

# Western Area Service Committee



## BYLAWS

REVISED AS OF OCT. 2017

**INTRODUCTION**

The purpose of any service structure or committee in the Western Area Service Committee of Oklahoma (WASC OK) is to help the addict gain and maintain recovery through the fellowship of NA. These bylaws were created to provide procedures necessary to support the WASC Service Committee, a body of trusted servants. The goal of this committee is to work for the common good of the NA Groups it supports.

The Western Area Service Committee (WASC) is directly responsible to those it serves.

The WASC will be mindful of the spiritual principles expressed in the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Two attachments (Reference 1 and 2) have been included for your convenience. These are reference materials only and cannot be amended by WASC. Reference 1 includes the Twelve Steps, Twelve Traditions, and the Twelve Concepts; Reference 2 is a condensed guide on "How to Use Roberts Rules of Order".

The words "trusted servant" and "member" are used interchangeably in this document. Neither term denotes an official position.

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The WASC Bylaws were first adopted on July 13, 1986. This printing dates from October 2017; including all amendments to date that have been adopted in accordance with the procedures within these bylaws.

In Service,

The Western Area Service Committee

**ABBREVIATIONS**

ASC	Area Service Committee
BOD	Board of Directors
EASC	Eastern Area Service Committee (of Oklahoma)
GSA	General Service Assembly
GSR	Group Service Representative
H&I	Hospitals & Institutions
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
NLT	No Later Than
OKRSC	OK Regional Service Committee
OKRSO	OK Regional Service Office
PR	Public Relations
RCM	Regional Committee Member
RD	Regional Delegate
RSC	Regional Service Committee
RSO	Regional Service Office
WSC	World Service Conference
WASC OK	Western Area Service Committee of Oklahoma
WSO	World Service Office

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## I. DESCRIPTION AND HISTORY of WESTERN AREA SERVICE COMMITTEE OF OKLAHOMA (WASC)

### A. Organization

1. The Western Area of Oklahoma is a duly organized and existing area as described by the current service manual of NA.
2. WASC is comprised of registered Narcotics Anonymous groups and has been a member of the OK Region since 1985.
3. The number of registered groups in WASC shall be flexible depending on the needs of its members.

**B. Boundaries** – The boundaries of the WASC are determined by the member groups in general as affirmed by the OKRSC. The boundaries of recognized Oklahoma (OK) areas may be changed by a  $\frac{2}{3}$  majority vote of the OKRSC.

**C. History** – The WASC Service Committee of Oklahoma (WASC OK) is a duly organized and existing area as described by the current service manual of NA. WASC has been a member area of the Oklahoma Region Service Committee (OKRSC) since 1985 (changed to OK Region 1988). WASC was founded in the late 1970's as a voting member of the Mid-American Region until 1985. In 1980, WASC joined the Eastern Area Service Committee of Oklahoma (EASC OK) to form the Joint Area Service Committee (JASC) of Oklahoma. The JASC met monthly to work for the common welfare of NA in Oklahoma and was not a voting member of any other service body. In June of 1985, the WASC and Eastern Area Service Committee (EASC) left the Mid-American Region, disbanded the JASC, and formed the Oklahoma Region OKRSC. WASC has remained a voting member in good standing ever since. OKRSC was "recognized" by the World Service Committee (WSC) at their annual meeting in April 1986 and has remained a voting member in good standing ever since.

## II. PURPOSE AND RESPONSIBILITIES

**A. Purpose** – WASC was founded to provide the structure necessary to carry the NA message of recovery to suffering addicts so they may find recovery through the fellowship of NA groups in the area.

**B. General Responsibilities** – WASC administers and coordinates the business and activities common to the welfare of members of WASC; to support the common needs of these groups; to resolve any situations that cannot be handled by these groups; and to unify these groups.

1. To serve as a link between its group members and the OKRSC, this, serves as a connection between the areas and the WSC.
2. To facilitate work to be finalized at the OKRSC.
3. To facilitate communication with other areas.
4. To contribute to the growth of NA in the Western Area.
5. To preserve the Twelve Traditions and Twelve Concepts of NA within its body.

6. To elect and provide the Regional Committee Member (RCM) and RCM-Alt with support and assistance in the course of their duties.
7. To provide a group conscience to be reflected by the RCM, or in their absence the RCM-Alt., or a qualified temporary replacement, at the OKRSC business meeting.
8. To support, as feasible, the attendance of WASC trusted servants at RSC meetings, workshops, Learning Days, and the Regional General Service Assembly (GSA).
9. To assist all WASC trusted servants in the performance of their duties.
10. To assist and support the WASC subcommittees and any Ad Hoc subcommittees in the performance of their duties.
11. To be a true voice and the true conscience of NA unity within its boundaries.
12. To protect and respect the autonomy and privileges of dissent of all voting members of WASC.
13. Although WASC may offer advice and suggestions, it does not have binding authority over the decision or activities of any GSR or any group, other than those specified within these bylaws. However, it is suggested that any decision or activity that affects more than one group be brought before the WASC for guidance, discussion, handling and/or approval.
14. To manage its business responsibly, with mature judgment, timing, and execution.

### **III. FINANCIAL RESPONSIBILITIES**

In years past, funds have commonly flowed from member to group, group to area, area to region and region to world, with the greatest percentage staying “close to home” where the message of recovery can best be carried.

- A. “A Guide to Local Services in Narcotics Anonymous” suggests direct group donations to all levels of service. Three suggested donation methods are:
  - 60% to Area, 30% to Region, and 10% to World
  - 50% to Area, 25% to Region, and 25% to World
  - 60% to Area, 10% to Region, and 30% to World
- B. WASC may develop their own percentage for donations to Region, World, and other NA entities.

One of the benefits of a working service structure is that financial support can flow where it is needed. It is incumbent upon every element of our service structure to use those funds to carry the message as far as possible. To do that, our service bodies must manage those funds responsibly, accounting fully and accurately for its use to those who have provided it.

- C. WASC will manage its finances using an annual budget system.
- D. Annual budgets will be submitted by the chairs from the H&I, Public Relations, Outreach,

Literature, and Activities Standing Subcommittees at the beginning of the fiscal year.

- E.** Annual budgets will be submitted by the elected officers: chair, vice-chair, secretary, and treasurer at the beginning of the fiscal year.
- F.** All budgets submitted annually to WASC will be reviewed for practicality and voted on at the next area business meeting as long as there are no questions as to validity, accuracy or reliability from any member present. This will be a GSR vote only.
- G.** Due to the unique financial nature of the WASC Literature Standing Subcommittee additional financial information is included in the standing subcommittee section.  
(See section XIV G. 2. p.21)
- H.** The flow of properties and/or assets through the WASC shall be flexible and shall fulfill its responsibilities.
  - 1.** A steady reliable flow of funds must be available for the WASC to fulfill its responsibilities. In accordance with our 11th Concept, groups should not earmark contributions for a particular subcommittee. The groups have created the service structure not only to deliver services on their behalf, but to coordinate those services. In delegating to the service structure the authority necessary to fulfill its responsibilities, the groups have also delegated the authority to coordinate the allocation of service resources at each level of service.
  - 2.** The WASC is dependent on the contributions from members, groups, and donations from fundraisers. These contributions are voluntary and the WASC welcomes whatever amount each member or group deems appropriate.
  - 3.** Funds coming to the WASC will be handled with respect and prudence.
  - 4.** For the purpose of carrying out its responsibilities, the WASC may acquire by purchase or by donation any real or personal property.
  - 5.** For the purpose of carrying out its responsibilities, the WASC may transfer, sell, mortgage, or otherwise use its real or personal property.
  - 6.** At each regular WASC meeting, after expenses, budgeted funds, and a prudent reserve (3 months' expenses) is maintained, any surplus funds should be disbursed by majority vote to other NA entities, such as OKRSC, or WSC, or to support any special need in the WASC.
  - 7.** All WASC spending shall be approved by the WASC by majority vote; except in the case of emergency funds.
  - 8.** Emergency funds (when the standard method of obtaining approval is unavailable) can be issued upon approval by three of the four WASC officers. The WASC officers are: Chair, Vice Chair, Secretary, and Treasurer. Approval of emergency funds disbursement can be given by phone or email. A report on the disbursement of funds will be given by the WASC Chair at the next regularly scheduled WASC meeting.
  - 9.** Unforeseen expenses incurred by a subcommittee that cannot wait till the next regular



scheduled WASC meeting, may be approved by three of the four WASC officers. Approval may be given by phone or email, and a report on the disbursement of funds will be given by the Chair at the next regularly scheduled WASC meeting.

