

The Bylaws of the Central Allegheny Mountain of Narcotics Anonymous Area

Article I

Name

The name of this society shall be Central Allegheny Mountain of Narcotics Anonymous which was established in March of 2009.

Article II

Objective

Section 1) The objective of this society shall be to administer and coordinate the business and activities common to the welfare of Narcotics Anonymous within the boundaries of CAMNA without an area representation; to support the general needs of these areas; 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 Services in Narcotics Anonymous*.

Section 2) This Society shall have and exercise all rights and powers conferred on unincorporated associations generally under the Laws of the State of Pennsylvania; 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 Section 1 of this article, nor is it empowered to engage in any activities mentioned in Section 3 of this article.

Section 3) No part of the net earnings, properties, or assets of this Society shall insure 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.

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 CAMNA and surrounding areas who attended the last two regular area service meetings. For the purpose of these Bylaws, the term Group Service Representative and Group Service Representative Alternate shall be defined as stated in the approved A CAMNA 2015

Guide to Local Services in Narcotics Anonymous. Any group whose GSR or GSR Alternate who is absent for two (2) consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. Any GSR or GSR Alternate must attend two consecutive meetings and 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 representative 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 the purpose of debate. This request shall be made through a member of the Society.

Article V

Officers

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

Section 2) At the regular meeting held in January, nominations from the floor shall be made for the positions of officers and chairs of standing committees, Regional Committee Member and Regional Committee Member-Alternate, and 2 active GSRs to serve 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 regular meeting in February. Nominations shall close at the regular meeting in February.

Section 2.1) Nominees for positions described above must be present at either January or February regular meeting to accept nominations and answer the 5 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 for any reason see that you could not fulfill the commitment you are nominated for?

Section 2.2) In the event that there are no nominations for a position, nominations may be opened for the annual meeting in March for that position only.

Section 3) The officers shall be elected by ballot to serve for two (2) years or until their successors are elected. The meeting after their election will be designated to working with the previous person who held that position to learn how to operate their new position. Their term of office shall begin at the

start of the regular meeting following that mentoring opportunity. Members nominated must be present at the March meeting to be elected.

Section 4) No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than two terms consecutively in the same office.

Section 5) An election to fill a vacancy in an office as provided in Section 1 of this Article shall occur within two regular meetings after a vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson.

Section 6) Any members holding an elected position of this Society who miss two (2) regular meetings of the Society without either submitting a written report to the Society or having a representative present and fulfilling the duties of their position, shall automatically resign any and all offices held in this Society and a vacancy shall arise in all such offices.

Article VI

Duties of Officers

Section 1) **Chairperson:** (Clean time requirement minimum three (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 vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceeding except questions that relate to the Chairperson and to announce the result of each vote; or if a motion that 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 rights 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 the parliamentary procedure or factual information bearing on 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 sign all certified copies of acts of the Society.
- o) To make a report of the year's work at the annual meeting.
- 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 vote in accordance with the procedures of Robert's Rules of Order, in order to break all ties of votes and settle votes requiring a two-thirds majority.
- s) To maintain the Society's files and archives.
- t) To be co-signer of the Society's bank account.

Section 2) **Vice-Chair** (Clean time requirement minimum two (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.
- 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 election positions who miss 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 that their office's responsibility are being met to satisfaction of the Society as a whole, or automatically resign their office, in accordance with article V, Section 6 of these Bylaws.

Section 3) **Regional Committee Member** (Clean time requirement minimum four (4) years)

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

- a) In the absence of the Area Chairperson and the Vice-Chairperson to serve as Chairperson.
- b) To represent the Society at each meeting of the Regional Service Committee (RSC).
- c) To provide an area report every sixty (60) days to region.
- d) To provide a written 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 one (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 official membership roll; and to call the roll at each regular meeting.
- e) To make the 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 enter, with any amendments to these documents properly recorded, and to have the current records books on hand at every meeting.
- i) To send out to the membership a notice of each special meeting known as the “call” of the meeting.
- j) To provide the minutes of the Society. This is not a functions proper to other offices, or to committees.
- k) To prepare, prior to each meeting, an order 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 four (4) years)

It is the duty of the Treasurer of this Society:

- a) To be the custodian of the Society’s fund, not entrusted to other officers or committees.
- b) To be a co-signer of the Society’s bank account.
- c) To make a receipt of 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 three (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 collection, 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 depositor of the Society’s funds.

Section 7) **Regional Committee Member-Alternate** (Clean time requirement minimum two (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 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 subcommittees, if feasible.

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

Article VII

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) active GSRs. At the annual meeting two (2) active GSRs 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 two (2) 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 be subject to the orders of the Society, and none of these 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 to the ASC within thirty (30) days that 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 bi-annual financial auditing of the ASC and its subcommittees.

Article VIII

Subcommittees Chairperson's minimum clean time requirement is two (2) years.

Section 1) Public Relations

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 Committee Chairperson shall promptly appoint the Vice-Chair, Secretary and Treasurer.

It shall be the duty of this committee to arrange speakers for speaking events outside of 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* and other corresponding literature.

