

**BY-LAWS OF THE  
NIAGARA-ORLEANS AREA SERVICE COMMITTEE (Ni-O ASC)  
OF NARCOTICS ANONYMOUS (NA)**

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## **Article I - Area Definition**

The name of this Area Service Committee shall be the Ni-O Area Service Committee of Narcotics Anonymous. This area encompasses Niagara and Orleans counties of New York.

## **Article II - Objective**

**Section 1.** The objective of this ASC shall be to administer and coordinate the business and activities common to the welfare of Narcotics Anonymous within the boundaries of the Ni-O area and surrounding communities without an area representation within the counties of Niagara and Orleans; 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 adhere to the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. For purposes of these By-Laws, the "Narcotics Anonymous Area" shall be defined as stated in the approved *A Guide to Local Service in Narcotics Anonymous*.

**Section 2.** The ASC shall be limited to such purposes and duties as in accordance with our Twelve Traditions. Our 7<sup>th</sup> Tradition states that "Each group be fully self-supporting, declining outside contributions." This Area shall operate with contributions that are received from the area NA groups and/or subcommittees.

**Section 3.** This ASC shall have and exercise all rights and powers conferred on unincorporated associates generally under the laws of the State of New York; provided, however, that the ASC is not empowered to engage in any activity which is not itself in furtherance of its purposes as set forth in Section 1 and Section 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 ASC shall inure to the benefit of any private person or individual, Member, Officer or Subcommittee Member of this ASC, upon dissolution or otherwise, and upon liquidation or dissolution, all properties and assets of this ASC that remain after provision for all debts and obligations has been made, shall distributed and paid to the Regional Service Committee of Narcotics Anonymous of Western New York.

**Section 5.** For the purpose of carrying out its objectives and purposes, the ASC may acquire, receive and hold in its name by purchase, gift, grant or bequest, any personal property and may use the same, subject to and in accordance with these By-Laws.

## **Article III - Members**

This ASC shall have two (2) classes of Members only, that of Voting Members, the other of Non-Voting Members. Only Group Service Representatives (GSRs) shall have voting rights. No person shall hold more than one membership in a class or any combination thereof. There shall be no dues or fees for membership.

### **Section 1. Voting Members**

The Voting Members of this ASC shall be the GSRs or, in the GSRs absence, the GSR Alternate of each NA Group within the Ni-O or surrounding areas who attends the last three regular ASC meetings. If the NA Group has no GSR or GSR Alternate, then the NA Group vote may-be sent in writing to the ASC meeting by any NA member designated by the NA Group. For the purpose of these By-Laws, the term Group Service Representative and Group Service Representative Alternate shall be defined as stated in the approved *A Guide to Local Service in Narcotics Anonymous*. Groups receive voting rights after the GSR or the GSR Alternate attends two consecutive meetings and groups will have voting rights at the third ASC meeting they attend. Two consecutive absences will terminate a group's voting rights.

### **Section 2. Non-Voting Members**

The Non-Voting members of the ASC consist of Officers as defined in Article V, Section 1 and Subcommittee Chairs as defined in Article X of these By-Laws.

## **Article IV - Observers**

Attendance of any meeting of this ASC shall be limited to NA members not addressed elsewhere in these By-Laws and they shall be classified as Observers. Observers shall have the specific right to request the floor for the purpose of discussion or debate. Their request must be made by a GSR in attendance at the ASC meeting and recognized by the Chairperson.

## **Article V - Officers**

### **Section 1. Officers**

The Officers of this ASC shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM) and Regional Committee Member Alternate and together they shall be called the Executive Committee.

### **Section 2. Nominations**

At the regular ASC meeting held in June, nominations from the floor shall be made for positions of Officers and standing Subcommittee Chairs and shall remain open until the end of business at the July ASC meeting. Nominations can be made by any NA member.

#### **Section 2.1. Questions for Nominees**

Nominees for Officer or Chair positions must attend the July ASC meeting to accept the nomination and answer the following six questions:

1. Do you meet the clean time requirement for the position?
2. Have you read the duties and responsibilities contained in these By-Laws for the position for which you are nominated?
3. What experience do you bring to the position for which you are nominated?
4. Have you stolen or misappropriated NA funds?
5. Have you ever not completed a service commitment? If so, why?
6. Do you foresee any reason why you could not fulfill the service commitment for which you are nominated?