- 10.** Subcommittees managing WASC events or tasks may have authority granted to them to have the latitude to spend WASC funds for the purposes of putting on the event or accomplishing their task as long as these expenses are first approved by the WASC.
  - I.** Anyone having a concern about the WASC or subcommittee finances may bring that matter before the subcommittee and/or WASC as a whole.
  - J.** All petty cash, merchandise, or property in the custody of a trusted servant, subcommittee, or the WASC will be properly maintained and accounted for.
  - K.** Any expenses of WASC trusted servants to be reimbursed must have receipts and be submitted to the WASC Treasurer and approval by WASC.
  - L.** Any funds advanced in anticipation of expected expenses will be verified by receipts submitted to the WASC Treasurer.
  - M.** Any funds generated in excess of expenses shall be turned over to the WASC no later than the next regularly scheduled WASC meeting unless granted an extension by the WASC. Although a standing subcommittee may make a recommendation for its use, the final decision rests with the WASC. Likewise, if expenses are higher than income, that deficit is absorbed by the WASC as long as there has been no misconduct and the expenditure was pre-approved.
  - N.** Any WASC account and/or checks require the signature of an officer. (Note: The WASC Chair, Vice Chair, Secretary, and Treasurer, are authorized signatories).
  - O.** Accurate reporting of all funds and properties, incoming and outgoing, shall be maintained and such reporting will be made available as necessary. After the close of an event or task, a final financial report will be submitted to WASC at the next regular scheduled meeting. With the exception of the Norman Winter Convention (NWC). Their final report will be submitted NLT the second regular meeting of the WASC.
    - 1.** Incoming Funds are, but not limited to: donations, registration, raffle sales, merchandise sales, silent auctions, and any other activities that generate funds.
    - 2.** Outgoing Funds are, but not limited to: merchandise expenses, registration expenses, clerical expenses, traveling expenses, literature expenses, and any other expenses of funds used to support the business of this service body.
  - P.** On dissolution, or liquidation, all properties and assets of the WASC remaining after payment or provision for all debts and obligations shall be distributed to RSC and/or WSO at the discretion of WASC.
  - Q.** No part of the properties or assets of the WASC shall be used to the benefit of any individual, member, or trusted servant of the WASC.

- R. WASC funds shall never be used as personal funds.
- S. Funds will be made available to subcommittees from the WASC treasury by the WASC as appropriate and as approved.
  - 1. Each subcommittee will be responsible for maintaining their financial records, collecting receipts for expenses, handling registrations and merchandise arranging deposits, arranging for checks to be cut for payment of expenses and manage petty cash.
  - 2. Each subcommittee shall submit a written report, of receipts and disbursements, to the WASC Treasurer prior to each regular WASC meeting.
- T. The WASC Treasurer will make available a current bank statement to WASC or verification if requested.
- U. Cash-in and cash-out will be verified by two elected trusted servants.

#### IV. BUSINESS MEETINGS

- A. **Regular Meetings** – Regular meetings shall be held on the last Sunday of the month unless designated otherwise due to scheduling conflicts.
- B. **Special Meetings** – Special meetings may be designated by the WASC or by the Steering Committee as needed. The WASC Chair or his/her designated representative shall notify all trusted servants of the change either by the WASC website, or by letter (time permitting) or by phone. (Note: E-mail may be used as a courtesy only; it is not a means of official notification).
  - 1. The purpose of the meeting shall be stated in the notification. No business other than that mentioned in the notification will be conducted.
  - 2. The location of a special meeting shall be selected by the WASC.
  - 3. At least 10 days' notice shall be given or as soon as possible if the situation requires immediate action.
  - 4. If the situation could cause serious harm to the NA fellowship or jeopardize the ability of WASC to function, the WASC chair can take a vote by phone of WASC officers to approve a course of action to be taken. The WASC chair will submit a written report on the action taken to the WASC general assembly at the next regularly scheduled meeting.
- C. **Meeting Format**
  - 1. **Agenda** of the WASC meeting shall be prepared by the WASC Chair assisted by the Steering Committee. (Chair, Vice Chair, Secretary, Treasurer, & RCM)

2. **Quorum** is the minimum members necessary to conduct business. Quorum is a simple majority of the running average attendance of Officers (Steering Committee), Standing Subcommittee Chairs, and GSRs during the three (3) previous WASC meetings. (ex:  $[20 + 17 + 13] = [50 \div 3] = [17 \div 2] = 8.5 = 9$  members present to conduct business.
3. If a quorum is not present only reports are read, bills are paid, but no business will be conducted.
4. **Parliamentary procedure** is used to conduct a business meeting. For more information on the rules of order and how to conduct a meeting. (see Reference 2)
5. **Motions** refer to Reference 2 “How To Use Robert’s Rules of Order” (see pg. 8 Section VI)

## V. VOTING RIGHTS AND PROCEDURES

Voting is to determine God’s will as expressed through the group’s conscience; it is not to determine personal opinion.

**A. Voting Eligibility** – The WASC shall have two categories of voting members only—voting and non-voting.

### 1. Voting members

- a. Officers
  - 1) Chairperson – votes only to make or break a tie
  - 2) Vice Chairperson
  - 3) Secretary
  - 4) Treasurer
- b. Standing Subcommittee Chairpersons:
  - 1) Activities
  - 2) Hospitals & Institutions
  - 3) Literature
  - 4) Public Relations
  - 5) Outreach
- c. Group Service Representatives

### 2. Non-voting members

- a. RCM and RCM-Alternate
- b. Ad Hoc Subcommittee Chairs
- c. All others in attendance

**B. Voting Matters** – The matters to be voted on by the WASC shall be divided into two categories

1. Group Conscience (GSR only) – These are issues that have been taken back to the Area Fellowship for each group’s conscience and the vote is carried by the GSR or GSR- Alt
2. General Business (all WASC voting members)

- a. If there is a question as to what kind of issue is being voted on, the category will be determined by the WASC chair.
- b. WASC voting members shall consist of all GSRs and all WASC-elected positions present at the business meeting except the RCM and RCM-Alt.

**C. Voting Procedure**

1. Voting, whether by voice, show of hands, etc., shall be determined by the WASC chairperson or by a motion from a member.
2. The set of members to which the majority proportion applies (whether simple, or  $\frac{2}{3}$ ) shall be “the voting members present at the time of the vote, whether choosing to vote or not as long as quorum is met.”

**D. Voting Rights**

1. The WASC Chairperson may vote only to make or break a tie.
2. No WASC trusted servant shall carry more than one vote.
3. No WASC trusted servant shall hold more than one voting position at the WASC at one time.
4. When a WASC elected officer or standing subcommittee chairperson is not in attendance, voting rights may pass to their alternate or vice person but not to their temporary designated replacement. Temporary GSRs approved by their group can vote.
5. Both voting and non-voting members have the rights to introduce motions and participate in debate.
6. There shall be no fees or dues for membership.
7. It is suggested that the Standing Subcommittee Chairperson not vote in subcommittee meetings. In this way, the Chair can conduct business impartially and there will not be a duplication of voting since a Standing Subcommittee Chairperson does carry a vote to WASC general business.
8. Voting rights and procedures within a subcommittee may be determined by the subcommittee.

**VI. RULES OF ORDER** – The WASC utilizes parliamentary procedure as described in Robert’s Rules of Order to conduct business at its meetings. The intent of using parliamentary procedure is to provide an orderly way to conduct business, to protect each member’s rights, to protect the WASC’s rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will expedite rather than hinder the flow of WASC business.

