

FLASCNA Public Information Subcommittee

GUIDELINES

Revised February, 2009

ARTICLE 1

PURPOSE

The purpose of the Finger Lakes Area Service Committee of Narcotics Anonymous Public Information (hereafter known as FLASCNA PI) Subcommittee is to inform the public that NA exists and that it offers recovery from addiction. A PI Subcommittee offers information about how and where to find NA. All FLASCNA PI activities will be carried out in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Narcotics Anonymous.

ARTICLE 2

FUNCTIONS AND RESPONSIBILITIES

The basic functions of this subcommittee are:

A. To open and maintain lines of communication and cooperation:

1. *Between NA and the public*
2. *Between the area and regional PI Subcommittees*
3. *Between the PI Subcommittee and FLASCNA including all other subcommittees and groups contained therein*
4. *Between the PI Subcommittee and all facilities in the Finger Lakes Area who desire contact with Narcotics Anonymous.*

B. To maintain, distribute, and update meeting lists on a regularly scheduled basis

1. *2000 meeting lists shall be printed every three months and made available prior to the FLASCNA meetings in the months of January, April, July and October*
2. *In keeping with the financial responsibility outlined in the concepts, the meeting lists shall be printed at the most cost effective location given current information and determined by the FLASCNA PI Subcommittee*
3. *For a home group to update information on the meeting lists, a representative from that group will need to fill out the appropriate form and turn it into an officer of the PI Subcommittee – this includes and is not limited to changes to meeting time, location, or even the establishment of a new home group*
4. *No meetings will be added to the lists without the group being in continuous existence for no less than three months*

C. To operate and maintain whatever services are financially feasible to help carry out the purpose of both the subcommittee and Narcotics Anonymous as a whole.

1. *The PI Subcommittee will monitor and handle all information flow to and from such services and media*
2. *The PI Subcommittee will ensure that any requests for information will be handled in a timely and effective manner and at the appropriate level of service*
3. *All services, media and other forms of communication will be carried out in accordance with these guidelines, the direction of FLASCNA, and the 12 Traditions and 12 Concepts of service*
4. *These services and media may include, but are not limited to the following:*
 - I. *Phone Line / Hot Line*
 - II. *Web Page*
 - III. *Poster Drives*
 - IV. *Newspaper Ads*
 - V. *Radio / TV PSA's*
5. *ALL decisions regarding the financial feasibility of services must be approved at FLASCNA*

D. To conduct a regularly scheduled monthly business meeting

- A. The PI Subcommittee's regularly scheduled meetings are the 2nd Sunday of every month at 1:00PM at Suite 202 of 64 Seneca St., Geneva, NY 14456. Members of the area PI Subcommittee will be defined according to one or more of the following**
1. Officers of the PI Subcommittee
 2. Voting Members
- B. Voting members are members who meet the following requirements**
1. Having attended two consecutive regularly scheduled PI Subcommittee meetings
 - In the case of the first meeting for the standing subcommittee, all present are considered to be members and carry voting privilege inherent therein (except for the Chairperson who may only vote in the case of a tie)
 2. If a voting member misses 2 consecutive regularly scheduled PI Subcommittee meetings, he or she then loses their status as a voting member and must meet the above requirements to regain that status.
- C. Special meetings may be held outside of the time listed above to handle circumstances that may arise. The attendance of these meetings is mandatory only for officers of the subcommittee. Voting privileges and membership status within PI is not affected by special meetings.**

ARTICLE 4

ELECTION OF OFFICERS

The PI Subcommittee shall have officers who are trusted servants elected by a majority vote of the subcommittee (except for the Chairperson who is elected by FLASCNA) designated to carry out specific tasks. Such positions carry with them requirements and suggestions. These officer positions and their requirements are as follows:

