons Receiving Medicated Assisted Treatment”.

## **Article III**

### **Members**

**Section 1.** This Society shall have two (2) classes of members only, that of Voting, the other of Non-voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

**Section 1.1.** Voting Members - The voting members of the Society shall be the Group Service Representative (GSR) or in the GSR's absence, the Group Service Representative- Alternate (GSR Alternate) of each Narcotics Anonymous group within Buffalo and surrounding areas who attend the last two regular area service meetings. For the purpose of these Bylaws, the terms Group Service Representative and Group Service Representative - Alternate shall be defined as stated in the approved *A Guide to Local Services in Narcotics Anonymous*. Any group whose GSR or GSR Alternate who is absent for two consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. Any group whose GSR or GSR Alternate has attended two consecutive meetings will then be eligible to vote at the third consecutive meeting attended.

**Section 1.2.** Non-voting members - The non-voting members of the Society shall be the representatives of subcommittees as defined in Article IX of these Bylaws, and officers of the Society.

**Section 2.** There shall be no dues or fees for membership.

## **Article IV**

### **Observers**

Attendance of any meeting of this Society shall be limited to Narcotics Anonymous members only. Narcotics Anonymous members not addressed elsewhere in these Bylaws shall be classified as observers. Observers shall have the specific right to request the floor for purpose of debate. This shall be made through a member of the Society.

## **Article V**

### **Officers & Subcommittee Chairpersons**

**Section 1.** The officers of this Society shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant/Alternate Treasurer, Regional Committee Member-Alternate (RCM-Alternate).

**Section 1.1. Meeting Schedule Coordinator:** The Area Service Committee Chairperson shall appoint a meeting schedule coordinator(s) at the annual meeting. The coordinator(s) is responsible for the developing of an accurate meeting schedule for the local group/assembly on a monthly or quarterly basis and will do so within the guidelines as stated in the Area Bylaws and direction of the voting members when appropriate. The Committee meeting each month. A Narcotics Anonymous meeting within the Buffalo Area must meet every week for two months to be applied to the schedule to assure active participation for local members.

**Section 2.** At the regular meeting held in November, nominations from the floor shall be made for the positions of officers, chairs of standing subcommittees, and two (2) active GSRs to server on the Steering committee. Nominations can be made by any member of the Society as defined in *Article III* of these Bylaws. Additional nominations from the floor shall be permitted at the regular meeting in December. Nominations shall close at the regular meeting in December.

**Section 2.1.** Nominees for the elected positions described must be present at either the November or December regular meeting to accept the nomination and answer the five questions: 1.) Do you meet the clean time requirement? 2.) What experience do you bring to the position you are nominated for? 3.) Have you stolen or misappropriated NA funds? 4.) Have you ever not completed a service commitment and why? 5.) Do you foresee any reason why you could not fulfill the service commitment you are nominated/elected for?

**Section 2.2.** In the event there are no no nominations for an elected position, nominations may be opened at the annual meeting in January for that position only.

**Section 3.** The officers and subcommittee chairpersons shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected. Members nominated must be present at the January meeting to be elected.

**Section 4.** No officer, subcommittee chairperson or subcommittee Vice-Chairperson shall hold more than one elected position within that subcommittee or within the Buffalo Area at a time. No officer or subcommittee chairperson shall be eligible to serve more than two terms consecutively in the same elected position.

**Section 5.** An election to fill a vacancy in an elected position described in Article shall occur within two regular meetings after a nomination(s) has been made. Notice of intent to fill a vacancy shall be provided. In the case of vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a Chairperson.

**Section 6.** Any officer or subcommittee chairperson will be immediately dismissed from their position, and a vacancy shall arise in such a position for the following reasons:

- a) Absences from two (2) consecutive regular meetings of the Society without submitting a written report to the Society or having a representative present.
- b) Absence from any four (4) regular meetings of the Society within a twelve (12) month period with or without a report or report or representative.
- c) Violation of the BASCNA Theft Policy, as defined in *Article X Section 7*.

**Section 7.** Any officer or subcommittee chairperson who chronically fails to adequately fulfill the duties of the elected position they hold, in accordance with these Bylaws, the Traditions of NA, the Concepts of NA, and the *Guide to Local Service in Narcotics Anonymous* may be removed from their position at the discretion of the ASC by two-thirds ( $\frac{2}{3}$ ) majority vote, and a vacancy shall arise in such a position.