Section 2) **Literature**

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 to keep a stock of literature on hand to distribute to groups in the CAMNA 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 and Institutions**

A Hospital and Institution Subcommittee shall be composed of a Chairperson, a Vice-Chairperson /Secretary, a Coordinator/Treasurer shall be appointed by the committee promptly after the annual meeting. It shall be the duty of this committee to unify the 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 the approved *H&I Handbook* or corresponding literature.

Section 4) **Helpline**

A Helpline Subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, and other phone 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 of this subcommittee to unify the efforts to maintain our primary purpose to carry the message to the addict who still suffers by providing helpline services in accordance with the Twelve Traditions of Narcotics Anonymous. This subcommittee 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 *A Guide to Helpline Services*. The qualifications for Chairperson for this subcommittee shall parallel those of the Public Relations Chairperson as set forth in the approve *A Guide to Local Services in Narcotics Anonymous*.

Section 5) **Activities**

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 the subcommittee to unify local groups by providing activities on a monthly basis (the third (3rd) weekend of each month) of the subcommittees choice, to prove the Area Service Committee with a newsletter titled Just For Today within the guidelines of the approved service manual in Narcotics Anonymous or corresponding literature and 2-3 Learning Days per year. This committee shall have standing authority to act for the Society in matters related 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 6) **Policy**

A Policy Subcommittee shall be composed of a Chairperson, Vice-Chairperson, Secretary, Archivist and other volunteers. The Chairperson shall be elected by the assembly at the annual meeting. The committee shall promptly elect the Vice-Chairperson, Secretary and Archivist after the annual meeting. It shall be the duty and purpose of the subcommittee to evaluate suggestions in conference policy or procedure and proposed changes or modification to the service structure. It shall also be the duty of this committee to notify the assembly of any policy and/or precedent or procedures. This committee shall have standing authority to act for the Society in matters related 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) **Meeting Schedule Chairperson**

The Area Service Committee Chairperson shall appoint a Meeting Schedule Chairperson and/or Co-Chairperson at the annual meeting. These chairpersons are responsible to develop an accurate meeting schedule for the local groups/assembly on a monthly or quarterly basis and will do so within the guidelines as stated by the Area By-laws and direction of the voting members when appropriate. They are to contact any group listed on the meeting schedule at least every three (3) 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. A Narcotics Anonymous meeting within the CAMNA Area must meet every week for two (2) months to be applied to the schedule to assure active participation for local members.

Section 8) **Other Committees**

Such other committees or special committees (i.e. as hoc committee) 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 the Society's Vice-Chairperson for review.

Section 9) **Subcommittee Chairpersons**

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**

Subcommittees 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 in April.

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 the ***Area's Service Body and reviewed by the Steering Committee as per the CAMNA Area Service Committee Bylaws.***

Article IX

Rules and Procedures

Section 1) Order of Business at the regular meeting of this Society shall be in accordance within the guidelines of *Guide to Local Service in Narcotics Anonymous* or corresponding literature.

Section 2) Order of Business for the annual meeting of this Society shall consist of:

- 1) Open with the Serenity Prayer**
- 2) Reading of the Traditions & Concepts**
- 3) Reading and approval of Minutes from previous ASC meeting**
- 4) Annual Reports**
 - A) Yearly Treasurer's Report
 - B) Subcommittees
 - a) H&I Report
 - b) Literature Report
 - c) Public Information Report
 - d) Helpline Report
 - C) Chairperson's Annual Report
 - D) Regional Committee Member Annual Report
- 5) Routine Business**
 - A) Take donations
 - B) Pay bills
 - C) Open mail
- 6) Election of Trusted Servants**
 - A) Area Chairperson
 - B) Area Vice Chairperson
 - C) Area Secretary
 - D) Area Treasurer
 - E) Area Alternate Treasurer
 - F) Regional Committee Member
 - G) Alternate Regional Committee Member
 - H) H&I Chairperson
 - I) Literature Chairperson
 - J) Publics Relations Chairperson
 - K) Helpline Chairperson
 - L) Activities Chairperson (with appointment of Newsletter Editor)
 - M) Policy Chairperson
 - N) Meeting Schedule Chairperson (appointed by current ASC Chairperson)
 - O) Two (2) Steering Committee GSRs from active GSRs

7) Announcements

8) 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 motions; Primary and Secondary.

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

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

Section 4) Primary motions shall automatically be send for **Group Consciences** unless the majority of the voting members present decide to act immediately on the motion.

Section 5) A quorum must be present in order to make any decisions. A quorum is established when at least one-third (1/3) of the meetings are represented.

Section 6) For a Narcotics Anonymous Meeting to be on the meeting list or Helpline, that meeting must follow the Twelve Steps & 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. The meeting shall create an atmosphere of recovery and carry a clear message of hope.

Section 7) CAMNA's Written Policy of the Theft of NA Funds

If you are in a trusted servant position and you misappropriate and/or steal funds or property your position will immediately be terminated and no new service commitment can be made until restitution is completed and one (1) to five (5) years has passed (to be determined by the body).

Section 8) This Society reserves the right to make decisions on a case by case basis. These bylaws are a general guideline and the GSRs have the ultimate authority.

Article X

Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Oder 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.

Amendment of Bylaws

These Bylaws may be amended by a two-third (2/3) majority vote at the regular meetings in August and March 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.

