

**OFFICIAL BY-LAWS OF THE  
SOUTH CENTRAL KENTUCKY AREA  
OF NARCOTICS ANONYMOUS**



**SERVING THE SOUTH CENTRAL KENTUCKY  
AREA OF NARCOTICS ANONYMOUS**

**Last revised : August 30, 2008**

## The South Central Kentucky Area of Narcotics Anonymous

### ***SOME OBSERVATIONS AND SUGGESTED GUIDELINES FOR THE MOST IMPORTANT PROGRAM OF ALL ... LIFE***

- ◆ Let us strive as individuals and as a group not to indulge in our own self-importance.
- ◆ Don't take pride in being humble.
- ◆ The best reason to go to meetings is to find out what happens to people who don't go to meetings.
- ◆ Pedestals are slippery: The higher the pedestal, the more slippery it is.
- ◆ The smarter you get, the more you realize how dumb you really are.
- ◆ We teach what we most need to learn: Let us try to learn our own lessons.
- ◆ Character defects need other people's energy to feed on. In other words, a bully can't be a bully unless he has someone to bully.
- ◆ Everybody has an angle, but there are some people who have the ability to make theirs appear straight and narrow.
- ◆ We are only as sick as our secrets.
- ◆ BALANCE

With gratitude for our cleanliness, we dedicate these guidelines to the loving service of a Higher Power. That through the development of a conscious contact with God no addict seeking recovery need die without having had the chance to find a better way of life.

**WE REMAIN TRUSTED SERVANTS IN GRATITUDE AND LOVING SERVICE.**

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## **THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS**

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**We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.**

- (1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A. as a whole.**
- (5. Each group has but one primary purpose - to carry the message to the addict who still suffers.**
- (6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.**
- (7. Every N.A. 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. N.A., 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 N.A. 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.**

## **PURPOSE AND SCOPE**

The purpose and scope of the SCKA Service Committee is to be supportive of the N.A. group and its primary purpose by associating the groups locally and by helping the group deal with its day-to-day problems and needs.

In all areas not covered by specific by-laws, the guidelines will be covered by the 12 Traditions, the appropriate approved N.A. Service Manual, and Robert's Rules of Order.

The SCKA Service Committee will create and maintain an active archive to be kept by the sitting chairperson.

All committees elected by the SCKA Service Committee will be autonomous in carrying out assigned functions with the exception of money expenditures.

The SCKA Service Committee shall give aid to floundering groups and help new groups get started.

The SCKA Service Committee may hold workshops or seminars to train trusted servants.

The SCKA Service Committee will regularly elect trusted servants to coordinate its services. These trusted servants will include Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA). Other trusted servants will consist of Chairpersons for the following subcommittees:

- ◆ Activities
- ◆ H&I ( Hospitals and Institutions)
- ◆ Literature
- ◆ Outreach
- ◆ P&P (Policy and Procedures)
- ◆ P.I. (Public Information)
- ◆ Other subcommittees (as needed)

## **THE TWELVE CONCEPTS OF NARCOTICS ANONYMOUS**

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- (1. To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of N.A. as whole.**
- (2. The final responsibility and authority for N.A. services rests with the N.A. groups.**
- (3. The N.A. 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. N.A. 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.**

## **SERVICE PRAYER**

**“GOD, grant us knowledge that we may act according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction.”**

**-Basic Text page xvi (Introduction): substituting the word “act” for “write,” per policy.**

## **TRADITION NINE**

**N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**

**The Ninth Tradition explains how we, as a fellowship, structure ourselves to provide the services of N.A. What is N.A., as such? N.A., as such, is; addicts meeting together in groups for the sole purpose of recovery from the disease of addiction, having no outside affiliations or outside support. The basic units of N.A., as such, are the individual members and groups. It is not N.A., as such, that is organized, but rather the service structure we create.**

**N.A. groups are unorganized in the sense that there is no authority within them. No individual runs any group or otherwise governs anything. Our groups adhere to the spiritual principles of the Traditions for their “authority.” The service boards and committees we create make it possible for us to be a unified fellowship. However, even they are not an organization in the sense of being an authority or having power. Our experience has shown that addicts do not take orders well, especially from someone viewed as an “authority.” These boards and committees simply make suggestions and act in ways which are directly responsible to aid in carrying the message to the addict who still suffers.**

## **AREA SERVICE COMMITTEE**

**The Area Service Committee (ASC) is a committee made up of the Group Service Representatives (GSR’s) from all groups within the South Central Kentucky Area, which meets monthly for the purpose of serving the specific needs of its groups’ members. The**

