

**BY LAWS
OF
THE ROCHESTER AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

As of August 2009

Article I: Name

The name of this society shall be the Rochester (Recovery is Possible) Area Service Committee of Narcotics Anonymous.

Article II: Object

Section 1

The purpose of this Society shall be to administer and coordinate the business and activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Rochester Area, to support the general needs of these groups, to serve as a link between these groups and Northern New York (NNYRSCNA) Regional Service Committee of Narcotics Anonymous, and to maintain the Twelve Traditions of Narcotics Anonymous. For the purpose of these bylaws, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous.

Section 2

The Society shall be limited to such purposes as shall qualify it as an exempt organization under Section (501) (c) (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 not incorporated 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 payment or provision after payment or provision for all debts and obligations shall be distrusted and paid over to the World Service Conference of Narcotics Anonymous.

Section 5 (Amended 08/92)

For the purpose of carrying out its objects and purposes, the Society may acquire, receive and hold in its own name, by purchase, 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 and any Bylaws hereafter adopted, consistent with the purposes for which the Society is formed.

Additional nominations shall be accepted after the regular meeting in November. All candidates for office shall be present at the regular meeting in November and provide service history and qualifications for office. Group Service Representatives shall vote at the annual meeting in December.

Section 3

The officers 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.

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 the 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. In the case of a vacancy in the office of Regional Committee Member, the Regional Committee Member-Alternate shall assume the duties of the Regional Committee Member until the start of the regular meeting following the election of a Regional Committee member.

Section 6

An Officers can be removed from a position for misconduct by a 2/3 vote of the voting members.

MISCONDUCT IS DEFINED AS:

- A) Misappropriation/Theft of NA funds or Property.
- B) Dereliction of Duty.
 - 1. Lack of attendance at subcommittee or Area Meetings.
 - 2. Not carrying out the direction of the Area.
 - 3. Failure to carry the conscience of the subcommittee.
- C) Any conduct that reflects negatively on NA.
- D) Relapse

ARTICLE VI: Duties of Officers

Section 1

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.
- 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

F) To be ex-officio, a non-voting, member of all Subcommittees except the Nominating Subcommittee.

Section 3

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 of the Northern New York Regional Service Committee (NNYRSCNA) meetings.

C) To provide the Society with the agenda for the next regular meeting of the Northern New York (NNYRSCNA) one week, (7) days, prior to that meeting.

D) To make a report to the assembly at each regular meeting covering the business of previous Northern New York (NNYRSCNA) meetings.

Section 4

It is the duty of the Secretary of this Society:

A) In the absence of the Chairperson, Vice-Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.

B) To keep a record of all proceedings of the Society.

C) To keep on file all Committee reports.

D) To maintain the Society's files and archives.

E) To keep the Society's official membership role and to call the roll where it is required

F) To make the minutes and records available to members upon request.

G) To notify officers, Committee members, and delegates of their election or appointment, to furnish, Subcommittees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing Subcommittees and their members.

H) To sign all certified copies of acts of the Society.

I) To maintain record book(s) 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 book(s) on hand at every meeting.

J) To send out to the membership a notice of each special meeting, known as the "call" of the meeting.

K) To conduct the correspondence of the Society which is not a function proper to other offices,

L) To prepare, prior to each meeting, an order of business for the use of the presiding officer, showing 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.

M) To distribute copies of the minutes to each officer and member no later than one (1) week following each meeting.

Section 3 (Amended 7/95)

Special meetings may be called by the Chairperson of the Society, and shall be called upon the written request of twelve (12) members of the Society. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call shall be conducted. At least ten (10) days written notice shall be given.

Section 4 (Amended 11/89)

The number of voting members present at any given time is a quorum.

Section 5 (Amended 07/95)

Motions - There shall be two types of motions: 1) Temporary and 2) Standing

1) Temporary motions are those motions which affect the affairs of the Society for a period of a month or less, i.e. paying a one time bill, appointment to fill a position for one meeting only, etc. Temporary motions can be changed by the introduction of a new motion.

2) Standing motions are those motions which affect the continuing affairs of the Society or which outline procedures to follow. Standing motions shall be attached to the end of these Bylaws and shall remain in effect until changed. In order to change a standing motion, the change and reasons therefor, must first be presented to the Steering Committee. If a member proposes a change of a Standing motion at a regular meeting of this Society, the Chairperson shall direct the motion to the Steering Committee.