This section was taken from the OKRSC Bylaws as they chose to deviate from or expand on some of “Robert’s Rules of Order”. In May of 1988, those deviations from Robert’s Rules are noted in small italicized print. You may also refer to Reference 2 in the attachments. OKRSC currently uses CBDM (Consensus Based Decision Making).

## **VII. CHAIR SUCCESSION**

- A. Vice Chair** – In the absence of the Chair, the Vice Chair assumes the chair.
- B. RCM** – In the Absence of the Chair and the Vice Chair, the RCM assumes the Chair.
- C. Secretary** – In the absence of the Chair, Vice Chair and RCM, the Secretary assumes the chair until the immediate election of a temporary Chair.

## **VIII. MOTIONS AND DEBATE**

### **A. Motions**

1. No member may make two motions at the same time.
2. Both voting and non-voting members have the right to introduce motions and participate in debate.
3. Motions should be concise and worded carefully. Once a motion has been made and second the floor shall be open for discussion.
4. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity or a point of order is necessary for clarification. (*Robert’s - a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate*)
5. An adopted main motion shall take effect at the close of the WASC business meeting, unless stated in the motions.
6. The WASC allows for the postponement of a matter for up to three months. (*Robert’s – not beyond the end of the next session.*)

### **B. Debate**

1. There shall be a time limit on debate by any member. No member may speak longer than three minutes (Robert’s – 10 minutes) when recognized by the Chair. However, the Chair may exercise discretion to extend the time limit when in the Chairs opinion such action is warranted. To otherwise extend debate, a motion to extend or limit debate must be adopted.
2. There shall be a limit on debate of the number of speakers on any motion. To otherwise extend debate, a motion to extend or limit debate must be adopted.
3. The WASC limits debate on the motion “Appeal the Chair” to 1 pro/1con with Chair always the con. (*Robert’s – unlimited.*)

**C. Motion Adoption** – All motions must meet quorum requirements to be adopted.

1. Simple Majority – more than half
  - a. Most motions
  - b. Limited or extended debate (*Robert's – 2/3*)
  - c. Elections
2. 2/3 Majority
  - a. Amend Something Previously Adopted (*Robert's – majority with notice or 2/3*)
  - b. Amend the Guide to Local Service
  - c. Amend the service structure
  - d. Approve recovery literature (*Robert's – majority*)
  - e. Discharge a Committee
  - f. Lay on the Table (*Robert's – majority*)
  - g. Reconsider (*Robert's – majority*)
  - h. Remove anyone from office
  - i. Remove or change previous-adopted recovery literature (*similar to Robert's Amend Something Previously Adopted – majority with notice or 2/3*)
3. Special Motions
  - a. Amendment of WASC By-laws require 2/3 majority with previously written notice.
  - b. Spending requires the approval of three out of four WASC officers

## IX. GENERAL ELECTIONS

- A. January Elections** – The WASC positions to be filled at the regular meeting in January shall be the Chair, Vice Chair, Secretary, Activities Chair and Norman Winter Convention Chair.
- B. July Elections** – The WASC positions to be filled at the regular meeting in July shall be the RCM, and RCM-Alternative, Treasurer and H&I, PR, Literature, Outreach Standing Subcommittee Chairs.
- C. Election Procedures**
  1. The Group elects their own GSR using their own procedure and guidelines (see “The Group Booklet Revised”)
  2. WASC-elected trusted servants shall be elected to serve a term of one year, or until their successors are elected. All terms of office shall begin at the end of the regular meeting at which they are elected.

3. No WASC-elected trusted servants shall hold more than one voting position at the WASC at one time.
4. No WASC-elected trusted servant shall be eligible to serve more than two full terms consecutively in the same office.
5. To be elected by the WASC, the person must be present at the WASC meeting to respond to any questions regarding qualifications, willingness to serve, etc.
  - a. All comments must be posed to prospective nominees during the nomination process only.
  - b. Nominees may leave the room during the actual vote.
6. If there is no one who has the qualifications, clean time, or willingness to serve, a position may be left vacant until such time as there is a willing and qualified nominee.
7. The WASC Vice Chairperson position is an office unto itself; therefore, the Vice Chairperson does not automatically succeed the WASC Chairperson at the expiration of the Chairperson's term.
8. The RCM-Alt, after WASC approval, will assume the position of the RCM at the expiration of the RCM's term. However, it is suggested the RCM-Alt have served at least six months as alternate prior to assuming the RCM duties.
9. WASC elections are held to determine the most qualified person for a position.
10. A simple majority is required to elect a person to a position.

## **X. VACANCIES**

### **A. Elections to fill Vacancy**

1. An election to fill a vacancy in an office shall occur within two regular WASC meetings after the vacancy arises.
2. Notice of intent to fill a vacancy shall be provided.
3. In the case of a vacancy in the office of WASC Chairperson, the WASC Vice Chairperson shall assume the duties of WASC Chairperson until the end of the regular meeting at which the WASC Chairperson is elected.
4. In the case of a vacancy in the office of RCM, the RCM-Alt shall assume the duties of the RCM until the end the regular meeting at which the RCM is elected.

### **B. Appointments**

1. When an office is vacant, and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant by the recommendation of the WASC Chair.

2. When the vacant position is a Standing Subcommittee Chairperson, the WASC Chairperson shall assign to another trusted servant the duties of that said vacant positions based on the WASC Vice Chair's recommendation.
3. When a vacancy is filled, the term of office is until the next regular scheduled election. Whether or not a short (less than one year) term counts as one of the "two consecutive full terms" will be decided by the WASC when the situation arises.

## **XI. REMOVAL FROM OFFICE**

### **A. WASC Officers & Elected Positions**

1. A WASC officer or Standing Subcommittee Chairperson or RCM or RCM-Alternative may be removed from office by a  $\frac{2}{3}$  majority vote of WASC.
2. Because the WASC is ultimately responsible for the actions of all of its subcommittees. It may exercise its authority to remove an officer or a member from a subcommittee by a  $\frac{2}{3}$  majority vote.
3. Some reasons for such action may include but are not limited to: breaking the law; mismanagement of NA funds; not fulfilling the duties of the office; attendance; and/or jeopardizing the NA fellowship.
4. If the reasons for such actions are of a highly personal or embarrassing nature, the discussion of such action may be more discreetly handled by WASC Steering Committee or an appointed WASC Ad Hoc committee.
5. **Relapse** constitutes automatic resignation of any office.
6. **Absences.** At the meeting following two consecutive missed meetings without just cause, the WASC can exercise its desecration and remove a person by  $\frac{2}{3}$  majority. If the person is removed, intent to fill notice is given.

### **C. GSR Removal**

- a. **GSR** – if there are problems with a GSR, WASC cannot remove them from office; however, with the proper vote, the WASC may recommend that the group seek an appropriate solution. (see Voting Procedures)

## **XII. DUTIES AND QUALIFICATIONS OF WASC TRUSTED SERVANTS**

### **A. General Duties** (see also specific potion descriptions following)

1. All WASC trusted servant must have the personal time to devote to their assignments; must be accessible to other members of the NA fellowship; must have the interest to do a timely and thorough job; must have proficient knowledge of the NA Steps and Traditions and Concepts; must be able to expend a certain amount of personal money; must be willing to accept some personal inconveniences; must be willing to train a Member to replace them; must be stable; and must show mature judgment.



2. Those serving the WASC are expected to read and be familiar with all pertinent documents about their position. These may include the WASC Bylaws, other WASC-approved documents, OKRSC Bylaws and other documents, and WSC-approved guidelines and handbooks as appropriate to the position.
3. **Clean Time:** It is suggested that the continuous clean time for WASC trusted servants be:  
RCM - 3 years  
RCM-Alt – 2 years  
Chair – 3 years  
Vice Chair -2 years    Treasurer – 3 years  
Secretary – 1 year  
Standing Subcommittee Chairperson – 2 years  
Standing Subcommittee Vice Chairperson – as designated by the Subcommittee  
GSR & GSR-Alt. – as designated by their Group.
4. It is suggested that WASC trusted servants have pervious service experiences.