**South Central Kentucky Area Service Committee serves three basic functions:**

- 1. The primary function of the ASC is to “UNIFY” the groups within its Area, and to provide help and support to individual groups.**
- 2. The secondary function of the ASC is to carry the message of recovery through its various subcommittees.**
- 3. The third function of the ASC is to contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole by helping to support the Regional and World Service Committees.**

### **ASC MONTHLY MEETING FORMAT**

- 1. Open with a moment of silence followed by the Serenity Prayer.**
- 2. Read the Twelve Traditions.**
- 3. Read the purpose and scope of the ASC.**
- 4. Read the Twelve Concepts.**
- 5. Read the prayer from the Introduction of the Basic Text (Service Prayer), substituting the word “act” for “write.”**
- 6. Roll Call (Executive committee, subcommittees, Regional Committee Member, and Alternate, and Group Service Representatives).**
- 7. Recognition of new home groups.**
- 8. Secretary’s report: The reporting Secretary will read the minutes from the previous ASC meeting and move to 1) to accept the minutes as read, or 2) to accept the minutes with said changes.**
- 9. Treasurer’s report: The treasurer will give a report and move to 1) accept the report as read, or 2) to accept the report with said changes.**
- 10. GSR reports (rotated monthly).**
- 11. RCM report.**
- 12. Area subcommittee reports (rotated monthly).**
- 13. 15 minute break.**
- 14. Discussion of reports only.**

15. Old business.
16. Election of trusted servants, if necessary.
17. New business (prearranged agenda will have priority).
18. Announcements.
19. Review of the business of the day, this includes all money transactions thus far.
20. Discuss regional donation.
21. Plans for next meeting discussed.
22. Seventh Tradition taken.
23. Close meeting with a group hug and Serenity Prayer.

### AREA MINUTES

The secretary will arrange an agenda for the next upcoming ASC meeting to be sent with, and used along with, the minutes from the previous SCKASC meeting posted on the website [sckana.org](http://sckana.org) after September 1<sup>st</sup> 2008

The minutes will now only contain: SCKASC Meeting Agenda, Monthly SCKASC Recorded Minutes, Treasurer's Report, Current Trusted Servants List, Service Dates for current Trusted Servants, Blank motion forms, Blank service resumes, and Literature Order Form.

New Group Registration forms, and Group Update forms shall be provided at the monthly meeting as well as on the website. Hard copies of the minutes will be generated by request only and sent out for groups without website access after September 1<sup>st</sup> 2008.

All reports submitted to the ASC are to be added to the minutes in ORIGINAL form and maintained by the ASC Secretary for placement in the ASC storage.

The minutes from the monthly ASC business meeting should include a copy of service positions and their dates of tenure.

Within ten (10) days after every SCKASC meeting, the acting Secretary shall disperse requested copies only of the minutes recorded at SCKASC meeting to all officers and GSR's.

## **NEW GROUPS**

Newly recognized home groups are eligible to vote at the Area Service Meeting following the month of their initial recognition.

A new group starter pack is available to new home groups, from the SCKASC, upon their receiving voting status. It will include all of the following:

- a) One (1) hardcover Basic Text.
- b) One (1) hardcover It Works How & Why.
- c) One (1) Step Working Guide.
- d) One (1) Just For Today Meditation Book.
- e) Five (5) each of IP's # 1, 2, 5, 6, 7, 8, 9, 11,12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24.
- f) Three (3) each of the Welcome, Thirty (30) day, Sixty (60) day, ninety (90) day, six (6) month, nine (9) month, one (1) year, eighteen (18) months, and two (2) or more years, keytags.

## **QUORUM AND VOTING**

1. A simple majority is used in the voting procedures of the ASC and therefore a Quorum is not needed.
2. The ASC must have no less than four (4) groups with voting status present at the ASC to conduct business.
3. Eligibility to vote is as follows:
  - a) GSR.
  - b) GSR Alternate or Alternate designated by the group in the absence of their elected GSR.
  - c) The Chairperson or Vice Chairperson (only in the absence of the Chairperson in the case of a tie-breaking vote).
4. Newly recognized home groups are eligible to vote at the Area Service Meeting following the month of their initial recognition.

