

**TWIN CITIES AREA SERVICE CONFERENCE  
OF NARCOTICS ANONYMOUS BY-LAWS**

**ARTICLE ONE**

**Names and Boundaries**

- 1.01 This body shall be known as the “Twin Cities Area Service Conference,” hereinafter referred to as the “TCASC”.
- 1.02 The TCASC shall include, ***but not be limited to***, an area bordered on the West by Highway 101 and 169, from Interstate 494 to Highway 95 on the North by Highway 95 to Taylor’s Falls, MN, on the East by the St. Croix River from Taylor’s Falls, MN to Interstate 94, and on the South by I94 and 494. ***You are a member when you say you are.***
- 1.03 The TCASC is a part of the Minnesota Region of Narcotics Anonymous and thereby a member of the Minnesota Regional Service Conference of Narcotics Anonymous, hereinafter referred to as MNRSC. Thereby the TCASC is a member of the World Service Conference of Narcotics Anonymous, hereinafter referred to as the WSC.

**ARTICLE TWO**

**Definitions**

- 2.01 The purpose of the TCASC is to be supportive of its groups and their primary purpose, by associating a group with other groups locally and by helping groups deal with their day-to-day situations and needs.
- 2.02 The philosophy of the TCASC coincides with that of the WSC; NA *unity* is the strongest tool we have to further our primary purpose. Carrying the message of recovery to every addict is a job too big and complicated to be accomplished by groups working alone. Communication between groups makes each group stronger, thereby creating *unity* within the fellowship of NA.
- 2.03 "Our ultimate authority is a loving God as He may express Himself in our group conscience." The spiritual conscience of this body should, to the best of its ability, not contradict any of our Traditions or Concepts. "True spiritual principles are never in conflict; they complement one another." If there is a contradiction, then we have slipped away from our primary purpose. If we do not dictate to our groups, or try to force anything on them, and if we consider the consequences of our actions ahead of time, "then all will be well." We must always adhere to the ***Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.***

**ARTICLE THREE**

**Operation Functions**

- 3.01 TCASC shall maintain a mailing address and a bank account.
- 3.02 TCASC shall operate in accordance with the TCASC financial guidelines as approved by the TCASC.
- 3.03 The TCASC financial policies include:
- 1) TCASC bank account shall have four (4) signatories: Chair, Co-Chair, Secretary and Treasurer.
  - 2) No two signers on the account shall live in the same household.

- 3) Checks will reflect the TCASC address; bank statements will be mailed to that address.
- 4) The TCASC Chair and a Regional Committee Member (RCM) will conduct a random audit, comparing bank statements against the Treasurer's records at least twice a year.
- 5) Monies donated by the groups must be used to further our primary purpose; therefore the TCASC will not accept restricted funds.
- 6) Committee Chairpersons will review the previous year's budget, for each respective Committee, and report any revisions needed for the following year's budget to the TCASC Treasurer prior to the November TCASC.
- 7) The outgoing Banquet Chair will submit a final analysis of that year's banquet, by the November TCASC. The incoming Banquet Chair will use this as a starting point to develop a budget for the next banquet and submit their budget by the February TCASC for approval.

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

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

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

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

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

3.09 The TCASC shall pass on a payment of \$300.00 per month to the MNRSC. As part of the budgeting process, the TCASC shall pass on accumulated funds in excess of two months of the cost of operation to the MNRSC at the December TCASC. The calculation of two month's operating expenses shall be determined by the new annually-approved budget.

3.10 Metro Meeting List

- 1) The meeting list will be a Metro Meeting List, and will bear that title, with the local Area names listed in alphabetical order: Area of Hope, South Suburban Fireside and Twin Cities Area.
- 2) The TCASC would be the keeper of the list.
- 3) Each Area's financial responsibility would be as follows:
  - TCASC – 50%
  - Area of Hope – 30%
  - South Suburban Fireside – 20%

- 4) The TCASC web version would have all of their meeting contacts on it, but no contact information for meetings in Area of Hope or South Suburban Fireside Area.
- 5) The events area would include events from all the metro Areas.
- 6) The PI Chair for each Area would be responsible for getting the updates to the TCASC PR Chair.