### **Section 2.2. Open Positions**

In the event there are no nominations for a position, nominations for that position remain open until the position has been filled. GSRs should continue to announce the unfilled position at their home groups so they can bring any nominations to the next ASC meeting.

### **Section 3. Elections**

The Officers and Subcommittee Chairs shall be elected at the August ASC meeting to serve the specific term for the position described in these By-Laws. Elected Officers and Chairs and outgoing Officers and Chairs are required to meet no later than 10 days after the August meeting to transition into September. Term of office for the newly elected Officers and Chairs shall begin at the September ASC meeting.

### **Section 4. Term Limits**

No Officer shall hold more than one office at a time, and no Officer shall be eligible to serve more than three full terms consecutively in the same office.

### **Section 5. Vacancy**

An election to fill a vacancy in an office as provided in Section 1, Article V shall occur within two regular meetings after such 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 the Chairperson until the start of the regular meeting following the election of a Chairperson.

### **Section 6. Attendance at ASC**

Any Officer or Subcommittee Chairperson holding an elected position of this area who is absent for 2 consecutive regular ASC meetings with or without submitting a written report to the ASC and with or without having a representative present to temporarily fulfill the duties of the position, shall automatically resign any and all elected positions in this ASC and a vacancy shall arise in all such positions.

## **Article VI - Duties of Officers**

### **Section 1. Chairperson – 1 Year Term**

#### **Clean time requirement minimum 3 years**

It is the duty of the Chairperson of this ASC to:

- Ascertain that a quorum is present.
- Open the meeting at the appointed time by taking the Chair and calling the meeting to order.
- Announce in proper sequence the business that comes before the assembly. Recognize members or observers who are entitled to the floor.
- State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceeding. Or, if a motion is made that is not in order, rule such motion out of order.
- Protect the assembly from obviously frivolous or dilatory motions which are used to delay or obstruct business by refusing to recognize them.
- Enforce the rules relating to debate and to order decorum within the assembly.
- Expedite business in every way compatible with the rights of members and observers.

- 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.
- Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- Authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
- 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.
- Arrange the agenda for each meeting.
- Conduct correspondence of the ASC, as may be necessary.
- Sign all certified copies of acts of the ASC.
- Make a report of the prior year's work at the year-end meeting in August.
- Assemble the Steering Committee and other possible committees when deemed necessary.
- Appoint all special committees except, when in the interest of the ASC, it is deemed necessary to elect a special committee by ballot.
- Vote in accordance with the procedures of Robert's Rules of Order, in order to break all ties of votes and to settle votes requiring a two-thirds majority.
- Maintain the ASC's files and archives.
- Be a co-signor of the ASC's bank account.
- Confirm that the bank statement ending balance matches the Treasurer's reported balance each month and announce this to the ASC body.
- Be held accountable per Article VI Theft Policy of these By-Laws.

**Section 2. Vice Chairperson – 1 Year Term**  
**Clean time requirement minimum 3 years**

It is the duty of the Vice Chairperson of this ASC to:

- Serve as Chairperson of the assembly in the absence of the Chairperson.
- Coordinate the functions of all subcommittees.
- Be a co-signor of the ASC's bank account.
- Manage the registration of members.
- Be and ex-officio non-voting member of all subcommittees.
- Contact any member holding an elected post who is absent from the ASC to confirm that their office's responsibilities are being met to the satisfaction of the ASC as a whole, or automatically resign their office in accordance with Article V Section 6 of these By-Laws.
- Contact any group listed on the meeting schedule at least every 6 months who do not attend the ASC meeting to ensure that accurate locations and active meetings are listed on the meeting schedule.
- Be held accountable per Article VI Theft Policy of these By-Laws.

### **Section 3. Regional Committee Member - 2 Year Term**

#### **Clean time requirement minimum 2 years**

It is the duty of the Regional Committee Member of this ASC to:

- Serve as Chair in the absence of the Chairperson and Vice-Chairperson.
- Represent the ASC at each meeting of the Regional Service Committee (RSC).
- Provide the ASC with the agenda for the next meeting of the RSC 30 days prior to that meeting.
- Make a report to the assembly at each regular meeting covering the business of the RSC.
- Be held accountable per Article VI Theft Policy of these By-Laws.