**B. REGIONAL COMMITTEE MEMBER (RCM)** – In addition to general duties covered previously, the individual must have good communication skills; must understand and be able to explain the structure, business, activities, subcommittee work, problems, and successes of the WASC and OKRSC; and must understand and be able to convey OKRSC issues, etc., to the WASC.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangement to have his/her alternate carry out the responsible of the office.
2. To attend the regularly scheduled meetings of OKRSC.
3. To actively serve on one OKRSC subcommittee. (NOTE: OKRSC has replaced subcommittees with Fellowship Development which may form temporary subcommittees to complete special projects.)
4. On occasion, e.g. because an issue has not been previously discussed by the WASC, to interpret the WASC conscience to the OKRSC.
5. To provide the WASC with the agenda for the next OKRSC meeting at the earliest possible date prior to the meeting.
6. To make a report to the WASC at each regular meeting covering the business of the OKRSC.
7. To serve as a liaison between WASC and the OKRSC.
8. To make a report of the year’s work as at the end of his/her term. A written report shall be submitted to the WASC Secretary.

**C. REGIONAL COMMITTEE MEMBER – ALTERNATE (RCM-Alt)** – In addition to general duties covered previously, the individual should have the same abilities as RCM.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to have a temporary qualified replacement carry out the responsibilities of the office.
2. In the absence of the RCM, to serve as RCM.
3. To attend the regularly scheduled meetings of the OKRSC.
4. To actively serve on one of OKRSC subcommittee. (See note for RCM)
5. To assist the RCM as necessary and as required either by the RCM or the WASC.
6. Publish or arrange to publish the WASC Member Directory.
7. To make a report of the year's work as at the end of his/her term. A written report shall be submitted to the WASC Secretary.

**D. WASC CHAIRPERSON** – In addition to general duties covered previously, individual should have the ability to organize and plan administrative actions; should have good communications and correspondence skills; should be able to handle business with a firm but understanding hand; should have good leadership abilities; and should be objective, tolerant, and impartial.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to have the WASC Vice-Chair carry out the responsible of the office.
2. To arrange the agenda for each of the WASC meetings, with assistance of the WASC Steering Committee.
3. To chair each WASC meeting using parliamentary procedures (See Section VII, VIII and Reference 2. "How To Use The Rule of Order." For more information on how).
4. To conduct the general correspondence of the WASC.
5. To be co-signer of the WASC's bank account.
6. To appoint a Chairperson and/or members for any special Ad Hoc subcommittees.
7. To be by virtue of the office a non-voting member of all subcommittees.
8. To make a report of the year's work at the end of his/her term. A written report shall also be submitted to WASC Secretary.

**E. WASC VICE CHAIRPERSON** – In addition to general duties covered previously, the individual should have the same abilities as the Chairperson.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the officer related to Standing Committees.
2. In absence of the Chairperson, serve as Chair.
3. To coordinate and assist the Standing Subcommittees, e.g. acting as a communication link between the Standing Subcommittee Chairpersons; conveying subcommittee interests, concerns, etc. to the WASC Steering Committee; communicating with each Standing Subcommittee Chairperson on a regular basis regarding projects, problems, questions, etc.
4. To be co-signer on the WASC's bank account.
5. To be by virtue of the office a non-voting member of all subcommittees.
6. To make a report of the year's work at the end of his/her term. A written report shall be submitted to the WASC secretary.

**F. WASC SECRETARY** – In addition to general duties covered previously, the individual should have good organizational skills; should have a sense of order about what transpires at meetings; should have access to a typewriter, word processor or computer; should have correspondence skills; and, should be conscientious, accurate, and impartial.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to have a temporary qualified replacement carry out the responsibilities of the office.
2. In the absence of the Chairperson and vice chairperson, and the RCM, call the meeting to order and to preside until the immediate election of a Chairperson pro tem.
3. To keep a record (minutes) of all the proceedings of general and special meetings of the WASC.
  - a. The WASC minutes shall be impartial.
  - b. The WASC minutes shall reflect: the opening (place, date, attendance, etc.), all reports, unfinished business, treasury requests, and new business; all motions made and their disposition, although neither the mover nor the second need be named; voting (for, against, and abstain); and, all important discussions, whether there was a motion or not to take action.
  - c. At each regular WASC meeting, the minutes of the last regular WASC shall be read and approved as read or approved with corrections. Only the opening, unfinished business, treasury requests, and new business, shall be read (reports are not read).
  - d. Copies of the WASC minutes shall be distributed following each meeting, to those deemed appropriate by the WASC.
  - e. Minutes will be posted NLT 10 days after close of area business on the website.

4. To keep on file all WASC subcommittee reports.
5. To maintain the WASC's files and archives.
6. To keep the WASC's official voting membership roll; and to call the roll where it is required.
7. To keep the WASC mailing list current and provide copies to others as needed.
8. To make the WASC minutes and other records available to members upon request.
9. To furnish WASC subcommittees with whatever WASC documents are required for the performance of their duties; and, to have on hand at each meeting a list of existing WASC subcommittees and their officers.
10. To maintain record book(s) in which the WASC Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments of these documents properly recorded, and to have the current record book(s) on hand at each WASC meeting.
11. To send out a notice of each WASC special meeting, known as the "call" of the meeting.
12. To conduct the correspondence of the WASC that is not a function proper to other offices or subcommittees.
13. To make a report of the year's activities at the end of his/her term. A written report shall be submitted to the WASC Secretary.
14. To be co-signer on the WASC's bank account.

**G. WASC TREASURER** – In addition to general duties covered previously, the individual should have bookkeeping or accounting experience; should be conscientious, trustworthy, accurate and above all, must have mature judgment, and personal financial stability.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to have a temporary qualified replacement carry out the responsibilities of the office.
2. To act as the WASC bookkeeping/custodian of the WASC funds and to provide financial reports of the WASC and its subcommittees.
3. To maintain the checkbook for the WASC, and all of its activities, subcommittees, and to disburse funds as approved by the WASC. Other bookkeeping services can be included (i.e. maintaining petty cash funds, reporting on the financial integrity of the WASC, and making financial recommendations).
4. To be a co-signer of the WASC's bank account.
5. To make a written report of receipts and disbursements at each regular WASC meetings.

6. To make a full financial report at the end of his/her term to be audited by a special subcommittee. A written report shall be submitted to the WASC Secretary.
7. Subsidiary accounts are kept to reflect accurate activity among the various events and subcommittees. Reports and analysis are generated and provided as requested.
8. To sign a financial responsibility agreement and insure that all WASC trusted servants who handle NA funds sign an agreement. Financial responsibility agreements will be done in duplicate. One copy to be filed with the WASC Secretary and one copy given to the member. (See Addendum A)

**H. WASC STANDING SUBCOMMITTEE CHAIRPERSON** – In addition to general duties covered previously, the individual should have similar abilities as the WASC Chair. It is suggested that the Standing Subcommittee Chairperson have previous service experience either at area or group level.

**DUTIES:**

1. To be in attendance at all WASC meetings or make arrangements to his/her Vice Chairperson or temporary qualified replacement carry out the responsibilities of the office.
2. Be willing to participate on special Regional subcommittees and attend the OKRSC GSA or make arrangements to have their Vice Chairperson or other qualified temporary replacement carry out the responsibilities of the office.
3. To chair each meeting of that subcommittee. See Reference 2, How to Use Rules of Order, for more information on how.
4. To coordinate the efforts of that subcommittee.
5. To service as general administrator by setting agendas, scheduling work to be done, assigning tasks to members, and arranging workshops.
6. To assure that the subcommittee has the necessary information and material to accomplish its goals.
7. To communicate with the WASC Vice chairperson and other trusted servants as necessary and as outlined in their Bylaws.
8. To provide, or arrange to provide, reports as outlined in these Bylaws to WASC and OKRSC.
9. To participate, as feasible, in RSC workshops.