ARTICLE FOUR  
**Meetings**

- 4.01 TCASC shall hold one regular business meeting on the third Saturday of each month. Members shall be notified of scheduling of the TCASC on an alternate Saturday in any month to accommodate major events in our Area at least three weeks prior to said TCASC. The meeting shall convene at 11:00 a.m. and shall adjourn at 2:00 p.m. regardless of business in progress. A break will be discretionary and will be determined by the Chair or Acting Chair.
- 4.02 Robert’s Rules of Order shall be used as procedure at all TCASC meetings.
- 4.03 The TCASC may be called to order without a quorum, although any business other than reports and discussion may not be undertaken until a quorum is present.
- 4.04 A quorum shall be defined as 2/3 of the average number of voting participants, present at the three most recent TCASC meetings. The Chair will announce the number of voting participants needed to fulfill a quorum at the beginning of each TCASC.
- 4.05 All TCASC meetings shall be open to any member of NA as non-participant observers, and shall be closed to the general public, unless approved by the Chair. The only participants shall be those defined in Article Five, unless the Chair requests special input and/or clarification.

ARTICLE FIVE  
**Participants**

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

ARTICLE SIX  
**Voting Procedures**

- 6.01 Only Group Service Representatives (GSR’s) will be voting members.
- 6.02 Each GSR will be entitled to one vote. In the event of a GSR’s absence, the GSR’s Alternate shall be a voting member.
- 6.03 A GSR may hold any elected position but those of Officer.
- 6.04 Participants may forward and/or second a motion.
- 6.05 Candidate(s) for any Officer or Committee Chair position may not be present during a vote. A vote shall be a show of hands or by secret ballot if the Chair deems this necessary.
- 6.06 A motion changing and/or suspending these policies may be passed only by a two-thirds (2/3) majority of the quorum.

- 6.07 Per Robert’s Rules of Order, a tie vote shall be broken by abstaining votes being counted as against. Voting members shall be advised of the abstention policy prior to a final vote count. If there are no abstentions then the Chair or Acting Chair will cast the final vote.
- 6.08 New motions will be placed in new business and voted on in old business at the successive TCASC. Internal operating procedures can be moved to old business at the Chair’s discretion, and voted on at the current TCASC.
- 6.09 All issues not covered herein will be subject to Robert’s Rules of Order.

**ARTICLE SEVEN  
Officers and Removal of Officers**

- 7.01 The Officers of the TCASC shall consist of a Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Regional Committee Member (RCM), RCM Alternate and Policy.
- 7.02 Officers shall be elected to serve for a term of one (1) year or until their successors are elected. The term of office shall begin at the TCASC following the TCASC at which an Officer is elected.
- 7.03 An Officer may not hold another position at the Area level.
- 7.04 An Officer may not serve more than two (2) consecutive terms.
- 7.05 Any member of NA who fits the requirements for an office may be elected to that office.
- 7.06 The TCASC may remove any elected Officer from office who has not been present for two (2) consecutive TCASC’s or has been found unfit, as determined by the TCASC as a whole. *No officer shall be removed without cause.*
- 7.07 *A two-thirds (2/3) majority vote of the quorum is required to remove an officer.*
- 7.08 All officers shall sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).

**ARTICLE EIGHT  
Nominating & Election Procedures**

- 8.01 Nominations for any office shall be open to all members of NA who meet the requirements for that office as stated in Articles Eleven and Twelve of this document.
- 8.02 All nominees must be present at the time of nomination and election to a position.
- 8.03 If an office is vacated prior to the expiration of the term of office, temporary elections may be held to fill the position until the next regularly-scheduled election for that office.
- 8.04 Co-Chair or RCM Alternate shall not automatically assume the position for which they are Alternates. Other nominees will be given an opportunity.
- 8.05 *Nominations and elections of Officers as listed in Article Eleven shall be held as follows:*
  - 1) Chair and Co-Chair.....October
  - 2) Treasurer and Co-Treasurer.....July
  - 3) Secretary and Co-Secretary.....January
  - 4) RCM and RCM Alternate.....April
  - 5) Policy.....September