### **Section 3.1 Regional Committee Member Alternate - 1 Year Term**

#### **Clean time requirement minimum 1 year**

It is the duty of the Regional Committee Member Alternate of this ASC to:

- Attend regularly with the RCM and go when the RCM cannot attend the RSC.
- Serve as RCM in absence of RCM
- Be held accountable per Article VI Theft Policy of these By-Laws.

### **Section 4. Secretary – 1 Year Term**

#### **Clean time requirement minimum 1 year**

It is the duty of the Secretary of this ASC to:

- Serve as Chair in the absence of the Chairperson, Vice-Chairperson, and the Regional Committee Member.
- Keep a record of all the proceedings of this ASC.
- Keep on file all committee reports.
- Keep the ASC's official membership roll; and to call the roll at each regular meeting.
- Make the minutes and records available to member upon request.
- Furnish committees with required documents needed to conduct business at the ASC.
- To have on hand at each meeting a list of all existing committees and their members.
- Sign all certified copies of acts of the ASC.
- Maintain record books in which the By-Laws, 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.
- Notify members of each special or emergency meeting of the ASC.
- Prepare, prior to each meeting, minutes that contain the business conducted at the previous ASC meeting for the ASC members to review, amend if needed, and approve.
- Be held accountable per Article VI Theft Policy of these By-Laws.



## **Section 5. Treasurer – 1 Year Term**

### **Clean time requirement minimum 4 years**

It is the duty of the Treasurer of this ASC to:

- Be the custodian of the ASC's funds, not entrusted to other Officers or committees.
- Be a co-signor of the ASC's bank account.
- Make a report of receipts and disbursements and reconcile with the bank balance at each regular meeting. Chair will confirm that bank statement ending balance matches the treasurer's report.
- Make a full financial report at the year-end meeting in August.
- Disburse funds as necessary to fulfill the object of the ASC.
- Be held accountable per Article VI Theft Policy of these By-Laws.

## **Article VI - Theft Policy**

### **Section 1. Theft Policy:**

For the purposes of this article theft and stealing are defined as the removal of money or property without permission of the ASC and with the intent of keeping it permanently for personal use. Misappropriation and misuse are defined as using money or property for your own personal use rather than what it was intended to be used for in accordance with these By-Laws and Subcommittee guidelines. NA funds are never to be deposited in a personal bank account.

If you are appointed or elected as a trusted servant, and you steal, misappropriate, or misuse property and/or money, you can and will be criminally and/or civilly prosecuted if restitution is not made. Your service commitment will be terminated, even if restitution is made.

Further, it is agreed that you will not be able to serve in any capacity at the Ni-O Area for a period of 3 years following the date that full restitution has been made.

Full restitution must be made in accordance with the conscience of the ASC of the Ni-O Area to avoid civil and/or criminal prosecution.

The Theft Policy must be read when you accept a nomination and must be signed upon your election.

### **Accountability Statement 5<sup>th</sup> Concept of NA Service**

“When we give our trusted servants responsibility for a particular task, we hold them accountable for the authority we have delegated them”.

## **Article VIII - ASC Meetings**

**Section 1.** Regular meetings of this ASC shall be held on the second Sunday of each month unless otherwise approved by the ASC or by the Steering Committee.

**Section 2.** The regular meeting on the second Sunday of September shall be known as the Annual Meeting and shall be for the purpose of transitioning newly elected Officers and Subcommittee Chairpersons as provided in Article IX of these By-Laws.

**Section 3.** The regular meeting on the second Sunday of August shall be known as the Year-End Meeting and shall be for the purpose of receiving annual reports from Officers and Subcommittee Chairs, for the election of new Officers and Subcommittee Chairs and for any other routine business.

**Section 4.** Special meetings may be called by the Chairperson of the ASC, or shall be called upon the written request of 5 members of the ASC. The purpose of the meeting shall be stated in the call. No business other than that written in the call will be conducted. At least 7 days written or verbal notice shall be given to GSRs to inform their groups of the special meeting. Special meetings can only be called for urgent matters that cannot wait until the next monthly ASC meeting.