## **Article VI**

### **Duties of Officers**

#### **Section 1. Chairperson (Clean time requirement minimum 3 years)**

It is the duty of the Chairperson of this Society:

- a) To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
- b) To announce in proper sequence, the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program and with existing orders of the day.
- c) To recognize members or observers who are entitled to the floor.

- d) To state and to put to a vote all questions that legitimately come before the assembly as motions or that the result of each vote; or, if a motion is not in order is made, to rule it out of order.
- e) To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- f) To enforce the rules relating to debate and to order decorum within the assembly.
- g) To expedite business in every way compatible with the right of members and observers.
- h) To decide all questions of order, subject to appeal-unless when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- i) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- j) To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- k) To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- l) To arrange the agenda for each meeting.
- m) To conduct correspondence of the Society, as may be necessary.
- n) To conduct correspondence of the Society, as may be necessary.
- o) To sign all certified copies of acts of the Society.
- p) To be an ex officio non-voting member of all subcommittees.
- q) To appoint all special committees except, when in the interest of the Society, it is deemed necessary to elect a special committee by ballot.
- r) To maintain the Society's files and archives.
- s) To be co-signer of the Society's bank account.

## **Section 2. Vice-Chairperson (Clean time requirement minimum 2 years)**

It is the duty of the Vice-Chairperson of this Society:

- a) In the absence of the Area Chairperson, to serve as Area Chairperson
- b) To coordinate the functions of all subcommittees, in the absence of a subcommittee Chairperson the Vice Chairperson of this BASCNA body is to act as Chairperson of the aforementioned subcommittee.
- c) To manage the registration of members.
- d) To be an ex officio non-voting member of all subcommittees.
- e) To contact any member holding elected position who misses any regular meetings of the Society and inform them that they must attend the next regular meeting of the Society or send a representative or written report to confirm that their officer's responsibilities are being met to the satisfaction of the Society as a whole, or automatically resign their office, in accordance with Article V. Section 6 of these Bylaws.

- f) To contact any group listed on the meeting schedule at least every (6) months who do not attend the Area Service meeting to assure active meetings on the meeting schedule and to notify the appointed Meeting Schedule Chairperson(s) of any changes.

### **Section 3. Regional Committee Member (Clean time requirement minimum 3 years)**

It is the duty of the Regional Committee Member of this Society:

- a) In the absence of the Chairperson and Vice-Chairperson to serve as Chairperson
- b) To represent the Society at each meeting of the Regional Service Committee (RSC).
- c) To provide the Society with the agenda for the next meeting of the RSC sixty (60) days prior to that meeting.
- d) To make a report to the assembly at each regular meeting covering the business of the RSC.
- e) To actively serve on one RSC subcommittee, when feasible.

### **Section 4. Secretary (Clean time requirement minimum 1 year)**

It is the duty of the Secretary of this Society:

- a) In the absence of the Chairperson, the Vice-Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson pro tempore.
- b) To keep a record of all the proceedings of the Society.
- c) To keep on file all committee reports.
- d) To keep the Society's official membership roll; and to call the roll at each regular meeting.
- e) To make minutes and records available to members upon request.
- f) To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- g) To sign all certified copies of acts of the Society.
- h) To maintain record books in which the Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
- i) To send out the membership a notice of each special meeting known as the "call" of the meeting.
- j) To conduct the correspondence of the Society that is not a function proper to other officers, or to committees.
- k) To prepare, prior to each meeting, an order of business for the use of the presiding officer, knowing in their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.

**Section 5. Treasurer (Clean time requirement minimum 4 years)**

It is the duty of the Treasurer of this Society:

- a) To be the custodian of the Society's funds, not entrusted to other officers, or committee.
- b) To be a co-signer of the Society's bank account.
- c) To make a report of the receipts and disbursements at each regular meeting.
- d) To make a full financial report at the annual meeting to be audited by an appointed committee.
- e) To Disburse funds as necessary to fulfill the object of the Society.

**Section 6. Assistant/Alternate Treasurer (Clean time requirement minimum 3 years)**

It is the duty of the Assistant/Alternate Treasurer of this Society:

- a) To assist the Treasurer at the Society's meetings with donation collections, disbursement of funds, and financial reports.
- b) To assist the Treasurer in monthly audits of the Society's funds.
- c) Not to be a co-signer of the Society's bank account.
- d) Not to be a bank depositor of the Society's funds.