**I. WASC STANDING SUBCOMMITTEE VICE CHAIRPERSON** – In addition to general duties covered previously, the individual should have similar abilities as the Standing Subcommittee Chairperson.

**DUTIES:**

1. To assist the Standing Subcommittee Chairperson, as requested, helping to organize material, reports, workshops and may temporarily assume the duties and responsibilities of the Chairperson as necessary.
2. To be in attendance at all WASC and willing to participate on OKRSC special subcommittees or to have a qualified temporary replacement to carry out the responsibilities of the office.

**J. ADDITIONAL WASC SUBCOMMITTEE OFFICERS** – Duties and qualifications of other subcommittee officers shall be determined by the subcommittee.

**K. AD HOC SUBCOMMITTEE CHAIRPERSON** – In addition to general duties covered previously, the individual should have similar abilities as Standing Subcommittee Chairperson. An Ad Hoc Chairperson is either appointed by the WASC Chairperson or elected by the WASC.

**L. GROUP SERVICE REPRESENTATIVE (GSR)** – The GSR and GSR-Alt are elected by the group. Qualifications are determined by the group and as suggested in the WASC approved “Group Booklet.” The following only describes the GSR’s responsibilities to WASC.

**DUTIES:**

1. To attend all WASC meetings or to provide for his/her alternative to attend in his/her place.
2. To provide or arrange to provide the WASC Secretary with complete and current information of all groups trusted servants and GSRs. Name, address, phone numbers, and group represented or office held should be furnished. The WASC Secretary should be notified of any changes on a timely basis.
3. To provide or arrange to provide current meeting information from their Group to the WASC Helpline and to the RCM-Alt. for the WASC Meeting Directory on a timely basis.
4. To provide a report regarding the business, activities, problems, suggestions, etc., of his/her Group at each WASC meetings and a written report to WASC Secretary.
5. On occasion, e.g. because an issue has not been previously discussed by their Group, to interpret their Group’s conscience to the RCM and/or the WASC.
6. Assist the GSR-Alt. in obtaining an understanding of the duties and responsibilities of the GSR as pertaining to the WASC and the Group.
7. To participate in a WASC Standing Subcommittee of their choice.
8. To report back to their Group the business, activities, problems, suggestions, etc., of the WASC.

### **XIII. STEERING COMMITTEE**

- A.** The WASC Steering Committee shall be comprised of the WASC Chairperson, Vice Chairperson, Secretary, Treasurer, and RCM.
- B.** The Steering Committee may make recommendations to the WASC, may help determine the agenda of each regular WASC meeting, and shall perform any other duties expressed delegated to it by the WASC.
- C.** The Steering Committee shall be subject to the orders of the WASC, and none of its acts shall conflict with any actions taken by the WASC.
- D.** The Steering Committee shall meet prior to each regularly scheduled meeting of the WASC, and at any time deemed necessary.
- E.** If substantial reason exists to do so, the Steering Committee may make a recommendation to suspend the activities of a subcommittee; may recommend an audit of any funds under the control of the trusted servants of a subcommittee; and/ or may recommend suspension of the activities of an individual or a subcommittee.
- F.** If substantial reason exists to do so, the Steering Committee may make a recommendation that a WASC trusted servant be removed from office and that a qualified replacement be elected.
- G.** The steering committee shall submit a written report on any business other than determining the agenda for the WASC business meeting.

### **XIV. STANDING SUBCOMMITTEES**

#### **A. PURPOSE AND RESPONSIBILITIES**

- 1.** Standing Subcommittees may be formed by and as the WASC deems necessary to carry on the work of the WASC.
- 2.** Standing Subcommittees are established to carry out the purposes of the WASC and are directly responsible to the WASC.
- 3.** The actions of these Standing Subcommittees shall be guided by the WASC, the Twelve Traditions and Concepts of NA, current NA service manuals, and a policy of open communication and cooperation among the Standing Subcommittees.
- 4.** It shall be a duty of each Standing Subcommittee to coordinate the flow of information between the Group, Area, and corresponding OKRSC
- 5.** It shall be the duty of WASC Standing Subcommittees to assist as necessary the Groups in the WASC.
- 6.** It shall be the duty of each WASC Standing Subcommittee to coordinate as necessary with other Area subcommittees within the OK Region.

7. Each WASC Standing Subcommittee shall coordinate its efforts with other WASC subcommittees as appropriate and as directed. However, no Standing Subcommittee shall perform any duties of another Standing Subcommittee without previous consent from the Standing Subcommittee's Chairperson and the WASC Vice Chairperson.
8. Each Standing Subcommittee is encouraged to develop a set of guidelines further describing its purposes, responsibilities, duties, procedures, policies, accountabilities, etc. to be approval by the WASC. They in turn may request that any internal subcommittees develop a set of guidelines.
9. Standing Subcommittees may form internal subcommittees to better carry out its purpose, e.g. an event subcommittee (conventions, campout, float trip, dance, etc.) within Activities Standing Subcommittee. Website and Helpline are subcommittees to PR Standing Subcommittee. Literature Office and Newsletter are subcommittees to the Literature Standing Subcommittee.
10. Each Standing Subcommittee shall make a report at the regular WASC meetings and shall submit a written report to the WASC Secretary. This report should be concise and is not necessary a duplicate of their minutes.
11. Each Standing Subcommittee shall make a report of the year's activities at the end of their Chair's term. A written report shall be submitted to the WASC Secretary.

#### **B. SUBCOMMITTEE MEETINGS**

1. Each Standing Subcommittee shall meet prior to the regular scheduled WASC meetings and at other times as deemed necessary by the subcommittee.
2. Ad Hoc subcommittees may meet as often as necessary.
3. Each Standing and Ad Hoc subcommittee shall be responsible for keeping a record (minutes) of all their meetings.
4. Business shall be conducted using parliamentary procedures or consensus.

#### **C. SUBCOMMITTEE VOTING PROCEDURES AND MEMBERSHIP**

1. Standing Subcommittee membership is open to any NA member having a consistent interest in that subcommittee and whose input, experience and commitment enhance the subcommittees' work.
2. It is suggested that the Standing Subcommittee Chairperson not vote in subcommittee meetings. In this way, the Chair can conduct business impartially and there will not be a duplication of voting since the Standing Subcommittee Chairperson does carry a vote to the WASC.
3. Voting rights and procedures within subcommittee may be determined by the subcommittee.



**D. SUBCOMMITTEE ELECTION AND REMOVAL OF OFFICERS**

1. The Chairperson of each WASC Standing Subcommittee shall be elected by the WASC, as outlined in these Bylaws.
2. Subcommittees are encouraged to recommend a person(s) for nomination to Chair.
3. Other officers and members of the subcommittee shall be selected (or removed) by the subcommittee. (also XI A. 1. & 2. Pg. 11)
4. Because the WASC is ultimately responsible for the actions of any subcommittee, the WASC may exercise its authority, for a substantial reason such as misconduct, misappropriation of funds or merchandise, to remove an officer or a member from WASC subcommittee by a  $\frac{2}{3}$  majority vote, even if not originally elected by the WASC.
5. It is recommendation that the utmost care be taken when selected officers to serve on a subcommittee, particularly any person who will handle money or merchandise or who will interact with people or business outside the NA fellowship.

**E. SUBCOMMITTEE FINANCIAL RESPONSIBILITY**

All the standing subcommittees and their subcommittees will follow the guidelines in Section II. (pg. 2-3), and outlined in these Bylaws with the exception of the Literature Subcommittee's addition financial responsibilities found in (G.2. below).

**F. HOSPITALS AND INSTITUTIONS (H&I) STANDING SUBCOMMITTEE**

1. This subcommittee deals with carrying the NA message of recovery to those in hospitals and institutions that cannot come to us.
2. This subcommittee interfaces with the management and other facilitators of hospitals and institutions in the WASC.
3. This subcommittee coordinates the legitimacy of H & I meetings within hospitals and institutions and shall be aware of and protect NA's images in such places.
4. The subcommittee shall help unify efforts of 12<sup>th</sup> Step work within hospitals and institutions, coordinating its efforts with Groups within the WASC.

