

# FINGER LAKES AREA LITERATURE SUBCOMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES

## Article I NAME

The name of this subcommittee shall be Finger Lakes Area Literature Subcommittee of Narcotics Anonymous (FLALSCNA). The Finger Lakes Literature Subcommittee is formed by, directly responsible to and is a standing subcommittee of the Finger Lakes Area Service Committee of Narcotics Anonymous (FLASCNA).

## Article II PURPOSE

- A. To carry the message of Narcotics Anonymous in written form to the addict who still suffers.
- B. To maintain and disperse an adequate supply/stockpile of literature to meet the needs of the groups and subcommittees meeting in the Finger Lakes Area.
- C. In the absence of an active Public Information (PI) Subcommittee the Literature subcommittee will make available current (FLASCNA) meeting lists on a quarterly, updated basis.
- D. To serve as a communication link in all matters of literature between groups and literature committees, region and world levels.
- E. To provide a forum and atmosphere where members may contribute to the creation and development of Narcotics Anonymous literature.
- F. To provide the fellowship an opportunity for evaluation and comment on literature in review draft form prior to approval and release from Narcotics Anonymous World Services (NAWS).

## Article III MEMBERSHIP

Is comprised of the Literature Subcommittee chair, elected by FLASCNA in keeping with their approved guidelines, all other officers (vice-chair, secretary, treasurer, and literature coordinator) and any other members of Narcotics Anonymous in the Finger Lakes Area interested in service.

## Article IV ACCOUNTABILITY

- A. This subcommittee shall be financially accountable to FLASCNA and the fellowship it serves.
- B. This subcommittee shall submit to audits every six months or as requested by FLASCNA.
- C. This subcommittee shall maintain a separate checking account. Said account shall be a four-signature account (treasurer of area, Literature subcommittee chair, vice-chair and treasurer).
- D. A copy of the financial report will be turned in to FLASCNA along with the monthly report.
- E. No part of net earnings or assets of FLASCNA shall benefit any private person or other organization or member of this subcommittee on dissolution or otherwise.
- F. Each member of the Literature subcommittee shall sign a FLASCNA Misappropriation form to be maintained by the committee chair in accordance with FLASCNA guidelines.
- G. This subcommittee shall meet every first Sunday of every month except when Area Business meeting meets that same week. Then it would meet on the prior week. The Chairperson is responsible to notify the Area/NA body of any changes.
- H. The Literature subcommittee checkbook is to be checked monthly by two Literature committee members other than the signers of *that month's* check.

## Article V REQUIREMENTS and DUTIES of OFFICERS

### **A. CHAIRPERSON**

- 1. Minimum three years clean-time in Narcotics Anonymous.
- 2. Minimum one year active involvement with Literature committee.
- 3. Elected by FLASCNA in accordance with their guidelines.
- 4. Be in attendance at monthly FLASCNA business meetings.
- 5. Be in attendance at monthly Literature subcommittee meetings.
- 6. Be in communication with other FLASCNA subcommittees as needs arise.
- 7. Be in attendance at or in communication with regularly scheduled Northern New York Regional Literature Subcommittee meetings.
- 8. Present written report and financial statement at monthly Finger Lakes ASC meetings.
- 9. Maintain literature stockpile, ordering as needed and maintaining accurate record of all transactions.
- 10. Present NAWS orders for literature to this subcommittee for approval and funds.
- 11. Help the Literature committee maintain focus on primary purpose and presides over Area Literature workshops, literature assignments, etc.

- a. On the last Sunday of the month the Chairperson will review the NAWS website to identify pertinent information to the Finger Lakes area, subcommittees, home groups and individuals.
  - b. The Chairperson will consolidate World information with committee members to be presented in report at the Area Business meeting.
12. Be in attendance at each FLASCNA audit per ASC guidelines.
  13. Is responsible for notification of any changes of monthly meeting time.
  14. Be present at semi-annual ASC audits.

#### **B. VICE-CHAIRPERSON**

1. Minimum two years clean-time in Narcotics Anonymous.
2. Minimum one year active involvement with the Literature subcommittee.
3. Elected by this subcommittee in accordance with this subcommittee's guidelines.
4. Be in attendance at this subcommittee's regularly scheduled meetings.
5. Assume the duties of the chairperson if for any reason the chairperson is unable to fulfill his/her position; including absences at Literature subcommittee meeting, ASC, Regional, etc.
6. Assist the chairperson as necessary.
7. Inform the subcommittee chair if he/she will be absent at subcommittee or ASC meetings.