- A. Chairperson**
1. A minimum of 3 years uninterrupted clean time, non-waivable
 2. A basic understanding of Public Information and especially the 12 Traditions
 3. Suggested involvement with or in FLASCNA for at least one year
- B. Vice-Chairperson**
1. A minimum of 1 year uninterrupted clean time
 2. A basic understanding of the 12 Traditions and a desire to understand Public Information
- C. Treasurer**
1. A minimum of 3 years uninterrupted clean time
 2. Access to the ability to make timely deposits to the PI bank account per guidelines
 3. A basic understanding of funds and finances
- D. Secretary**
1. A minimum of 6 months uninterrupted clean time
 2. Access to the ability to print typed reports and minutes for each PI meeting
- E. Phone Line Coordinator**
1. A minimum of 1 year uninterrupted clean time
 2. A basic understanding of Public Information and especially the 12 Traditions
 3. Access to or ownership of a phone

F. Web Site Coordinator

1. A minimum of 1 year uninterrupted clean time
2. A basic understanding of Public Information and especially the 12 Traditions
3. Access to or ownership of a personal computer with access to the Internet

ARTICLE 5

DUTIES OF OFFICERS

Officers of the PI Subcommittee are elected to carry out the specific duties listed below

A. Chairperson

1. To prepare the monthly committee agenda
2. To facilitate the subcommittee meetings
3. To carry out the policies and direction of the subcommittee and FLASCNA
4. To be a cosigner on the FLASCNA PI bank account
5. To carry out the duties of, or to appoint members to carry out the duties of any officer position either not present or not filled
6. To appoint Ad-Hoc subcommittees when necessary
7. To represent the PI Subcommittee at FLASCNA meetings
8. To represent FLASCNA PI at NNYRSCNA PI meetings
9. To be present at all FLASCNA area audits
10. To have no vote during a PI Subcommittee meeting except in the event of a tie
11. To handle or appoint a member to handle the printing of FLASCNA meeting lists

B. Vice-Chairperson

1. To carry out the duties of the Chairperson in his or her absence
2. To be present at all FLASCNA area audits
3. To work with and assist the chairperson in his or her duties
4. To be a cosigner on the FLASCNA PI bank account IF the clean time requirement for that duty is met per FLASCNA guidelines

C. Treasurer

1. To keep accurate financial records regarding the FLASCNA PI bank account
2. To be a cosigner on the FLASCNA PI bank account
3. To be present at all FLASCNA area audits
4. To write checks only per the direction of the PI Subcommittee or FLASCNA
5. To fill out and turn in to the Chairperson a clear and concise monthly financial report
6. To carry out the duties of the Chairperson in the absence of both the Vice-Chairperson and the Chairperson

D. Secretary

1. To keep complete records in the form of minutes of all PI Subcommittee meetings including regularly scheduled, special, and Ad-Hoc.
2. To make available typed minutes at all regularly scheduled PI Subcommittee meetings
3. To keep a continuing roster of monthly attendance
4. To keep and maintain a current list of officers and members along with contact information (as available)
5. To facilitate the PI Subcommittee meeting in the absence of the Treasurer, the Vice-Chairperson and the Chairperson

E. Phone Line Coordinator

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1. *To keep and maintain an updated list of all current phone line volunteers*
 2. *To keep and maintain contact with all current phone line volunteers on a bimonthly basis*
 3. *To maintain contact and communication with the company or members providing the phone line service in regards to status, issue(s), and billing*
 4. *To provide and maintain orientation of phone line volunteers*
 5. *To facilitate the PI Subcommittee meeting in the absence of all other able officers*

ARTICLE 5

(Continued)

DUTIES OF OFFICERS

F. Web Site Coordinator

1. *To handle the basic maintenance of the FLASCNA web page*
2. *To make appropriate changes and updates as directed by FLASCNA PI*
3. *To keep na.org up to date on FLASCNA meetings and events based on information made available by officers, members, groups, and other subcommittees*
4. *To maintain and upload current meeting scheduled and relevant FLASCNA events to the FLASCNA web page*
5. *To forward all email to the appropriate trusted servant(s)*
6. *To ensure that all content on the website is in accordance with the Steps, Traditions and Concepts of Narcotics Anonymous*
7. *To keep a log of changes of content and provide a monthly report to the subcommittee regarding the status, updates and questions generated by the website*