**G. LITERATURE STANDING SUBCOMMITTEE**

**1. General Responsibilities**

- a. This subcommittee deals with our primary purpose, carrying the message, as it achieved in writing.
- b. This subcommittee may contribute written material to the WASC Literature Subcommittee for the development of new literature: and may review WSC approval literature and/or may coordinate with other subcommittees in their review of such literature.

- c. This subcommittee may assist the WASC in keeping a stock of literature for distribution to groups and members within the area.
  - d. This subcommittee may assist the recognized WASC Groups in gathering, assembling, and disseminating news of recovery and fellowship from sources in the worldwide NA community and/or may publish a newsletter.
2. **Financial Responsibilities** – Due to the unique nature of the Literature Subcommittee the following additional guidelines are as follows:
- a. The Literature Subcommittee’s literature sales fall under the tax umbrella of the OK Region Office (OKRSC) non-profit tax number and the subject to the Tax Code Section 501C (3) of the Internal Revenue Code of 1954. (for additional information, consult the RSO Board)
  - b. The Literature Subcommittee will be responsible for collecting the Oklahoma State Sale Tax for literature purchased. WASC subcommittees are tax exempt.
  - c. Literature surcharges, if any, will be determined by the WASC. Fund generated by such surcharge will be used to offset operating expenses, i.e. but not limited to: shipping and handling, stockpile increase, literature donations and losses.
  - d. The Literature Subcommittee may maintain a petty cash fund to make change during literature sales, purchase needed office supplies, or copies. The level of petty cash will be approved by WASC with a recommendation presented by the Literature Subcommittee.
  - e. The Literature Chair will complete a Monthly Financial report form in triplicate. One copy to the WASC Treasurer, one copy to the OKRSC Treasurer, and one to be kept on file.
  - f. A review of the financial record will be conducted at end of term to be conducted by special Ad Hoc committee as appointed by the WASC Chair.
  - g. If a vacancy/removal from office occurs, an immediate review of financial records will be conducted.
  - h. A literature and merchandise inventory will be conducted by the outgoing and incoming Literature Chairs before the new Chair will be held responsible for the stockpile.
  - i. An on-going inventory will be maintained and all orders will be verified by actual count. Inventory will be submitted to WASC at mid-term and end of term, minimum.
  - j. All literature sales to be made to outside vendors will be submitted to WASC for final approval before sales are made.

- 3. WASC Literature Office** – The WASC Literature Office is a subcommittee to the Literature Standing Subcommittee.
- a. The purpose of the literature office is to maintain an inventory of NA literature and provide that literature for sale to its’ members and the general public.
  - b. IAW Section XII Duties and Qualifications of WASC Trusted Servants, H 5. Standing Subcommittee Chairperson may assign tasks to members. One assignment can be a literature office manager.
  - c. The literature office manager is a non-voting position and is not subject to term limits.
  - d. IAW Section XII, J. Additional Subcommittee Officers – duties and qualifications of other subcommittee officers shall be determined by the subcommittee.
  - e. In general the literature office manager duties and qualifications should be as outlined in Section XII, A. – in addition:
    - 1. Coordinate office hours of operation with the literature chair.
    - 2. Order literature from NAWS and/or other literature providers.
    - 3. Conduct wall-to-wall inventories as outlined in these bylaws and as needed to maintain inventory accuracy.
    - 4. Maintain records of all sales transactions.
    - 5. Make deposits of all funds above petty cash into the WASC checking account in a timely manner.
    - 6. Assist the literature chair in preparing the monthly literature report by providing information concerning total literature sales, cost of literature sold, literature purchases, OK sales tax collected, and inventory on-hand.
    - 7. Assist the literature chair in training volunteers to work the literature office.

**H. PUBLIC RELATIONS (PR) STANDING SUBCOMMITTEE**

- 1. This subcommittee deals with how NA interfaces with society, NA’s public image, with matters of attraction through the media, informing the public that NA exists, and that recovery from addiction is possible through NA.
- 2. This subcommittee may assist in arranging speakers from speaking events outside of the NA community; may distribute information and literature relative to NA to entities outside the NA community; may coordinate media activities; may post notices of meetings; may provide public services announcements to the media; and may be in contact with professionals in public or private agencies.
- 3. This subcommittee may arrange for telephone hotline or Helpline coordination within the WASC; and, may coordinate 12<sup>th</sup> Step volunteer lists and other information needed for phone workers.

**I. ACTIVITIES STANDING SUBCOMMITTEE**

1. This subcommittee may sponsor or assist in sponsoring fund raising and recreational activities for the social and economic benefit of the WASC and/or entities within NA community.
2. This subcommittee may provide, or arrange to provide, information about all upcoming activities to the NA fellowship in the WASC.
3. The primary purpose of WASC activities is to celebrate recovery. Secondary, it should provide an atmosphere conducive to NA recovery; enhance unity among Members, Groups, and Areas in the OK Region; make the celebration available to as many addicts as possible (but not at the expense of safety or basic comfort); and contribute to the operating income of the WASC.
4. Speakers, workshops, meetings, and other appropriate activities may be scheduled. Merchandise commemorating the event may also be available.
5. Because of the cost of putting on such an event, a donation may be encouraged in the form of registration and memorabilia may be sold with a slight mark-up.

**6. NORMAN WINTER CONVENTION SUBCOMMITTEE**

- a. The primary purpose of the convention is to celebrate recovery. Secondary, it should provide an atmosphere conducive to NA recovery; enhance unity among Members, Groups, and Areas in the OK Region; make the celebration available to as many addicts as possible (but not at the expense of safety or basic comfort); and contribute to the operating income of the WASC.
- b. The convention subcommittee plans and coordinates the convention and negotiates with outside businesses, vendors, and convention facilities on behalf of WASC.
- c. The convention subcommittee negotiates contracts with outside organizations and submits them to WASC for final approval.
- d. The convention subcommittee may maintain a petty cash as approved by WASC. They can contact the WASC Treasurer to issue payments of convention expenses prior to the regularly scheduled WASC meeting and report on those expenditures at the next WASC meeting.

**J. OUTREACH STANDING SUBCOMMITTEE**

1. The main purpose of the Outreach Subcommittee is to promote unity and to overcome isolation among individual groups. Outreach can offer assistance to NA groups struggling with lack of experience or information, cultural differences and difficulties arising from internal controversy. In all the efforts of the subcommittee, ongoing communication and follow up visits are essential and given first priority

2. As one of the goals is to bring more isolated groups into the larger NA community, Outreach actively encourages involvement in the service structure. Members of the subcommittee are available to answer questions about the traditions of NA, participation at area and the larger service structure and to share our experience, strength and hope concerning the early stages of group development. Outreach in the Western Area has sought to accomplish this by providing communication, support and services to these groups as well as the larger service structure.

3. Outreach addresses difficulties in individual NA groups concerning geographical isolation, conducting business meetings, finding meeting places and effectively bringing a group conscience to the area level. The Outreach Subcommittee may assist in providing training Group Trusted Servants: GSR, Alt. GSR, Treasurer, and Secretary. Outreach can assist the Group in becoming familiarized with the area service structure and how to participate, location of meeting schedules and literature, the making of motions and a working knowledge of area bylaws and rules of order.

4. Every Narcotics Anonymous meeting in the Western Area is encouraged to fill out and submit a Group Report Form (GRF) on a monthly basis. These GRFs are reviewed by the Outreach subcommittee, and are a crucial component in its' mission to promote a unified NA community. Through the medium of the GRF, Outreach is able to respond to specific problems, questions or service needs of individual groups in a program of autonomy.

5. The efforts of the Outreach Subcommittee depend in large part upon the needs of the Western Area. They should always be open to suggestions of any kind and invite any member to participate in its subcommittee meetings.