8.06 *Nominations and elections of Committee Chairs as listed in Article Twelve shall be held as follows:*

- 1) Public Relations.....February
- 2) Hospitals and Institutions.....September
- 3) Outreach.....October
- 4) Literature.....May
- 5) Helpline.....November
- 6) Banquet.....November
- 7) Activities.....March

## ARTICLE NINE

### **Committees and Removal of Committee Chairpersons**

9.01 Committees are directly responsible to the TCASC. Newly proposed Committees shall be Ad-Hoc Committees until guidelines are established. Responsibilities of these Committees must be clearly defined to ensure that they fulfill the purpose for which they are created.

9.02 The TCASC shall approve and oversee the implementation of guidelines for each Committee it creates.

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

9.04 The TCASC may remove any elected Committee Chair who has not been present for two (2) consecutive TCASC's or has been found unfit as determined by the TCASC as a whole. *No Committee Chair may be removed without cause.*

9.05 *A two-thirds (2/3) majority vote of the quorum shall be required to remove a Committee Chairperson.*

9.06 Standing Committees include:

- 1) Public Relations
- 2) Hospitals and Institutions
- 3) Literature
- 4) Helpline
- 5) Banquet
- 6) Activities
- 7) Outreach/Additional Needs

## ARTICLE TEN

### **Description of Officers**

**10.01** ***REQUIREMENTS for the Chair include:***

- 1) Must be capable of conducting business in a manner conducive to the effective management of the affairs of the TCASC and consistent with the Twelve Traditions and Twelve Concepts of NA.
- 2) Must show leadership, communication skills, objectivity and tolerance.
- 3) A minimum of two (2) years abstinence from all drugs.
- 4) Experience as a GSR.
- 5) Must have working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service and Robert's Rules of Order.
- 6) Must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.02*****DUTIES of the Chair include:***

- 1) Report the number of voting participants needed at the beginning of the TCASC.
- 2) To open the TCASC at the appointed time by calling the meeting to order.
- 3) To announce the proper sequence of business that comes before the Assembly, according to the agenda.
- 4) To recognize members or observers who are entitled to the floor.
- 5) To state and put to a vote all questions that legitimately come before the Assembly as motions and/or that otherwise arise in the course of the proceedings, except questions that pertain to the Chair, and announce the results of each vote.
- 6) To protect the Assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- 7) To enforce Robert's Rules of Order.
- 8) To expedite business in every way compatible with the rights of participants and observers.
- 9) To decide all questions of order, subject to appeal unless, when in doubt, the Chair prefers to submit such a question to the Assembly for a decision.
- 10) To respond to inquiries of members, relating to parliamentary procedure or factual information that has a bearing on the business of the Assembly.
- 11) To declare the meeting adjourned when the Assembly so votes or where applicable at the time proscribed in the agenda, or at any time in event of a sudden emergency affecting the safety of those present.
- 12) To arrange the next month's agenda for inclusion in the minutes.
- 13) To conduct the general correspondence of the fellowship.
- 14) To be a signatory on the TCASC's bank account.
- 15) To be an ex-officio (non-voting) member of all Committees.
- 16) To appoint Ad-Hoc Committees.
- 17) To cast a vote in the event of a tie with no abstentions.
- 18) Must be willing to provide guidance to the Co-Chair in all duties.
- 19) To conduct an Executive Committee meeting prior to each TCASC.

**10.03*****REQUIREMENTS of the Co-Chair include:***

- 1) Must show leadership, communication skills, objectivity and tolerance.
- 2) A minimum of one (1) year abstinence from all drugs.
- 3) Prior service experience.
- 4) Willingness to serve as Chair if elected the following term.
- 5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 6) Must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.04*****DUTIES of the Co-Chair include:***

- 1) To act as Chair in the absence of the Chair.
- 2) To coordinate the functions of the Committees.
- 3) To be an ex-officio (non-voting) member of all Committees.
- 4) To maintain the accuracy of the TCASC policies.
- 5) To maintain the GSR package and insure accurate copies are on hand at each TCASC.