Section 6 (Amended 07/89)

Motions may only be made by a voting member except as provided in Article III, Section 1.2.

Section 7 (Amended 04/05)

Motions shall be passed by a majority vote in the affirmative. A majority vote shall be defined as more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.

ARTICLE VIII: Subcommittees

Section 1 (amended 8/9/09)

Public Relations Subcommittee: shall be composed of a Chairperson, Vice-Chairperson, Secretary and other volunteers. The Chairperson shall be elected by the assembly at the Annual Meeting. The coordinators of phone line, newsletter, meeting list and website shall be elected by the committee.

Public Relations: shall coordinate all communications with all individuals and groups outside the fellowship.

Phoneline: to make available through the phone a 24 hour service to anonymously offer assistance to those who call

Newsletter: is a group of volunteers whose mission is to carry the message of recovery through the written word; To create a forum for addicts to share experience, strength and hope in a written format.

Meeting List: is a group of volunteers whose responsibility is to maintain an up-to-date meeting list including time, day and location of all meetings and subcommittees of the Rochester Area.

Website: is composed of a website designer and other volunteers who update and maintain the www.rochesterny-na.org website.

reflect an atmosphere of recovery in NA.

The convention committee shall have standing authority to act for the society in matters relating to the convention. All convention sub-committee meetings be held at public facilities (not at addicts private residences). The facilities be paid for by the convention committee

Section 7

Such other standing Subcommittees shall be formed as the Society shall, from time to time, deem necessary to carry the work of the Society. No Subcommittee shall perform any duties of another Subcommittee without previous consent from that Subcommittee's Chairperson and the Society's Vice-Chairperson.

Section 8 Guidelines

Each Subcommittee will have guidelines that are a description of the duties, responsibilities and method of function of that subcommittee. The guidelines are written by the subcommittee or an Ad Hoc committee formed for that purpose. When the guidelines are completed or changed they will be submitted to the Area and referred to the Steering committee.

The Steering committee will review the guidelines and make recommendations. The guidelines will then be returned to the Area for home group approval. A majority vote will be required.

ARTICLE IX: Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" 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 this Board or the Society may adopt.

ARTICLE X: Amendment of Bylaws (Amended 07/95)

These Bylaws may be amended by a two-thirds vote at the regular meetings in April and August, or at a special meeting by the Society, providing that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting. In order to amend these Bylaws the change and reasons therefore must first be presented to the Steering Committee. If a Member proposes an amendment to these Bylaws at a regular meeting of this Society, the Chairperson shall direct the motion to the Steering Subcommittee.

ARTICLE XI: Financial Budget (Added 06/90)

Section 1 (Amended 09/93)

During January of each year, the officers of the Rochester (Recovery is Possible) Area service Committee (RASC) of Narcotics Anonymous shall assemble a FINANCIAL BUDGET for the upcoming year. The FINANCIAL BUDGET shall consist of a twelve-month plan for expected income and expenditure. This expected income should balance approximately with the expected expenditures and reflect monies left over from the previous year.

Section 2 (Amended 09/93)

The FINANCIAL BUDGET shall run from the regular April RASC meeting of that year until approval of a budget at the regular RASC meeting in March of the following year. The officers shall present this budget to be amended and approved by the voting members at the regular RASC in March. The purpose of this budget is to show how the RASC intends to serve the Area and what it will cost to provide this service.

BUDGET exists and there is enough money in the RASC checking account to cover all costs. If there is insufficient funds to cover all BASIC COSTS the Treasurer is to inform the RASC Chairperson whose responsibility it is to bring the matter to the attention of the RASC at the next regular meeting of that body or, at the Chairpersons discretion, call a special meeting of the RASC to alert the fellowship to the problem.

If after paying all BASIC COSTS due and payable and if there is money left over in the RASC checking account, the Treasurer is to pay a proportional amount, or pro rata amount, of the EXTENDED COSTS up to the amount specified in the budget for each Subcommittee during any particular month. The amounts presented in the FINANCIAL BUDGET for the EXTENDED COSTS shall represent requests from each Subcommittee put forth during the assembly of this FINANCIAL BUDGET by respective Subcommittee Chairpersons.