6. Outreach will provide a GSR Coordinator to help GSRs, especially new GSRs, become more knowledgeable of their duties and responsibilities concerning their group and the ASC through written martial and/or workshops.

#### **XIV. AD HOC AND SPECIAL SUBCOMMITTEES**

- A. Ad Hoc subcommittees may be formed by the WASC as necessary to carry out the WASC purpose and responsibilities.
- B. Any Ad Hoc Subcommittee is directly responsible to the WASC.
- C. Funds, if necessary, will be made available as approved by the WASC. All financial records and receipts shall be prepared and maintained by the Ad Hoc Subcommittee and submitted to the WASC Treasurer as requested.
- D. The Ad Hoc subcommittee shall meet as necessary.
- E. The Ad Hoc Subcommittee Chairperson does not carry a vote to the WASC.
- F. The Ad Hoc Subcommittee Chairperson shall be appointed by the WASC Chairperson or elected by the WASC, as appropriate from active Members of the NA Fellowship in the WASC.
- G. Other members shall be selected by the WASC Chairperson or the Ad Hoc subcommittee, whichever is appropriate.

- H. Ad Hoc subcommittees shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results will be submitted for approval by the WASC.
- I. An Ad Hoc subcommittee shall exist only as long as its project and/or purpose are viable, or as long as determined by the WASC.
- J. A written report shall be submitted to the WASC Secretary at each regular WASC meeting. A final report of the subcommittee's finding, recommendations, etc. shall be submitted to the WASC Secretary at the end of the Ad Hoc subcommittee's term.
- K. The Ad Hoc subcommittee Chairperson and Vice Chairperson should have similar abilities as the Standing Subcommittee Chairperson .

**XV. AUTHORITY OF BYLAWS-** These Bylaws reflect the current consensus of the participating members of the WASC on how best to achieve our primary purpose of carrying the NA message of recovery.

- A. These WASC Bylaws supersede all other service documents related to Area Service Committees.
- B. These WASC Bylaws supersede adopted WASC motions where in conflict.
- C. These WASC Bylaws may never supersede the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
- D. The WASC is always accountable to the NA Fellowship as a whole and the WASC Groups in particular.

**XVI. ANTI-THEFT POLICY:**

The Eleventh Concept establishes the sole absolute priority for use of NA funds; to carry the message. The Twelve Concepts for NA Service give the WASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by WASC trusted servants cannot be tolerated.

Should it be alleged that any WASC member entrusted with NA funds has misappropriated (stolen) or misused WASC funds and/or other assets; and there is sufficient evidence to warrant a full investigation – the WASC Chair, immediately upon calling the WASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved.

Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this policy, the term “misuse of funds” will be defined as using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them.

**A. WASC ACTION:**

1. The WASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of the individual(s) involved “with cause” by a two-thirds (2/3) vote pending investigation and resolution.
2. Having been found to have misappropriated or misused funds and/or other assets, said individual(s)’ participation is immediately terminated, “with cause”, by a two-thirds (2/3) vote.
3. Additionally, any member removed by the WASC for misappropriation or misuse of funds and /or other assets, may not hold an Elected seat on the WASC or its subcommittees for a period of two (2) years.

**B. RESTITUTION:**

1. Individual(s) removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all WASC funds.
2. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the WASC.

**C. PROCEDURE FOR RESOLUTION:**

1. A thorough review of all books and financial records shall be conducted by the WASC Chair and Treasurer to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Chair and the RCM or a special Ad Hoc subcommittee appointed by the Chair will review the books.
2. After the review, a meeting will be scheduled assuring that the individual(s) who allegedly misappropriated or misuse of funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view.
  - a. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles before coming back to decide the best course of action.
3. If the individual(s) admits to the theft and agrees to pay back the funds and/or other assets, a Restitution Agreement can be developed that will outline the repayment amount and timeframe. Insure that the individual(s) is/are well aware that if the Restitution Agreement is not adhered to, the intent is to take legal action based on the signed and witnessed Restitution Agreement.
4. A report about the situation shall be published in the WASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

5. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, or denies responsibility despite substantial evidence to the contrary, it may be appropriate to take legal action.
  - a. The decision to take legal action is an option that does not compromise Traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried.
  - b. The decision to prosecute should be thoroughly explored before proceeding, using Area, Regional service committees, the World Service Board, and the Narcotics Anonymous World Service Incorporated as resources.
6. If legal action is pursued, one or all of the following may occur:
  - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
  - b. The WASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
7. The WASC Chair will preside over an Ad Hoc subcommittee formed specifically to deal with issues related to the litigation. That Ad Hoc subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.
8. All WASC trusted servants who handle NA funds and/or other assets, will be required to sign a “Financial Responsibility Agreement”. (See Addendum A)

**XVII. AMENDMENT OF BYLAWS –**

These By-laws may be amended by a  $\frac{2}{3}$  majority vote at a regular or special meeting of the WASC, provided that the exact wording of the amendment has been submitted in writing and announced at a previous regular WASC meeting.



# *Reference I*

*Na approved*

*TWELVE Steps*

*TWELVE traditions*

*TWELVE concepts*

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## *The twelve steps*

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1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to the all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## *The twelve traditions*

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## *The twelve concepts*

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

# *Reference 2*

**HOW TO USE  
THE  
RULES OF ORDER**

*THE PROCESS - THE MAKING AND DISPOSING OF MOTIONS*

1. A motion is made. This is the beginning of the process of bringing a matter before the assembly.

A motion should be clear, concise, and comprehensive so that the assembly votes on the actual wording as it will be recorded in the minutes and not on the perceived intent. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion or the vote.

2. A motion is seconded. A second merely indicates that another member wishes the matter to come before the assembly, it does not necessarily mean that the seconder is in favor of the motion.

If the motion is not seconded, it "dies."

3. Before the Chair states the motion, the maker can modify or withdraw it. If the maker of a motion modifies it, the seconder has the right to withdraw his second. If the maker withdraws the motion, someone else could make it if they or the assembly wanted to.

In addition, others may suggest to the maker to modify or withdraw the motion; the maker can accept or decline. If the maker accepts another's suggestion to modify or withdraw, no other second is required.

Modifications suggested before the motion is stated should be limited to changes that are likely to be generally acceptable to the members present. Time can often be saved by this informal process of preparing a motion.

However, this is not the time for debate and any comments accompanying suggestions for modification or withdrawal should be brief. The Chair should be careful to see that this privilege of modifying a motion before it is stated is not abused or allowed to run into debate.

4. Prior to stating the motion, it is the duty of the Chair to see that a motion is in suitable form (preserving the content to the satisfaction of the mover) and that it will not need to be paraphrased for debate, for voting or for recording in the minutes. The Chair may also request the motion be in writing.

5. The Chair states the motion. This makes the motion pending and before the assembly; it is at this point that the motion belongs to the assembly and must be disposed of in some manner.

6. There is then debate (if the motion is debatable) and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate is of the motion, not of the member making it. Motives should never be questioned.

Members should address each other through the Chair and should use titles or descriptions of duties, not names. The Chair addresses members by name. Discussion (debate) is not generally between two members but through the Chair.

After the motion has been stated by the Chair, the maker can withdraw his motion only with permission. If there are no objections, the motion is withdrawn. If there are objections, someone else can move that permission be granted to withdraw (in essence, seconding the maker's motion to withdraw). The motion is then withdrawn even if it has been amended and the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting. If, however, no one moves to grant the maker permission, the motion

is not withdrawn.

7. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the Chair puts the question.

a. Voting is generally by voice, unless otherwise described in a special rule of order or unless a motion is adopted for a standing or roll call vote.