- 6) Perform an audit of the Treasurer's monthly report, prior to its submission to the Secretary for inclusion in the minutes.
- 7) To be a signatory on the TCASC's bank account.
- 8) Attend the Executive Committee meeting prior to each TCASC.

**10.05**      ***REQUIREMENTS of the Regional Committee Member (RCM) include:***

- 1) A minimum of three (3) years abstinence from all drugs as per the MNRSC Guidelines.
- 2) Must have experience with, and understand the philosophy of carrying a group's conscience, and be able to interpret and convey that in the MNRSC's conscience.
- 3) Must commit sufficient time to actively participate in the TCASC, its Committees, and the MNRSC, to become the "eyes and ears" of our Area.
- 4) Must have general experience at the Area and group level as an Officer and/or Committee Chair.
- 5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 6) If handling any TCASC funds or merchandise, the RCM must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.06**      ***DUTIES of the RCM include:***

- 1) In the absence of the Chair and Co-Chair, act as the Chair.
- 2) To serve and represent the TCASC at the MNRSC.
- 3) To make a report to the Assembly, at each regularly-scheduled meeting, reporting the business of the previous MNRSC.
- 4) To submit a report to the MNRSC following the suggested guidelines for an RCM as found in the Guide to Local Service.
- 5) To maintain two-way communication between the MNRSC and the TCASC.
- 6) To be an ex-officio: a non-voting member of all Committees.
- 7) Attend the Executive Committee meeting prior to each TCASC.

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

- 1) A minimum of three (3) years abstinence from all drugs as per the MNRSC Guidelines.
- 2) Must have experience with, and understand the philosophy of carrying a group's conscience, and be able to interpret and convey that to the MNRSC's conscience.
- 3) Must commit sufficient time to actively participate in the TCASC, its Committees, and the MNRSC, to become the "eyes and ears" of our Area.
- 4) Must have general experience at the Area and group level as an Officer and/or Committee Chair.
- 5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 6) If handling any TCASC funds or merchandise, the RCMA must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.08**      ***DUTIES of the RCMA include:***

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

- 2) To serve and represent the TCASC at the MNRSC.
- 3) To assist the RCM, making a report to the Assembly, at each regularly-scheduled meeting, the business of the previous MNRSC.
- 4) To assist the RCM, making a report to the MNRSC following the suggested guidelines for an RCM, as found in A Guide to Local Service in Narcotics Anonymous.
- 5) To maintain two-way communication between the MNRSC and the TCASC.
- 6) To be an ex-officio: a non-voting member of all Committees.
- 7) Attend the Executive Committee meeting prior to each TCASC.

**10.09**      ***REQUIREMENTS of the Secretary include:***

- 1) A minimum of one (1) year abstinence from all drugs.
- 2) To be familiar with general secretarial skills and have access to a computer, with Internet access.
- 3) Have experience as a Secretary of a group or Committee.
- 4) Must have an understanding of what the order of business is at the TCASC.
- 5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 6) Must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.10**      ***DUTIES of the Secretary include:***

- 1) In the absence of the Chair, Co-Chair, RCM and RCMA, call the meeting to order and preside until the immediate election of a Chair Pro-Tem.
- 2) To keep a record of all the proceedings at the TCASC.
- 3) To keep a file of all Committee reports.
- 4) To maintain the TCASC files.
- 5) To have the minutes available upon request.
- 6) To distribute copies of the minutes to each Officer and members no later than two (2) weeks following the TCASC.
- 7) To notify Officers, Committee Chairs and delegates of their election and/or appointment, to furnish Committees with whatever documents are required for performance of their duties.
- 8) To maintain a record book(s) in which the policies, special rules of order, and the minutes are entered, with any amendments to these documents properly recorded, and to have a current record on hand at each TCASC for archival purposes.
- 9) To prepare, prior to each TCASC, the agenda, coordinated with the Chair, for the use of the Presiding Officer, showing the exact order of expected business.
- 10) To be a signatory on the TCASC bank account.
- 11) Provide guidance to the Co-Secretary in all duties.
- 12) Attend the Executive Committee meeting prior to each TCASC.