**Section 5.** Attendance of at least one third voting members of this ASC shall constitute a quorum and be required only at the start of the meeting.

## **Article IX - Steering Committee**

**Section 1.** The ASC shall have 7 members of the Steering Committee. The members of the Steering Committee shall be the ASC's Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, and 2 active GSR's appointed by the ASC Chair at the annual meeting in September. The members of the Steering Committee shall hold office for a 1 year term, or until their successors are elected, provided that they continue to meet the qualifications required by these By-Laws. Their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.

**Section 2.** The Steering Committee shall make recommendations to the ASC, perform any other duties expressly delegated to it by the ASC and perform annual auditing of the ASC and its subcommittees within 10 days of the year end August meeting. The Steering Committee shall meet at any time deemed necessary by the ASC's Chairperson. The Steering Committee shall submit a written report of the month's business if applicable at each regular meeting of the ASC.

## **Article X - Subcommittees**

### **Section 1. All Subcommittees shall:**

- Be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer and any other positions the Subcommittee deems necessary in their guidelines. The Chairperson shall be elected at the year-end meeting in August and shall form a subcommittee promptly after their election. Clean time requirement for all Subcommittee Chairpersons is a minimum of 2 years. To be waived if necessary by the executive committee at the discretion of the ASC Chairperson.
- Provide a year-end report at the ASC in August that includes a detailed list of all materials used by their committee to be turned over to the Steering Committee for audit.
- Hold a monthly meeting and notify the Area of the time and place this meeting is held. This information shall be printed on the Ni-O Area Meeting Schedule.

- Operate in accordance with these Bylaws, the 12 Traditions of NA, the 12 Concepts of Service, Roberts Rules of Order and each Subcommittee's guidelines (copies of which are attached).
- Operate within their approved budget listed in these Bylaws. If additional funds are needed a motion must be brought to the ASC for approval.
- Submit a written report at each regular monthly meeting of the ASC that includes upcoming and prior events, topics or projects the Subcommittee will be working on at their next meeting. This report shall also include a detailed listed of expenses and income.
- Fundraise only with prior approval of this ASC through primary motion.
- In the event that a Subcommittee Chairperson cannot fulfill their duties, the ASC Vice Chair will act as the Subcommittee's Chair until the position can be filled.
- Not perform any duties of another Subcommittee without prior consent from the ASC's Vice Chairperson.
- Be formed as the ASC sees fit.

### **Section 2. Public Relations (PR)/Phoneline**

It shall be the duty of this Subcommittee to:

- Arrange speaking events outside the NA community
- Coordinate two learning days each year.
- Increase awareness of NA within the general public.
- Provide Phoneline services to the addict who still suffers and seeks support.
- Revise the area meetings schedules every 3 months in January, April, July, and October. For an NA meeting to be added to the Ni-O Area meeting schedule it must meet at the same time and place for a period of at approx. 90 days.
- Provide printed schedules to the ASC monthly meeting on a monthly basis.
- Maintain and store printer to be used to print meeting schedules or other PR materials.
- Operate within the NA approved Public Relations Handbook and A Guide to Phoneline Service

### **Section 3. Literature**

It shall be the duty of this Subcommittee to:

- Contribute written material to the Regional Service Literature Committee to develop new literature
- Keep a stock of literature on hand to distribute to groups in the Ni-O Area.
- Evaluate the literature needs of the Area and place a literature order in accordance with those needs in an effort to keep it current.
- Literature outside of the needs of the Area, such as specialty or novelty items, needs to be paid for in advance by the GSR or NA Member ordering it.
- Keep accurate bank records and be a cosignor on the Ni-O Area Literature Fund bank account.
- Operate in the approved Literature Handbook.