*(Traditionally, the "show of hands" procedure is used by the WASC.)*

b. In cases where there seems to be no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chair calls for any objections, if there are none, the matter/action is adopted. In the case of an Amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly, not just to the maker. In the case of an election, this is known as "by acclamation."

c. A majority vote (simple majority) is more than half. Thus, since 25 is half of 50, 26 would be more than half and the majority of 50; since 25.5 is half of 51, 26 would be more than half and the majority of 51.

d. Two-thirds vote ( $2/3$  majority) means at least two-thirds. Of 50, 33.33 is  $2/3$ , thus 34 would be at least two-thirds of 50. Of 51, 34 is exactly  $2/3$ , thus 34 would be at least two-thirds of 51.

e. There are several ways to determine the set of members to which the majority proportion (whether simple or  $2/3$ ) applies. Some of these ways are:

- (1) "Those choosing to vote"
- (2) "Those registered as attending"
- (3) "Those present at the most recent roll call"
- (4) "Those present at the time of the vote"
- (5) "all those eligible to vote, whether registered as attending or not, from the entire membership"

An example, there are 150 members eligible to vote from the whole membership (5); 75 registered as attending (2); 70 present at the most recent roll call (3); 50 currently in attendance (4); and 25 actually participating in the most current vote (1).

A simple majority:

- Of those choosing to vote (1): 13
- Of members registered as attending (2): 38
- Of members at the most recent roll call (3): 36
- Of those present at the time of the vote (4): 26
- Of those eligible to vote from the entire membership (5): 76

A two-thirds majority:

- Of those choosing to vote (1): 17
- Of members registered as attending (2): 50
- Of members at the most recent roll call (3): 47
- Of those present at the time of the vote (4): 34
- Of those eligible to vote from the entire membership (5): 100

"To abstain" means "to not vote." In the first interpretation (1), abstentions do not exist. In the other cases, abstentions have the same effect as a vote against adoption of the motion.

g. When the rules of order do not specify which set of members is to be used, then the first interpretation (1), "those choosing to vote," is used.

*The Great News Group has chosen interpretation (4), "those present at the time of the vote," as the set of members to which the majority proportion applies.*

*In determining a quorum, see IV C. pg. 4 WASC.*

6. The Chair announces the results - whether the motion is adopted or rejected, the vote count, and the effect of the adoption or rejection. (See also Rule M.)

#### *CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS*

1. Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

2. M = Main motion. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

a. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

b. No main motion is in order which presents substantially the same question as a motion previously rejected during the same session.

c. No main motion is in order that conflicts with a motion previously adopted at any time and which is still in force.

d. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, Committed, Postponed, or Tabled).

(If a question has been Laid on the Table and the same question is brought before the assembly during the current session, it would be more appropriate to Take the original motion from the Table and dispose of it than to address the new motion.)

3. S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.

4. P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.

5. I = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before



business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.

6. B = a motion that brings a question again before the assembly. Generally can only be made when no other business is pending.

7. An example of the order of precedence of privileged and subsidiary motions - listed highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

Privilege -----  
Adjourn  
Recess  
Raise a Question of Privilege  
Call of the Orders of the Day \_\_\_\_\_ undebatable

Subsidiary \_\_\_\_\_  
Lay on the Table Previous Question  
Limit or Extend Debate  
Postpone to Definite Time  
Commit (or Refer)  
Amend .Debatable  
Postpone Indefinitely \_\_\_\_\_ debatable

Main Motion

8. Dilatory and Frivolous Motions - A motion is dilatory if it seeks to obstruct the assembly. Any motion that is absurd in substance is also dilatory. It is the duty of the Chair to prevent members from misusing the legitimate forms of motions, or abusing the privilege of renewing certain motions merely to obstruct business.

It would be ridiculous if a minority of members could constantly raise points of order and appeal the Chair's decisions on them, or repeatedly move to lay motions on the table, or offer frivolous amendments, or repeatedly commit matters to committee which if adopted would in effect defeat the motion because of time involved or other reason, or repeatedly demand recounts of votes when it is obvious which side is in the majority, or repeatedly move to adjourn when it is obvious the assembly is not ready to adjourn. Whenever the Chair is convinced that one or more members are using parliamentary forms for obstructive purposes, he should either not recognize these members or he should rule that such motions are out of order. He should not adopt such a course merely to speed up business.

*TO REMOVE A PENDING MOTION FROM THE FLOOR*

There are several options, some of which are:

1. Lay on the Table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.
2. Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.
3. Postpone Indefinitely: if the intent is to kill the motion for that session.

4. Objection to Consideration: if the intent is to avoid consideration of the motion for that session. This Objection must be made before any consideration of the pending motion.
5. Commit to Committee: if the intent is referring the matter to a specialized group to collect input, research, and make recommendations.
6. Extend or Limit Debate: if the intent is to limit the number of speakers, or to limit amount of time each may speak, or the total time for debate, or the time that debate will close.
7. Previous question: if the intent is to stop debate immediately and put the question to vote.
8. Vote against the motion: if the intent is to defeat the pending motion.
9. Vote for the motion: if the intent is to adopt the pending motion.
10. Recess: if the intent is for the assembly to take a brief time out before continuing.
11. Adjourn: if the intent is let the matter die for the current session. (However, no more business of any kind will be taken up until the next session.)

*TO REDRESS or TO DECIDE OR DISCUSS SOMETHING AGAIN*

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
2. Matters left tabled beyond the end of the next session die. However, they can be brought up at a later session as new questions.
3. Matters rejected:

During the same session, the motion Reconsider would be in order. (Or if the question is substantially different, due to a change in circumstances or new information or other significant change in intent, a new motion might be in order.)

At a later session, a motion can be "renewed" - that is the same question can be introduced again as if new.

4. Matters adopted:

During the same session, the motions Reconsider or Amend Something Previously Adopted would be in order. The motion to Reconsider is in order if the original motion was voted on yesterday or today. The motion to Reconsider must be made by a member who voted on the prevailing side of the original vote. If the Reconsider time limit has passed, the appropriate motion would be Amend Something Previously Adopted.

During the same session, Reconsider is the preferred motion, however.

Amend Something Previously Adopted is in order at any time before or after it is too late to Reconsider.

At a later session, the appropriate motion would be Amend Something Previously Adopted. Any member may make that motion and there is no time limit.

5. Matters temporarily disposed of:

Suspend the Rules, Discharge a Committee or Take from the Table would be appropriate depending on the circumstances, or Reconsider the motion (if reconsiderable) that temporarily disposed of the motion, e.g. Commit or Postpone.

6. Matters on the floor:

Appeal the Chair, Point of Order, Call for the Orders of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

*RECESS OR ADJOURN*

The differences between Recess and Adjourn are very slight, but basically:

Recess means to take a short intermission within a meeting. After the recess, proceedings are immediately resumed at the point where they were interrupted.

Adjourn means to terminate the session.

A session is a series of meetings wherein each succeeding meeting is scheduled with the view to continuing business at the point where it was left off at the previous meeting.

*BYLAWS, RULES OF ORDER, AND STANDING RULES*

Bylaws - a permanent description - including parliamentary and non-parliamentary - of the society, its officers, its purpose, and procedures.

Adopted by 2/3 majority with notice.  
Cannot be suspended.  
Can be amended by 2/3 majority with notice.

Rules of Order - parliamentary.

Adopted by 2/3 majority with notice.  
Can be suspended by 2/3 majority.  
Can be amended by 2/3 majority with notice.

Standing Rules - not parliamentary, such as meeting places and times, etc.

Adopted by majority.  
Can be suspended by majority.  
Can be amended by 2/3 without notice or majority with notice.

# ***ADDEMDUM***

**Western Area Service Committee**  
**Financial Responsibility Agreement**

DATE: \_\_\_\_\_

I, \_\_\_\_\_,  
(Please Print)

a trusted servant of the fellowship of the Western Area Service Committee of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the WASC Anti-Theft Policy.

Signed, \_\_\_\_\_ (trusted servant)

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ (WASC officer)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

This document was created to implement the WASC Anti-Theft Policy and should be signed by all WASC Officers, as well as all subcommittee treasurers and any members handling NA funds on behalf of the WASC. Members who are standing for election to any position that would place them in a position to handle WASC funds should be asked if they are willing to sign this document as a condition of their service.

The WASC has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.