STANDING MOTIONS of the Rochester Area Service Committee of Narcotics Anonymous

03/09/86 Establish a checking account for the RASC, with authorization signatures required of the Chairperson or Vice-Chairperson, and Treasurer.

04/26/87 Time of 3 hours on RASC meetings.

06/27/87 GSR reports will exclude the name of the GSR and only reflect the group s report and concerns.

07/26/87 (Amended 08/27/89) Once each month, prior to the ASC meeting, the officers and Subcommittee Chairpersons will meet for the purpose of coordinating Area activities.

1/22/89 (Amended 12.1.99) There shall be a short recess at or near midpoint of each regularly scheduled RASC meeting.

04/23/89 That only the Secretary, Chairperson of Public Relations Subcommittee, and Treasurer have keys to the Post Office Box.

06/18/89 (Amended 05/90) That the bills and bank statements for the Area go directly to the Post Office Box.

05/17/92 That the Literature Subcommittee provides literature to the Subcommittees of RASC (H&I, PR and Steering) on an as needed basis, free of charge.

09/01/92 To request that all the groups make copies of their meeting formats for the archives so new groups can refer to them.

06/10/93 To have receipts submitted to the area for any money that had been approved by the area. Receipts should be submitted to the AREA meeting following the use of the money.

05/02/94 That the RASC Secretary shall be responsible for the latest, most up-to-date written version of the "Bylaws" and "Standing Motions". If either the Bylaws or Standing Motions change, the secretary will provide an appendix like addendum in April and a new version will be provided with the new changes in August.

05/04/94 The Chair will appoint an ad hoc committee to do semi-annual audits of the area and subcommittees (amended 8/09)

06/01/94 That the Area Secretary have a key to the storage space.

4.11.98 The nominations for the regional positions must be voted on at the area level before the RCM carries that motion to the region.

8.1.99 (as amended 2/13/00) We ask that the Area Literature Committee build and maintain a stockpile of literature equal to the amount of the largest monthly literature order in the past calendar year.

9.4.99 All committees and subcommittees be closed to addicts only.

10.4.99 The RASC Secretary turn over the record of passed bylaw amending motions as well as the archive bylaws to the Steering Committee after each bylaw meeting. The Steering committee shall update the bylaws accordingly and return them to the RASC Secretary by the next area meeting so that the Secretary may attach the new updated bylaws to the minutes within two months time.

1.3.00 Minutes of the Officers meeting are to be included in the monthly minutes of this society.

9/08/02 No sub-committee hold business meetings or any area activities meetings be scheduled on or at the same time that the Rochester AREA business meeting be held.

8/08/04 Have discussion on motions the day they are made at the AREA. Then, unless time is of the essence, the motion is taken back to the homegroup for a vote. When the motion returns to the AREA, discussion will be limited and vote taken.

4/05 SUGGESTED CLEAN TIME REQUIRMENTS

POSITION	SUGGESTED CLEAN TIME
CHAIRPERSON	4 YEARS
VICE CHAIR	3 YEARS
RCM	5 YEARS
ALT. RCM	4 YEARS
SECRETARY	2 YEARS
ALT. SEC.	1 YEAR
TREASURER	5 YEARS
ALT. TREASURE	4 YEARS
ACTIVITIES CHAIR	1 YEAR
H&I CHAIR	1 YEAR
MTG. LIST Co-ord	1 YEAR
PHONE LINE Co-ord	1 YEAR
P.R. CHAIR	2 YEARS
STEERING CHAIR	3 YEARS
NEWSLETTER Co-ord	2 YEARS

8/05 To have the Literature Subcommittee turn over funds for literature sales at the Area meeting. At that time, have a check made out to whomever the upcoming months literature will be ordered from.

8/05 After all area expenses are paid, 10% of remaining money goes to the Region every month.

4/07 That all NA events strive to incorporate diversity in aspects, including but not limited to location, choice of event, speakers, and other event participants. Keeping in mind age, race, sexual identity, creed, religion, or lack of religion.

8/07 That any candidate for a subcommittee chair not only have the suggested clean time for that subcommittee but also have one year experience as a member of that subcommittee.