#### **Section 4. Hospitals and Institutions**

It shall be the duty of this Subcommittee to:

- Unify efforts of the 12th Step work within hospitals and institutions.
- Operate within the NA approved H&I Handbook

#### **Section 5. Activities**

It shall be the duty of this Subcommittee to:

- Unify local groups by providing a minimum of 3 activities per year, one of which must be the annual picnic.
- Include in their monthly report proposed events that are being considered for the next 3 months.
- Operate in accordance with the Guide to Local Service in NA
- In the event that the Activities Chair position is vacant and it is being fulfilled by the ASC Vice Chair will be required to facilitate only the Annual Ni-O picnic.

#### **Section 6. Policy**

It shall be the duty of this Subcommittee to:

- Evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure
- Notify the assembly of any policies and/or precedents and procedures
- Operate in accordance with the Guide to Local Service in NA
- Form an Ad Hoc committee for a specific task or objective that all other Subcommittees are not currently performing. All Ad Hoc committees shall be dissolved after the completion of the task or achievement of the objective.

### **Article XI – Motions, Rules and Precedents**

#### **Section 1. Order of Business at Regular Meeting**

Order of business at the regular meeting of this ASC shall follow the Chair's agenda and approved *Guide to Local Service in Narcotics Anonymous*.

#### **Section 2. Order of Business at Year-End Meeting in August**

Order of business for the year end meeting in August of this ASC shall consist of:

I. Open with the Serenity Prayer

II. Traditions and Concepts

III. Roll call and Quorum

IV. Approval of minutes from the previous ASC meeting

V. Give Year End reports that include a detailed list of materials being turned over to the outgoing Steering Committee for audit per Article V, Section 3.

a. Treasurer

b. Subcommittees:

i. H&I

ii. Literature

- iii. Phonenumber/Public Relations
    - iv. Activities
    - v. Policy
  - c. Area Chairperson
  - d. Regional Service Committee Chairperson
- VI. Routine Business
  - a. Take donations
  - b. Pay bills
- VII. Election of Trusted Servants
  - a. Roll call of voting members
  - b. Reading of the Subcommittee duties
  - c. Election of:
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Secretary
    - iv. Treasurer
    - v. RCM
    - vi. H&I Chairperson
    - vii. Literature Chairperson
    - viii. Phonenumber/Public Relations Chairperson
    - ix. Activities Chairperson
    - x. Policy Chairperson
  - d. Signing of theft policy
- VIII. Old and New Business
- IX. Close

### **Section 3. Motions**

For the purpose of this ASC there shall be 2 types of motions-Primary and Secondary examples of what is a primary and secondary motion can be found on pages # 104-111 of the approved *A Guide to Local Service in Narcotics Anonymous*.

#### **Section 3.1. Primary Motions**

Primary motions require a second, must be in writing, and are motions affecting this ASC and those they serve. Primary motions may be made by voting members only as described previously in these By-Laws.

#### **Section 3.2. Secondary Motions**

Secondary motions are motions of routine business, such an amendment to a primary motion, a motion to table, reconsider or offer a substitute motion, etc. and can be made by any member of the ASC as previously mentioned in these By-Laws.

#### **Section 3.3 Precedent Setting Motions**

Any motion that will set forth a precedent for the future operation of the Ni-O Area or that sets a policy must be sent back to the NA groups and then will require a 2/3 majority vote to pass.

**Section 3.4 Postponing Action**

Postponing action on any Primary Motion for question or “Group Conscience” shall require 2/3 majority vote.

**Section 4. Regional or World Donations**

Donations to the Regional Service Committee or to the World Service Committee will be discussed and voted on by the ASC before being disbursed.

**Section 5. Robert Rules of Order**

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

**Article XII - Budgets**

Budgets are as follows:	<u>Monthly</u>
<b>Secretary</b>	<b>\$15.00</b>
<b>H&amp;I</b>	<b>45.00</b>
<b>Public Relations/Phoneline</b>	<b>15.00</b>
<b>Vonage</b>	<b>20.00 (approximate)</b>
<b>Treasurer</b>	<b>5.00</b>
<b>Activities</b>	<b>150.00</b>
<b>RCM</b>	<b>20.00</b>

**Article XIII - Amendment of By-Laws**

These By-Laws may be amended via a Primary Motion made in writing and voted upon at any ASC meeting. If the proposed amendment is approved by 2/3 of the voting members, it will be given in writing to the Policy Chair who will incorporate it into the Bylaws.