**SPECIAL NOTE: Although a simple majority voting procedure is used at the ASC, a unanimous vote is necessary to impeach or call for the involuntary resignation of a trusted servant of the ASC.**

### **NOMINATIONS, ELECTIONS AND VOTING**

- 1. Nominations for SCKASC positions should come from the following:
  - a) GSR (Group Service Representative).**
  - b) Area trusted servant.**
  - c) The floor of the Area Service Committee meeting.****
- 2. All groups represented at the ASC meeting shall be recognized and eligible to vote, providing that a group appointed representative is present at the ASC meeting. Newly recognized home groups are eligible to vote at the Area Service Meeting following the month of their initial recognition. When and where possible the following order for group representation shall be recognized:
  - a) GSR.**
  - b) GSR Alternate.**
  - c) Secretary.**
  - d) Treasurer.**
  - e) Designated member.****
- 3. The election of a trusted servant requires only a simple majority of votes by groups represented at the ASC.**
- 4. Trusted servants shall be elected for yearly terms (one (1) year commitment), with no member to serve more than two (2) consecutive terms at the same position.**
- 5. A three month moratorium will be required for any officer or subcommittee chairperson resigning or removed from office prior to the completion of the term of that office. The only exception to this is when that officer's resignation is given in order to perform a newly elected Area position. This moratorium applies to the person who resigned, not the position that was resigned.**
- 6. Any officer of subcommittee chairperson may be removed from office for non-**

compliance after written notification from a group representative (GSR) or officer of the ASC is received by the SCKANA. A unanimous vote is required to remove a trusted servant from office.

7. **Voting on all SCKASC motions shall consist of a one-group, one-vote, system, with the chairperson voting only to alleviate a tie.**
8. **While discussion is welcome by all attending the SCKASC, any motions or seconds must be entered by the following:**
  - a) **GSR or Group Appointed Representative reported as voting for that group to the Secretary and recorded as a voting member.**
  - b) **Executive committee.**
  - c) **Vice Chair.**
  - d) **Secretary.**
  - e) **Treasurer.**
  - f) **RCM and/or RCM Alternate.**
  - g) **Subcommittee Chair and/or Vice Chair.**

**9. ELECTION OF TRUSTED SERVANTS**

- a) **Nominations should be solicited by “Group Conscience” at each group within the South Central Kentucky Area.**
- b) **An explanation from the approved service manual is read to establish each position’s responsibilities and duties for office.**
- c) **All open positions are announced and nominations are taken from the floor.**
- d) **Each person nominated is given the opportunity to accept or decline the position he/she is nominated for. If the nomination is accepted the individual should submit their qualifications in writing for serving the fellowship as a whole in this area to be sent to the groups with the Area minutes for GSR’s to present to their group membership. Nominee should state their clean time, past service experience, and why he/she wants to serve the fellowship.**

- e) **In the case of only one nomination, a vote of acclamation is taken. If the vote is not a majority the issue goes back to the groups to further look for nominations. (Any position with only one nomination must be open for**  
**at least one month to go back to groups for nominations before item “e.” can be voted on).**
- f) **After accepting nominations from groups at the ASC, the ASC Chairperson will open the floor for further nominations.**
- g) **A motion must be made and seconded to close nominations for any open positions.**
- h) **Voting shall be done on paper ballots, unless otherwise wavered by group representatives and tallied by the Chairperson, Vice Chair, or Secretary, and results are to be shown into the minutes.**
- i) **A simple majority is all that is necessary to elect an individual into a trusted servant position.**
- j) **The voting procedure is repeated until all positions with nominees are voted upon.**
- k) **All person nominated for positions at the Area level MUST be present to be voted into that position.**
- l) **When elections for a new Chairperson of the SCKASC and/or Regional Committee Member are at issue, the Vice Chairperson and the Regional Committee Member Alternate are automatically nominated for a vote of acclamation. If the vote is not unanimous, the issue is sent back to the groups for further nominations.**
- m) **In the event that a position at the ASC cannot be expediently filled, the incumbent could remain in a Lamé Duck capacity until such elections can be duly filled, unless such office is vacated by resignation, in which case Executive committee may appoint a temporary officer.**

- n) Waiver of clean time requirements for any Area service positions must go back to the home groups for approval.
- o) The list of trusted servant positions included in the Area minutes will serve as the official record of tenure for each Area trusted servant position.
- p) The Area will be reminded of an ending term two (2) months prior to the end of a position's term.
- q) Nominations for a position will be closed one (1) month prior to the end of term.
- r) In the event that the incumbent is serving in a Lamé Duck capacity or there is a temporary officer, nominations for the position can be closed and the nominee(s) for that position can be voted on at the time a nomination for the position is made available.
- s) The election of a new trusted servant for an Area position will be held in the last month of that position's term, allowing the newly elected trusted servant to begin his/her term when the previous servant's term is over.
- t) A current resume must be on file with the SCKANA committee and a updated resume must be provided in the event of no service preceding new service.