**Section 7. Regional Committee Member - Alternate (Clean time requirement min 2 years)**

It is the duty of the Regional Committee Member - Alternate of this Society:

- a) In the absence of the Regional Committee Member to serve as Regional Committee Member.
- b) This is a two (2) year commitment and this position automatically becomes RCM in a vacancy at the start of the second year of service.
- c) To attend each meeting of the Regional Service Committee, if feasible.
- d) To actively serve on one RSC subcommittee, if feasible

**Section 8.** Any members of this Society who does not carry out the duties of their office, or any members, who twice violates the duties of their office, shall automatically resign any and all of offices held in this society and a vacancy shall arise in all such offices.

**Article VII**

**Meetings**

**Section 1.** Regular meetings of this Society shall be held on the second (2nd) Sunday of each month unless otherwise ordered by the Society or by the Steering Committee.

**Section 2.** The regular meeting on the second (2nd) Sunday of January shall be known as the annual meeting and shall be for the purpose of electing officers, electing chairpersons of the subcommittees and provided in *Article IX* of these Bylaws, receiving Annual reports from officers and subcommittees, and for any other routine business that may arise.

**Section 3.** Special meetings may be called by the Chairperson of the Society, and shall be called upon the written request of five (5) members of the Society. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least (10) days' notice shall be given

**Section 4.** Attendance of at least  $\frac{1}{3}$  voting members of this Society shall constitute a quorum and be required only at the start of the meeting.

## **Article VIII**

### **Steering Committee**

**Section 1.** The Society shall have seven (7) members of the Steering Committee. The members of the Steering Committee shall be the Society's Chairperson, Vice-Chairperson, Secretary, Treasurer, REgional Committee Member and two (2) GSR's. At the annual meeting, two (2) active GSR's shall be elected as members of the Steering Committee. This committee shall elect the Chairperson of this committee promptly after the annual meeting. The members of the Steering Committee shall hold offices for a one (1) year term or until their successors are elected, provided that they continue to meet the qualifications required by these Bylaws. Their term of office shall begin at the start of the regular meeting following the meeting at which they are elected. No person shall be eligible to serve more than two (2) terms consecutively on this committee. An election to fill a vacancy in office as provided in this section shall occur within two (2) regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided.

**Section 2.** The Steering Committee shall make recommendations to the Society, perform any other duties expressly delegated to it by the Society, and shall perform such other duties as are specified in these Bylaws. The Steering Committee shall be subject to the orders of the Society, and none of their acts shall conflict with action taken by the Society.

**Section 3.** The Steering Committee shall meet at any time deemed necessary by its Chairperson or the Society's Chairperson. The Steering Committee shall submit a written report of the month's business at each regular meeting of the Society.



**Section 4.** The Steering Committee is directed to report the ASC within thirty (30) days, all business (motions, syntax) that is directed to the steering committee is placed back on the table at the next ASC meeting.

**Section 5.** The Steering Committee must perform annual, and/or biannual, financial auditing of the ASC and it's subcommittees.

## **Article IX**

### **Subcommittees**

#### **Section 1. Public Relations (Chairperson clean time requirement minimum 2 years)**

A Public Relations Subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer and other volunteers. The assembly at the annual meeting shall elect the Chairperson, the Vice-Chairperson, Secretary, and Treasurer shall be appointed by the committee Chairperson promptly after the annual meeting. It shall be the duty of this committee to arrange speakers for speaking events outside the Narcotics Anonymous community, and to coordinate media activities. This committee shall have standing authority to act for the Society in matters relating to the aforementioned duties, and will do so within the guidelines as stated in the approved *Guide to Public Information*, or corresponding literature.

#### **Section 2. Literature (Chairperson clean time requirement minimum 2 years)**

A Literature Subcommittee shall be composed of a Chairperson, a Treasurer/Inventory Manager, and other volunteers. The Chairperson shall be elected by the assembly at the annual meeting. The Treasurer/Inventory Manager shall be appointed by the committee Chairperson promptly after the annual meeting. It shall be the duty of this committee to contribute written material to the Regional Service Literature Committee to develop new literature, and keep a stock of Literature on hand to distribute to groups in the Buffalo area. This committee shall have standing authority to act for the Society in matters relating to the aforementioned duties, and will do so within the guidelines as set forth in the approved *Literature Handbook* or corresponding literature.