#### **C. SECRETARY**

1. Minimum one year clean time in Narcotics Anonymous.
2. Minimum six months active involvement with Literature subcommittee.
3. Elected by this subcommittee in accordance with this subcommittee's guidelines.
4. Record and distribute minutes to members of the Literature subcommittee by the next subcommittee meeting.
5. Maintain subcommittee archives.
6. Maintain active file of work in progress.
7. Be in attendance at Area Literature subcommittee meeting, and inform the subcommittee chair if unable to attend.

#### **D. TREASURER**

1. Minimum two years clean time in Narcotics Anonymous.
2. Minimum one year active involvement with Literature subcommittee.
3. Elected by this subcommittee in accordance with this subcommittee's guidelines.
4. Be in attendance at this subcommittee's regularly scheduled meetings, and inform the subcommittee chair if unable to attend.
5. Present a written monthly financial report to this subcommittee.
6. Maintain bank statements and financial records.

7. Coordinate the Hospitals and Institutions (H&I) payment for literature with the literature distribution coordinator.
8. In absence of an elected treasurer, the chairperson will fulfill the treasurer's responsibilities.

#### **E. LITERATURE DISTRIBUTION COORDINATOR**

1. Minimum one year clean time in Narcotics Anonymous.
2. Minimum six months active involvement with the Literature subcommittee.
3. Elected by this subcommittee in accordance with the subcommittee's guidelines.
4. Be in attendance at this subcommittee's regularly scheduled meetings, and inform the subcommittee chair if unable to attend.
5. Assist the chairperson to maintain literature stockpile and give monthly inventory to this subcommittee.
6. Assist the chairperson to maintain accurate records of all transactions pertaining to literature distribution.
7. Coordinates literature with Hospitals and Institutions (H&I) subcommittee literature distribution coordinator.
  - a. Coordinate payment from the H&I subcommittee for literature with the treasurer of the Literature committee.

### ARTICLE VI VOTING

- A. Officers of this subcommittee will be elected members.
- B. Voting membership shall consist of members in attendance at two consecutive meetings who are eligible to vote at the third meeting. If two out of four consecutive meetings are missed without notification to the chairperson you will no longer be a voting member. You will be reinstated by attending two more consecutive meetings.
- C. Chairperson votes only in the event of a tie.

### ARTICLE VII ELECTIONS

- A. The chairperson shall be elected by FLASCNA in accordance with their guidelines.
- B. The following members of this subcommittee shall be elected by voting members of this subcommittee: vice-chair, secretary, treasurer and literature distribution coordinator.
- C. At the January meeting of this subcommittee positions will be open for nominations.

- D. Nominees will state qualifications and answer questions related to clean time, service work, fulfillment of previous service commitments and involvement with this subcommittee.
- E. At the February subcommittee meeting voting will take place so that all positions are filled if possible.
- F. All officers of this subcommittee elected serve one term of office, with no more than two consecutive terms.
- G. Continuous involvement in the previous year's committee carries forward to the current year's committee.

## ARTICLE VIII REMOVAL OF OFFICERS

- A. Upon relapse.
- B. Does not uphold the duties of his/her position.
- C. Misappropriation of any Narcotics Anonymous assets.
- D. By two-thirds majority vote of this subcommittee's membership.
- E. Absence at three consecutive regular meetings without prior notification to the Literature subcommittee chairperson.
- F. The Literature subcommittee chairperson may be suspended by two-thirds vote of the subcommittee in the event of failure to uphold his/her duties or abuse of power, The vice-chair will assume the duties of the chairperson until the next ASC meeting, wherein the vice-chairperson will petition the ASC for review of the chairperson's actions and possible removal from the position in accordance with FLASCNA guidelines.
- G. In the event of removal of any officer of this subcommittee the ASC is to be notified by contacting a FLASCNA officer and in the next written subcommittee report.

## ARTICLE IX AMENDMENTS TO THESE GUIDELINES

- A. Proposed amendments to these guidelines may be made by two-thirds majority voting members present at this subcommittee's guidelines meeting.
- B. Proposed amendments to these guidelines shall be given to FLASCNA by the Literature subcommittee and the Policy and Procedures (P&P) and Literature subcommittees agree upon said amendments.
- C. Proposed amendments to these guidelines are adapted after approval vote by Group Service Representatives (GSRs) in accordance with FLASCNA guidelines.