### **QUALIFICATIONS FOR THE ASC POSITIONS**

1. Executive committee:
  - a) Willingness and desire to serve a one (1) year commitment.
  - b) Minimum one (1) year clean time.
  - c) Minimum six (6) months active N.A. service involvement.
  - d) Understanding of the Twelve Steps, and Twelve Traditions through demonstrated application.
  - e) The time and resources necessary to be an active participant.

- f) Consistent attendance at the ASC meeting.
- g) Upon election the Chairperson must resign any and all other ASC positions.
- h). The Vice Chair position is a one year commitment, which includes an automatic nomination for Chairperson, but requires unanimous vote of acclamation. Otherwise, it goes back to the groups for further nominations.

**NOTE:** All above qualifications pertain to the Chairperson, Vice Chairperson, Secretary, and Treasurer with the exception of item “g”, which applies only to the Chairperson, and item “h”, which applies only to the Vice Chairperson.

**2. Regional Committee Member (RCM):**

- a) A willingness and desire to serve.
- b) A one (1) year commitment.
- c) Minimum two (2) years clean time.
- d) Minimum one (1) year active N.A. service involvement.
- e) Understanding of the Twelve Steps and Twelve Traditions through demonstration of application.
- f) The time and resources necessary to be an active participant.
- g) Consistent attendance at the ASC meeting.

**3. Regional Committee Member Alternate (RCMA):**

- a) Minimum one (1) year clean time.
- b) Minimum six (6) months active N.A. service involvement.
- c) Consistent attendance at the ASC meeting.
- d) This position is a one (1) year commitment, which includes an automatic nomination for Regional Committee Member, contingent upon unanimous vote of acclamation. Otherwise, it goes back to the groups for further nominations.

**4. Subcommittee chairperson:**

- a) Willingness and desire to serve.
- b) A one (1) year commitment.
- c) Minimum one (1) year clean time.

- d) **Minimum six (6) months active N.A. service involvement.**
- e) **Understanding of the Twelve Steps and Twelve Traditions through demonstration of application.**
- f) **The time and resources necessary to be an active participant.**
- g) **Consistent attendance at the ASC meeting.**

### **RESIGNATION AND IMPEACHMENT**

1. **Relapse constitutes an automatic and immediate resignation, or removal from office.**
2. **When a member of the Executive committee , or a subcommittee chairperson misses two (2) consecutive ASC meetings, or fails to perform their respective duties, a letter will be sent stating the charges prior to voting. Following the letter, the person will make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse falls within “failure to perform duties.” Majority rule voting is used to call for an impeachment, however the vote to impeach must be unanimous. Voting is done in accordance with voting procedures outlined in the SCKASC Policy and Procedures Guidelines of Narcotics Anonymous.**
3. **Voluntary resignation is to be given in writing to the ASC Chairperson prior to the next ASC meeting.**
4. **Any group or subcommittee chairperson that misses two consecutive ASC meetings shall be sent a letter of concern and the offer of assistance.**
5. **Groups that do not attend the ASC meeting for three (3) consecutive months and fail to respond in some manner to the Area’s letter of concern shall be removed from the roll call at the SCKASC but will remain on the meeting schedule and phoneline unless the ASC is notified that the meeting is no longer being held.**
6. **Groups/GSR’s removed from the roll call must attend an ASC meeting and be recognized as a new or returning home group to be placed back on the roll call. GSR’s/home groups can not vote at the initial meeting of their return, but rather the second consecutive meeting upon their return.**

## **MOTIONS AND DISCUSSION LIMITS**

1. Any motion presented at the ASC must be entered in writing with the intent of that motion for clarification.
2. The participation of discussion and discussion on motions should be limited to five (5) minutes per participant under the following circumstances:
  - a) New Business.
  - b) Main Motion - 2 Pro/2 Con.
  - c) Amendment to a Motion - 2 Pro/2 Con.
  - d) Reconsider a Motion - 2 Pro/2 Con.
3. The Chairperson shall recognize any and all participants to have the floor, only when the participant raises his/her hand, with the exception of:
  - a) Point of Personal Privilege.
  - b) Point of Order.
  - c) Appeal to the Chairperson.
  - d) Point of Information.
  - e) Division of Assembly.

## **REPORTS**

1. All reports given at the ASC meeting are limited to ten (10) minutes per report and submitted to the Secretary in typed or written form to go out with the minutes.
2. All reports submitted to the ASC are to be added to the minutes in ORIGINAL form.
3. The RCM report should include complete motions and intents of any motions that directly affect the SCKANA Policy.
4. Yearly reports from the ASC Treasurer, subcommittee chairpersons, and GSR's are to be written for the Region at the end of the calendar year.
  - a) The treasurer is to compile a yearly report consisting of the past year's activity, including an up-to-date financial statement.