#### **Section 3. Hospitals & Institutions (Chairperson clean time requirement minimum 2 years)**

A Hospitals and Institutions Subcommittee shall be composed of a Chairperson, a Vice-Chairperson/Secretary, a Coordinator/Treasurer, and other volunteers. The Chairperson shall be elected by the assembly at the annual meeting. The Vice-Chairperson/Secretary and Coordinator/Treasures shall be appointed by the committee promptly after tha annual meeting. It shall be the duty of this committee to unify efforts of the 12th step work within hospitals and institutions. This committee shall have standing authority to act for the Society in matters

relating to the aforementioned duties, and will do so within the guidelines as set forth in approved H&I *Handbook* or corresponding literature.

**Section 4. Buffalo Area Convention (Chairperson clean time requirement minimum 3 years)**

A subcommittee shall be formed annually at the ASC meeting following the event. It shall be composed of a Chairperson, Vice-Chairperson/Secretary, Treasurer, and other volunteers. The chairperson shall be elected by the assembly the month before the annual event. This committee shall be responsible for the planning of a convention weekend to be held annually. Their duties shall be including all arrangements that will insure that the event takes place. The committee shall have standing authority to act for this Society in matters relating to the aforementioned duties.

**Section 5. Phonline (Chairperson clean time requirement minimum 2 years)**

A Phonline subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, and other volunteers. The assembly at the annual meeting shall elect the Chairperson. The Chairperson of the subcommittee shall appoint the Vice-Chairperson and Secretary promptly after the annual meeting. It shall be the duty and purpose of the subcommittee to unify efforts to maintain our primary purpose to carry the message to the addict who still suffers by providing Phonline service in accordance with the Twelve Traditions of Narcotics Anonymous. This subcommittee shall have standing authority to act for the society in matters relating to aforementioned duties and will do so within the guidelines as set forth in approved *A Guide to Phonline Service*. The Qualifications for Chairperson for this committee shall parallel those of the PR Chairperson as set forth in approved *A guide to Local Services in Narcotics Anonymous*.

**Section 6. Activities (Chairperson clean time requirement minimum 2 years)**

An Activities subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and other Volunteers. The Chairperson shall be elected by the assembly at the annual meeting. The Vice-Chairperson, Secretary, and Treasurer shall be appointed by the committee Chairperson promptly after the annual meeting. It shall be the duty and purpose of this subcommittee to unify local groups by providing activities on a monthly basis (third weekend of each month) of the subcommittee's choice, to provide the area service committee with a newsletter titled *Just for Today* within the guidelines of the approved service manual standing authority to act for the Society in matters relating to the aforementioned duties, and will do so within the guidelines as stated in the *Guide to local service in Narcotics Anonymous* or corresponding literature.

**Section 7. Policy (Chairperson clean time requirement minimum 2 years)**

A policy committee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Archivist, and other volunteers. The assembly at the annual meeting shall elect the Chairperson. The committee shall promptly elect the Vice-Chairperson, Secretary, and Archivist after the annual meeting. It shall be the duty of this committee to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure. It shall also be the duty of this committee to notify the assembly of any policy and/or precedents or duties and will do so within the guide set forth in *the Guide to local service in Narcotics Anonymous* or corresponding literature.

#### **Section 8. Other Committees**

Such other standing committees or special committees shall be formed as the Society shall from time to time deem necessary to carry on the work of the Society. No committee shall perform any duties of another committee without previous consent from that committee's Chairperson and Society's Vice-Chairperson for review.

#### **Section 9. Subcommittee Chairperson(s)**

It shall be the duty of each subcommittee Chairperson to submit a written report at each regular meeting of this Society, and an annual report at the annual meeting. These reports are to be submitted to the Society's Vice-Chairperson for review. Subcommittee reports at each ASC will be an agenda of topics and projects subcommittees will be working on at their next meeting/meetings.

#### **Section 10. Special Fundraising**

Subcommittee may fundraise ONLY with prior approval of this society through the primary motion.

#### **Section 11. Budgets**

All subcommittees must submit a yearly budget promptly after the annual meeting.