**10.11**      ***REQUIREMENTS of the Co-Secretary include:***

- 1) A minimum of one (1) year abstinence from all drugs.
- 2) Be familiar with general secretarial skills and have access to a computer, with Internet access.
- 3) Experience as the Secretary of a group or Committee.
- 4) Willingness to learn the order in which the TCASC holds business.
- 5) Willingness to serve as Secretary if elected to the following term.

- 6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 7) Must sign the TCASC Financial Responsibility Policy Agreement Form.

**10.12**      ***DUTIES of the Co-Secretary include:***

- 1) In the absence of the Secretary, serve as the Secretary.
- 2) To aid the Secretary in the secretarial duties.
- 3) Attend the Executive Committee meeting prior to each TCASC.

**10.13**      ***REQUIREMENTS of the Treasurer include:***

- 1) A minimum of two (2) years abstinence from all drugs.
- 2) Must have accurate bookkeeping skills and be able to maintain a checking account.
- 3) Must have had experience as a Treasurer at a group level.
- 4) Must have a steady income.
- 5) Must conduct the financial business of the TCASC in accordance with fiscal policies approved by the TCASC.
- 6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 7) Must sign the TCASC Financial Responsibility Policy Agreement Form and ensure that copies of the form for all individuals handling TCASC funds and/or merchandise are current and in TCASC files.

**10.14**      ***DUTIES of the Treasurer include:***

- 1) To be the custodian of the TCASC funds.
- 2) To be a signatory on the TCASC bank account.
- 3) To provide to the Secretary at each TCASC, a report of all monies received and dispersed that reflects all transactions of the TCASC since its most recent meeting; to make such report available to the Co-Chair for audit.
- 4) To disburse funds, as necessary, fulfilling the objectives of the TCASC.
- 5) To use contribution and check register forms as supplied by the World Service Office (WSO).
- 6) To follow the WSC-approved Treasurer's Handbook.
- 7) Insure that the TCASC mailbox is checked bi-weekly.
- 8) Insure that the TCASC checkbook and records are on-hand at the TCASC in the event of absence.
- 9) Provide guidance to the Co-Treasurer in all duties.
- 10) Attend the Executive Committee meeting prior to each TCASC.

**10.15**      ***REQUIREMENTS of the Co-Treasurer include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Experience as a Treasurer at the group level.
- 3) Must have a steady income.
- 4) A willingness to learn the bookkeeping policies of the TCASC.
- 5) Willingness to serve as Treasurer if elected to the following term.
- 6) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

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

**10.16** ***DUTIES of the Co-Treasurer include:***

- 1) To act as Treasurer in the absence of the Treasurer.
- 2) To aid the Treasurer in maintaining the TCASC bank account.
- 3) To take group donations and write receipts at each TCASC.
- 4) Register the GSR's at the TCASC.
- 5) Attend the Executive Committee meeting prior to each TCASC.

**10.17** ***REQUIREMENTS of the Policy Chair include:***

- 1) A minimum of two (2) years abstinence from all drugs.
- 2) A minimum of one year service at the Area level.
- 3) Must have working knowledge of TCASC By-Laws, the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service and Robert's Rules of Order.

**10.18** ***DUTIES of the Policy Chair include:***

- 1) To be responsible for updating and revising old policy to current status.
- 2) Define and clarify policy during the Assembly using the By-Laws of the TCASC.
- 3) Provide an updated version of the By-Laws yearly in January, including all policy motions voted on in the prior year.
- 4) Submit monthly reports.
- 5) Author clear and comprehensive policy when necessary to be voted on by the TCASC as a whole.
- 6) Attend the Executive Committee meeting prior to each TCASC.