- b) Subcommittee chairpersons are to compile a yearly report consisting of the past year's activity , accomplishments, specific problems, situations, and plans for the upcoming year.
- c) GSR's are to compile a yearly report consisting of the following information:
  - i. Size of group membership.
  - ii Major accomplishments.
  - iii. Specific problems or situations.
  - iv. Plans for the upcoming year.
  - v. A brief summary of what your group would like to accomplish at the Regional and World Service Conference.

### **STANDING COMMITTEES**

- **In order to minimize time spent debating in the ASC meetings, a committee system is used by the SCKASC. Standing committees and subcommittees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Only Finalization of these projects occurs at ASC meetings by the voting body.**
- Each committee chairperson should establish lines of communication with the appropriate Regional and/or World Conference Committee chairperson. Each committee is autonomous, but responsible to the ASC.
- The chairperson of any SCKANA standing committee shall announce their next committee meeting by end of the ASC meeting.

#### **1. ACTIVITIES AND ENTERTAINMENT COMMITTEE**

- a) The SCKANA Activities and Entertainment subcommittee deals with creating activities and handling functions set forth by the ASC for which addicts (newcomers and old timers alike) in recovery may learn to enjoy life in a loving and clean environment. The Activities and Entertainment subcommittee will help to carry out fund-raisers, picnics, camp-outs, dances

and other activities through out the South Central Kentucky Area. The only exception for activities within the Area will be Group Annual Birthday Celebrations or other functions chosen to be held at the group level.

- b) The SCKASC shall keep a prudent reserve of five hundred dollars (\$500) to fund the annual spiritual retreat, as well as a three hundred dollar (\$300) floating reserve for three or more functions to be held in the remaining three quarters of each year, \$300 for each function.
- c) The SCKASC will hold a Conference Agenda Report review day prior to voting at the regional GSR assembly so the members can make an informed vote pertaining to motions to be decided at the World Service Conference.

## 2. HOSPITALS AND INSTITUTIONS COMMITTEE (H&I)

- a) The SCKASC Hospitals and Institutions subcommittee acts as a resource to groups and individual members in their effort to carry the message into institutions such as jails, hospitals, detoxifying centers, and recovery houses. Its goal is to help avoid Tradition violations while carrying our message to those who cannot come to us.
- b) The SCKANA H&I subcommittee is responsible to carry the N.A. message of recovery into hospitals and institutions whose residents have restricted access to regular N.A. meetings. An H&I meeting may also be held where such a meeting better suits the needs of the addict within the facility.
- c) The H&I subcommittee initiates, coordinates, and conducts all H&I meetings in the Area but may use other methods, such as distributing literature and meeting schedules, to make recovery more available to the addicts in these facilities.
- d) The SCKANA H&I subcommittee has a prudent reserve of one hundred fifty four dollars (\$154) per quarter for literature, as well as ninety dollars (\$90) per year in travel expenses, figuring fifteen (\$15) every other month to go to the Regional H&I meeting.

**3) LITERATURE COMMITTEE**

- a) The SCKANA Literature subcommittee deals with our primary purpose of carrying the message to addicts as it is achieved through printed materials. This committee seeks the input of the fellowship, compiles this input, and presents it to the ASC.
- b) The responsibilities of the Literature subcommittee is to stockpile and order all literature and supplies needed for groups that belong to the SCKA and its subcommittees, so the groups and subcommittees can fulfill their primary purpose in carrying the N.A. message of recovery throughout the Area.
- c) The monthly literature report will include an inventory and supply report.
- d) The SCKANA Literature committee can sell literature outside the Area meeting.
- e) A six percent (6%) charge will be added to each literature sale from the SCKANA literature subcommittee. This charge will be current with increased shipping expenses.
- f) The Literature subcommittee has a prudent reserve of five hundred (\$500) dollars in cash or materials for literature expenses.

**4) OUTREACH SUBCOMMITTEE**

- a) The SCKANA Outreach subcommittee deals with matters of group support and the support of new groups started within the SCKA. Maintaining the lines of communication between the groups and the ASC is essential to the growth of the South Central Kentucky Area and Narcotics Anonymous as a whole.
- b) The Outreach subcommittee has a quarterly budget of one hundred fifty (\$150) dollars for travel expenses.