#### **Section 12. Journals**

All area and subcommittee persons responsible for handling NA funds are required to maintain a ledger according to basic accounting principles. Said ledger will be provided by **Area Service body and reviewed by the Steering Committee as per the Buffalo Area Service Committee Bylaws.**

### **Article X**

## **Rules and Precedents**

**Section 1.** Order of Business at the regular meeting of this Society shall be in accordance with the approved *A Guide to Local Service in Narcotics Anonymous*

**Section 2.** Order of Business for the Annual meeting of this Society shall consist of:

- I. Open with the Serenity Prayer
- II. Traditions
- III. Minutes of the previous ASC meeting
- IV. Reports
  - A. Yearly Treasurer's report
  - B. Subcommittees
    1. H&I annual report
    2. Literature annual report
    3. Public Relations annual report
    4. Phonline annual report
    5. Activities/Newsletter annual report
    6. Recovery in the woods annual report (meeting following annual event.)
    7. Policy annual report
    8. Meeting Schedule annual report
  - C. Chairperson's Annual Report
  - D. Regional Committee Member Annual Report
- V. Routine Business
  - A. Take Donations
  - B. Pay bills
- VI. Election of Trusted Servant Positions
  - A. Roll of voting members
  - B. Reading of duties
  - C. Election
    1. Area Chairperson
    2. Area Vice Chairperson
    3. Area Secretary
    4. Area Treasurer
    5. Area Alternate Treasurer
    6. RCM Alternate
    7. H&I Chairperson
    8. Literature Chairperson
    9. Public Relations Chairperson
    10. Phonline Chairperson
    11. Activities Chairperson (with appointment of Newsletter editor)
    12. Policy Chairperson

13. Meeting Schedule Chairperson appointment by current ASC Chair
14. Two (2) Steering Committee GSR's from activity GSR's

VII. Announcements

VIII. Close

**Section 3.** Special rules for regular meeting of this Society.

**Section 3.1.** For the purpose of this Society there shall be two (2) types of motion - Primary and Secondary.

**Section 3.2.** Primary motions require a second and are motions affecting this Society and those they serve. Primary motions may be made by voting members only as described previously in these Bylaws.

**Section 3.3.** Secondary motions are motions of routine business and can be made by any members of the Society as previously mentioned in these Bylaws.

**Section 4.** Primary motions shall automatically be sent for "Group conscience" unless the majority of the voting members present decided to act immediately on motion.

**Section 5.** Group/Meetings listed on the ASC meeting schedule should attend the ASC meeting or notify the chairperson every six (6) months to assure active participation on the schedule to assure accuracy.

**Section 6.** For a Narcotics Anonymous meeting to be on the meeting list or Phonenumber, that NA, meeting must follow the Twelve Steps and Twelve Traditions of Narcotics Anonymous and assure that any addict may attend those meetings that there be no requirement direct or implied for attendance and/or membership because of age, race, sexual identity, gender, creed, religion, or drugs used.

**Section 7. BASCNA Written Policy on the Theft of NA Funds:**

Any member responsible of the the **theft** of BASCNA funds or property:

- A) Will promptly be given the opportunity for redress in front of the accusing body before punitive action is taken.
- B) Will be taken to court by BASCNA, and if full restitution is not made within 90 day, a garnishment may be placed against your wages and property.
- C) Will be removed from any elected or trusted servant positions, and be prohibited from making any new service commitments for ten (10) years after the date restitution in completed.

Any member responsible for the **mismanagement** of BASCNA funds or property:

- A) Will promptly be given the opportunity for redress in front of the accusing body before punitive action taken.
- B) May be removed from the elected or trusted servant position they currently hold at the discretion of the ASC by a two-thirds ( $\frac{2}{3}$ ) majority vote.

**Section 8.** Any and all literature submitted by a home group or subcommittee to be distributed at the monthly area meeting of BASCNA must have the NA logo on said literature in order to be distributed. If such literature doesn't have the log, it must be stamped by the individual or group with a stamp that is available at the area meeting prior to being distributed.

### **Article XI**

#### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (1986) shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

### **Article XII**

#### **Amendment of Bylaws**

These Bylaws may be amended by a two-thirds majority vote at the regular meeting in April and November or at a special meeting of the society, provided that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting

**Revised November 2019**