**ARTICLE ELEVEN**  
**Committee Descriptions**

**11.01** ***REQUIREMENTS of the Public Relations (PR) Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Previous PR field service experience or PR Committee involvement.
- 3) Willingness and ability to communicate with PR Committee members, volunteers and the general public including the media.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the PR Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

**11.02** ***DUTIES of the PR Chair include:***

- 1) Maintain a current list of NA recovery meetings within the TCASC following the procedure listed under Article 3, Section 10.
  - a) As part of the duties of maintaining the Area's meeting list, the PR Chair always keep in mind that when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group.

- b) To be listed on the Area's meeting list, each group should first contact the PR Chair, who will then, upon discussion with the group's contact, determine that the group is actively meeting and meets the following criteria:
  - i. All members of the group are drug addicts, and all drug addicts are eligible for membership.
  - ii. As a group, they are self-supporting.
  - iii. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
  - iv. As a group, they have no affiliation outside Narcotics Anonymous.
  - v. As a group, they express no opinion on outside issues.
  - vi. As a group, their public relations policy is based on attraction rather than promotion.
- c) Removal from the TCASC meeting list shall be determined by a majority vote of the quorum in attendance at any TCASC where a motion is appropriately made by the PR Chair, and acted upon by the Body:
  - i. The meeting is no longer active or meeting, or,
  - ii. The meeting does not follow the six points described in Article 11, Section 2, Part b.
- 2) Actively recruit Committee members.
- 3) Maintain contact with applicable members at the Regional level of service.
- 4) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.
- 5) Attend the Executive Committee meeting prior to each TCASC.

**11.03**      ***REQUIREMENTS of the Hospitals and Institutions (H & I) Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Previous H & I field service experience or H & I Committee involvement.
- 3) Willingness and ability to communicate with H & I Committee members and other H & I Committees at all levels of service.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the H & I Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

**11.04**      ***DUTIES of the H & I Chair include:***

- 1) Keep a current list of standing group H & I Committees within the TCASC.
- 2) Have available at each TCASC, a current detailed list of active H & I commitments and their status within the TCASC.
- 3) Willingness and ability to communicate with H & I Committee members at all levels of service. Maintain contact with applicable members at the Regional level of service.
- 4) Work with the TCASC and groups to organize H & I workshops and other H & I learning awareness events.
- 5) Communicate with the PR Chair to maintain close coordination between H & I and PR.
- 6) Actively recruit Committee members.
- 7) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.

- 8) Attend the Executive Committee meeting prior to each TCASC.

**11.05**      ***REQUIREMENTS of the Literature Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Must have access to a computer or word processor.
- 3) Willingness and ability to communicate with Literature Committee members at all levels of service.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the Literature Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

**11.06**      ***DUTIES of the Literature Chair include:***

- 1) Obtain all new material from the World Service Conference through appropriate channels at the Regional and World level of service.
- 2) Organize and facilitate reviews by the Literature Committee.
- 3) Record comments and suggestions, by Committee members, regarding proposed literature and return them, in a timely fashion, to the WSC via appropriate channels.
- 4) Maintain contact with applicable members at the Regional level of service.
- 5) Serve as a resource to the TCASC member groups, Committees and Officers for review of any guidelines or By-Laws.
- 6) Actively recruit Committee members.
- 7) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.
- 8) Attend the Executive Committee meeting prior to each TCASC.

**11.07**      ***REQUIREMENTS of the Helpline Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Previous field service experience or Committee involvement and a familiarity with Helpline policies and procedures.
- 3) Ability to communicate with Helpline volunteers, Committee members on all levels of service and telephone service vendors.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the Helpline Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

**11.08**      ***DUTIES of the Helpline Chair include:***

- 1) Coordinate Helpline shifts with the answering service.
- 2) Announce Helpline shift openings to the TCASC members each month.
- 3) Have available at each TCASC a current, detailed schedule of Helpline shifts and openings.
- 4) Annually, work with the Helpline Committee and other TCASC members to review vendor and service options.
- 5) Maintain contact with applicable members at the Regional level of service.
- 6) Actively recruit Committee members and provide training for Helpline service.