**5. POLICY AND PROCEDURES (P&P)**

- a) The SCKANA Policy and Procedures subcommittee deals with those issues which are the policy of N.A. Although the general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions, the application of these Twelve Traditions at the local level is the concern of this subcommittee.**
- b) The purpose of the P&P subcommittee is:**
  - i To provide input and information to be utilized in a group conscience process of the voting members of the Policy and Procedures subcommittee for the understanding and application of the Twelve Traditions of N.A.**
  - ii To provide the ASC and GSR's with documented past actions and recommendations for new procedures when appropriate.**
  - iii To state policy as needed at any ASC business meetings and/or any ASC subcommittee meetings attended by the Policy and Procedures chairperson.**
  - iv. P&P shall provide the ASC with policy changes supplements as needed.**
  - v. P&P shall compile an updated policy every year.**
- c) The SCKANA Policy and Procedure subcommittee has a budget of one hundred dollars (\$100) yearly for the production of policy manuals and supplements.**

**6. PUBLIC INFORMATION (PI)**

**The SCKANA Public Information subcommittee deals with how Narcotics Anonymous in the SCKA interfaces with society (presentations, telephone, and media); Narcotics Anonymous's image, and how we can get those on the outside of the fellowship to carry our message to addicts that we cannot**

reach. This subcommittee deals with matters of attraction through the media and other sources (e.g. instigating public information campaigns, etc.). The Area will reimburse the PI subcommittee as requested, not to exceed one hundred thirty dollars (\$130) per month, to cover all PI work, including printing of Area meeting schedules, phonline, and all PI mailings.

The purpose of the Public Information subcommittee is to inform the public that Narcotics Anonymous in the SCKA exists by opening and maintaining lines of information about how and where to find it.

### **YEARLY BUDGET BREAKDOWN**

The following is a list of the current yearly expenses for the SCKASC, upon which the monthly prudent reserve is based:

- |     |             |                |  |
|-----|-------------|----------------|--|
| 1.  | Activities: | \$800.         | \$500 Spiritual Retreat /\$300 Floating Activity Funds |
| 2.  | Literature: | \$500.         |  |
| 3.  | H&I:        | \$706          |  |
| 4.  | PI:         | \$1560.        |  |
| 5.  | Outreach:   | \$600.         |  |
| 6.  | P&P:        | \$100          |  |
| 7.  | Rent:       | \$120.         | Commonwealth Health Foundation                         |
| 8.  | Secretary:  | \$1200.        |  |
| 9.  | P.O. Box:   | \$42.          | (due by June 1 <sup>st</sup> yearly)                   |
| 10. | Storage     | <u>\$1020.</u> |  |
|     |             | \$6648         |  |

### **AREA REIMBURSEMENTS**

Any trusted servant(s) traveling on behalf of the ASC, in order to fulfill a service commitment, may have one fill-up per trip on the day of the commitment. They should fill-up either before the commitment or after and bring the receipt to the next Area Service

Committee meeting.

**REGIONAL POLICY AFFECTING SCKANA**

1. **Regional Banners**
  - a) **In the event of a Regional function requiring a banner being produced, each Area shall try to keep the sizes consistent.**
2. **Regional Function Rotation Schedule ( Revision pending adding Pennyrile Area)**
  - b) **The SCKANA will follow the following regional rotation schedule for regional function:**

|             | <b>OFF</b>  | <b>KRCNA</b> | <b>OFF</b>  | <b>Combined H&amp;I and PI learning day</b> | <b>Combined 12 Concepts and 12 Traditions workshop</b> |
|-------------|-------------|--------------|-------------|---|--|
| <b>2005</b> | <b>WKA</b>  | <b>LA</b>    | <b>ATRA</b> | <b>OA</b>                                   | <b>SCKA</b>  |
| <b>2006</b> | <b>SCKA</b> | <b>WKA</b>   | <b>LA</b>   | <b>ATRA</b>                                 | <b>OA</b>  |
| <b>2007</b> | <b>OA</b>   | <b>SCKA</b>  | <b>WKA</b>  | <b>LA</b>                                   | <b>ATRA</b>  |
| <b>2008</b> | <b>ATRA</b> | <b>OA</b>    | <b>SCKA</b> | <b>WKA</b>                                  | <b>LA</b>  |
| <b>2009</b> | <b>LA</b>   | <b>ATRA</b>  | <b>OA</b>   | <b>SCKA</b>                                 | <b>WKA</b>   |

**AMENDMENTS OF THE SCKASC BY-LAWS**

1. **Any GSR or subcommittee chairperson may propose an amendment to the SCKASC by-laws at a regular monthly meeting of the SCKASC. The proposal must be submitted for information in writing at such regular SCKASC meetings, then the amendment is to be referred to the groups for group approval. A simple majority vote by GSR's is necessary to make such amendments.**
2. **Amendments shall go into effect immediately upon its adoption into the by-laws unless the motion to adopt otherwise specifies a time or date for which the**

amendment is to go into effect.