- 7) Plan and facilitate regularly-scheduled meetings of the Committee and announce them at each TCASC.
- 8) Update automated meeting list.
- 9) Provide accurate and current meeting lists to the answering service.
- 10) Operate all aspects of the Helpline in accordance with the Helpline guidelines established by the WSC.
- 11) Attend the Executive Committee meeting prior to each TCASC.

#### **11.09**

##### ***REQUIREMENTS of the Banquet Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Previous field service experience with the Banquet, Activities Committee or life experience with planning large events.
- 3) Willingness and ability to communicate with vendors, caterers, facilities, and other service providers needed to produce the event.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the Banquet Chair must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).
- 6) Must ensure that all persons handling TCASC Banquet funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking Banquet merchandise and funds conform to the FRPAF.

#### **11.10**

##### ***DUTIES of the Banquet Chair include:***

- 1) Plan and execute the annual TCASC Banquet.
- 2) Specific duties include, but are not limited to: Coordination of fundraisers, ticket production and sales, t-shirt design and sales, location selection and coordination, catering, music and event publicity.
- 3) Coordinate fundraisers with the TCASC Activities Committee Chair.
- 4) Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the TCASC Banquet.
- 5) Utilizing the final analysis of the previous Banquet, provided by the out-going Banquet Chair, develops a budget for submission at the February TCASC.
- 6) Communicate with the MNNAC Board of Directors (B.O.D.) for insight and advice.
- 7) Actively recruit Committee members.
- 8) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.
- 9) Attend the Executive Committee meeting prior to each TCASC.

#### **11.11**

##### ***REQUIREMENTS of the Activities Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Previous field service experience with the Banquet, Activities Committee, Convention Committee, or life experience with planning events and fundraisers.
- 3) Willingness and ability to communicate with community members at all levels of service, vendors, facilities and other services needed to produce events.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.

- 5) Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF) and ensure that all persons handling TCASC Activities funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking TCASC Activities funds and merchandise conform to the FRPAF.

#### 11.12

##### ***DUTIES of the Activities Chair include:***

- 1) Plan and execute the “Big Thaw Dance” on the Saturday evening following the Regional Assembly in the spring. This event should offer an NA speaker and should be budgeted to break even with less than \$1,000.00 in expenditures.
- 2) Plan and execute the “Unity Picnic” during the summer. This event should offer food in an outdoor setting. An atmosphere of recovery and unity must be a priority. This event should be budgeted to spend not more than \$500.00. No proceeds are collected. Other events in other Areas that would conflict with attendance must be considered when choosing a date. Anything that would complement the picnic should also be considered.
- 3) Plan and execute the “New Year’s Eve Dance” on December 31<sup>st</sup>. This event should have an NA Speaker and should be budgeted to earn at least \$1,000.00 for the Area. The facility must be reserved by the October TCASC but should be reserved as early as possible. The facility should accommodate at least 300 and have a food preparation and service area. Work with PR to announce the event to facilities.
- 4) Plan and execute any other events as the Activities Committee sees fit and are within their means. Also, providing advice, if requested to TCASC groups or Committees.
- 5) Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt.
- 6) Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.
- 7) Actively recruit Committee members.
- 8) Schedule meetings of the Committee and announce them at the TCASC.
- 9) Attend the Executive Committee meeting prior to each TCASC.

#### 11.13

##### ***REQUIREMENTS of the Outreach Chair include:***

- 1) A minimum of eighteen (18) months abstinence from all drugs.
- 2) Willingness and ability to travel to NA groups in the TCASC geographic region.
- 3) Willingness and ability to communicate with TCASC member groups.
- 4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
- 5) If handling any TCASC funds or merchandise, the Outreach Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

#### 11.14

##### ***DUTIES of the Outreach Chair include:***

- 1) Act as liaison between NA groups in the Twin Cities geographic region and the TCASC.
- 2) Use the resources of the TCASC and its member groups to provide support to NA groups in need.

- 3) Maintain contact with applicable members at the Regional level of service.
- 4) Actively recruit Committee members.
- 5) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.
- 6) Attend the Executive Committee meeting prior to each TCASC.

## ARTICLE TWELVE

### **Purpose of This Document**

#### **12.01**

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