3. All motions and/or policy changes created by the SCKASC and/or subcommittees thereof that effect groups or Narcotics Anonymous as a whole shall be sent back to the groups.

### SCKASC ARTICLES

1. All monies accumulated from group contributions, sale of literature, activities, subcommittees, and other Narcotics Anonymous sources shall be maintained in a bank subject to dispersal for paying all obligations. The signature of the Treasurer shall be required on all dispersal's in addition to the signature of one of the following:
  - a) Area Service Committee Chairperson.
  - b) Area Service Committee Secretary.All above officers names shall be required on the bank's signature card.
2. A prudent reserve of \$\_\_\_\_\_ shall be kept by the SCKASC. \*\*\*\*\*
3. All motions requiring money expenditures shall be passed by a simple majority of voting members (GSR's) present at the SCKASC meeting.
4. All donations collected at the SCKASC meeting shall be deposited in the SCKASC general fund.
5. Any of the SCKASC general funds not obligated may be dispersed to the Regional Treasurer.
6. That within ten (10) days after every SCKASC meeting, the acting Secretary shall
  - a) provide the minutes for posting on the sckana.org website
  - b) disperse the minutes of the monthly SCKASC meeting to all officers and GSR's if requested and they are without the resources to obtain the minutes from the sckana.org website, as of September 1, 2008.
7. Any GSR, subcommittee chairperson, or SCKASC officers reports given at the SCKASC meeting must be submitted in writing, prior to the end of that meeting, to the Secretary for information and distribution with the minutes.

- 8. Any misuse or misappropriation of funds shall call for an immediate resignation of office. Records of all transactions, receipts, funds and all monies will be immediately surrendered to the SCKASC.**
- 9. In the event that these by-laws and guidelines are incomplete or do not pertain to certain events and/or situations, this Area Service Committee refers to the Guide to Local Service provided by the World Service Committee of Narcotics Anonymous.**

## APPENDIX SECTION

The following pages are taken from Robert's Rules of Order to enhance our knowledge of business procedures so we may further accomplish our primary purpose of carrying the message to the addict who still suffers.

### **A PARLIAMENTARY SHORT FORM**

The basic concept of parliamentary procedure is that a discussion can occur in a large meeting with a great number of participants and that each person can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, down to each member, and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

#### **1. POINT OF ORDER**

When a member thinks that the rules of the conference are being violated, he can make a "Point of Order," which is simply to obtain recognition from the Chairperson and ask from the Chair a determination as to whether or not the procedure that the member feels that is important is being violated.

A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated.

The Point of Order is a tool used only to keep the conference working on the subject that the conference is supposed to be working on at that time and in accordance with the guidelines and other rules of order.

## **2. POINT OF INFORMATION**

This is a request directed to the Chairperson for the Chair to respond to or have another member respond to a point (one (1) point) that would provide additional information on the subject being considered, but is not a matter related to parliamentary procedure.

If a point is raised while another member has the floor and is speaking, the Chairperson will ask the member who correctly has the floor **IF** he will yield to a point of information: **THE MEMBER HAS THE RIGHT NOT TO YIELD.** If the member does yield, the member raising the point is required to raise the issue **IN THE FORM OF A DIRECT QUESTION DIRECTED AT THE CHAIRPERSON,** but the Chairperson usually allows the member who correctly has the floor to answer.

## **3. PARLIAMENTARY INQUIRY**

This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply to have bearing on the business being considered. It is the duty of the Chairperson to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or effect of a motion.

The Chairperson is not obligated to answer hypothetical questions.

## **4. POINT OF PERSONAL PRIVILEGE**

This is a device that permits a request or a main motion relating to the rights and privileges of the assembly or any members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all members (it's too noisy and we can't hear), or affecting an individual (for a facility break without missing discussions or vote while away). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend a debate, debate in general, or to argue a point made by the current speaker or a previous speaker.

There are motions that arise from the statement and acceptance of a Point of Personal Privilege, but these are acceptable only after the Chairperson has accepted the member's personal privilege point as having merit on the discussion at hand.

#### **5. CALL FOR THE QUESTION**

This is properly known in rules of order as "Move the Previous Question." This item is one wherein common usage is changing through popular misuse. In proper use, a member is raising to "Call for the Question" means that he/she, as an individual, is through listening and is ready to vote and wants everyone to know it.

This has been most commonly misunderstand to mean the member is making a motion that an immediate vote be taken on the factor under discussion. Many times presiding officers accept this improperly used device and either immediately close debate, or ask if there is a second, take a quick vote and then close debate. Frequently members use this as a tactic by "Calling for the Question" to interrupt speakers in an affect to stop debate. When correctly used the parliamentary tool to "Move the Previous Question" is not made while another member is speaking or has the floor, it does require a second, is not debatable, and requires a 2/3 vote in order to end the debate and force an immediate vote on the matter.

#### **6. AMEND THE BY-LAWS**

In the instance of the World Service Conference (WSC), to amend the guidelines or the service structure: In this matter the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. Where the document is vague, Robert's Rules of Order may be used as a guide or final authority, or prior action of the assembly or conference may set other rules. The existing service structure specifies that a 2/3 vote is required for adoptions or amendments. The question is raised each year on what constitutes a 2/3 vote.

There are two (2) different interpretations and the Conference has, over the years, used both. In 1982 the Conference used this interpretation: that a 2/3 vote of those voting "yes" or "no" on the question was all that was required. In 1983 the Conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote in the

second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the change.

For example, in the first interpretation, if there were forty (40) voting members and there were fifteen (15) who voted for a change and six (6) who voted against, while the rest abstained or failed to vote, the amendment would be adopted. In the second interpretation with forty (40) voting members, twenty seven (27) would have to vote “yes” to approve the amendment.

If governing documents fail to specify which is used, the Conference makes that decision either by motion or acceptance of the interpretation used by the Chairperson if it is not challenged at the time of the vote.

### **A PARLIAMENTARY SHORT FORM - ROBERT’S RULES OF ORDER**

| <b>MOTION</b>        | <b>SECOND<br/>REQUIRED</b> | <b>DEBATABLE</b> | <b>INTERRUPT<br/>SPEAKER</b> | <b>AMENDABLE</b> | <b>VOTE<br/>REQUIRED</b> |
|----------------------|----------------------------|------------------|------------------------------|------------------|--------------------------|
| Main Motion          | yes                        | yes              | no                           | yes              | majority                 |
| Recess               | yes                        | no               | no                           | yes              | majority                 |
| Point of Personal    |                            |                  |                              |                  |                          |
| Privilege            | no                         | no               | yes                          | no               | chair                    |
| Point of Order       | no                         | no               | yes                          | no               | chair                    |
| Appeal to Chair      | yes                        | 1 pro-1 con      | yes                          | no               | majority                 |
| Division of Question | yes                        | no               | yes                          | no               | chair                    |
| Point of Information | no                         | no               | yes                          | no               | chair                    |
| Division of Assembly | no                         | no               | yes                          | no               | chair                    |
| Withdraw of Motion   | yes                        | no               | no                           | no               | majority                 |
| Suspension of        |                            |                  |                              |                  |                          |
| the Rules            | yes                        | no               | no                           | no               | 2/3rd                    |
| Change Order         |                            |                  |                              |                  |                          |
| of the Day           | yes                        | no               | no                           | no               | 2/3rd                    |
| Motion to Table      | yes                        | no               | no                           | no               | majority                 |
| Previous Question    | yes                        | no               | no                           | no               | 2/3rd                    |
| Limit or Extend      |                            |                  |                              |                  |                          |
| Debate               | yes                        | no               | no                           | yes              | 2/3rd                    |

|                            |            |            |           |            |                 |  |
|----------------------------|------------|------------|-----------|------------|-----------------|--|
| <b>Postpone to a</b>       |            |            |           |            |                 |  |
| <b>Definite Time</b>       | <b>yes</b> | <b>yes</b> | <b>no</b> | <b>yes</b> | <b>majority</b> |  |
| <b>Amendment</b>           | <b>yes</b> | <b>yes</b> | <b>no</b> | <b>yes</b> | <b>majority</b> |  |
| <b>Postpone Indefinite</b> | <b>yes</b> | <b>yes</b> | <b>no</b> | <b>yes</b> | <b>majority</b> |  |
| <b>Take off Table</b>      | <b>yes</b> | <b>no</b>  | <b>no</b> | <b>no</b>  | <b>majority</b> |  |
| <b>Reconsider</b>          | <b>yes</b> | <b>yes</b> | <b>no</b> | <b>no</b>  | <b>2/3rd</b>    |  |
| <b>Adjourn</b>             | <b>yes</b> | <b>no</b>  |           | <b>no</b>  | <b>majority</b> |  |