REMOVAL OR

ARTICLE 6

RESIGNATION OF OFFICERS

- A. *A simple majority vote by the PI Subcommittee is required for removal of an officer when an officer is found to be in non-compliance of his or her position. The Chairperson may only be removed at FLASCNA per FLASCNA direction and guidelines.***
- B. *An officer of the PI Subcommittee may only be removed for non-compliance. Non-compliance includes, but is not limited to the following:***
 1. *Non-compliance or non-fulfillment of duties of the position*
 2. *Loss of abstinence*
 3. *Absence from two regularly scheduled meetings of the PI Subcommittee without prior notice given to the PI Chairperson or to the PI Vice-Chairperson*
 4. *Misappropriation of NA Funds (as defined in FLASCNA guidelines)*
- C. *An officer of this subcommittee may resign by providing written notice to the PI Subcommittee, the PI Chairperson, or the PI Vice-Chairperson at least four weeks prior to the next regularly scheduled meeting.***

The PI Subcommittee shall have working capital in order to responsibly finance carrying out the purpose of the PI Subcommittee as well as the primary purpose of Narcotics Anonymous.

A. The FLASCNA PI bank account shall be maintained at \$250.00

1. All checks written of this account will require 2 signors in order to be made valid. This account shall be a four signature account. Signors of this account are PI officers that meet the ASC requirement to be an account signor and the ASC Chairperson and ASC Treasurer.
2. All funds in excess of \$250 shall be held for transfer to FLASCNA at the next ASC meeting.
3. All funds required to restore the FLASCNA PI bank account to its working capital of \$250 shall be transferred from FLASCNA at the next ASC meeting.

B. No part of the net earnings or assets of the PI Subcommittee shall benefit any individual or member of this committee.

When financially feasible, the PI Subcommittee shall have and maintain a website.

A. A Website Coordinator will carry out and/or direct the actual work on the website.

1. All work done to or material on the website must be in accordance with these guidelines and especially the 12 Traditions of Narcotics Anonymous.
2. No work shall be done on the website that is not directed or approved by either FLASACNA or the PI Subcommittee.
3. To ensure that materials remain available in the event of server or personnel problems, the Website Coordinator shall give the PI Chairperson a disk/disc containing all e-mail messages received and a copy of all the current files on the FLASCNA's website (HTML, GIF, etc.)

B. The website will contain the following

1. Information regarding the Narcotics Anonymous Fellowship as a whole
2. Information specific to the Finger Lakes Area of Narcotics Anonymous
3. Information, fliers and contact information for events in the Finger Lakes Area
4. Links to other areas and regions of NA as well as to the WSO of NA
5. Links to email addresses for contacting FLASCNA
6. Any NA related or recovery related material approved by the FLASCNA PI Subcommittee
7. A disclaimer will be on the opening/home page of the website as defined in these guidelines

C. Disclaimer for the FLASCNA Home Page

Welcome to the website of the Finger Lakes Area of Narcotics Anonymous. The purpose of this website is to provide on line information concerning our area meetings, functions, other applicable information and links.

1. All contents on this website are approved by the Finger Lakes Area PI Subcommittee and any concerns related to this website may be directed to this committee via email or US mail.
2. This website is not endorsed by any Narcotics Anonymous entity other than the Finger Lakes Area of Narcotics Anonymous. Our intention in posting this information on the World Wide Web is to help fulfill our primary purpose to carry the message to the addict who still suffers.
3. The Finger Lakes Area does not directly or indirectly endorse any of the facilities that individual meetings are held at. Inclusion of this information is for the purpose of meeting location only.

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4. *The Finger Lakes Area does not directly or indirectly endorse any website linked to this site nor is it responsible for the contents or any of the subsequent links from those sites.*

ARTICLE 9

PHONE LINE

When financially feasible, the PI Subcommittee shall have and maintain a working phone line with active volunteers to answer the call from the still suffering addict. Volunteers for the phone line need to meet the following requirements:

- A. At least one year uninterrupted clean time*
- B. Working knowledge of the 12 Steps and 12 Traditions of NA*
- C. Orientation by the Phone Line Coordinator in intervals not to exceed 6 months*
- D. A working relationship with a sponsor in NA*
- E. A willingness to serve*

**REQUIREMENTS AND DUTIES
OF PUBLIC SPEAKING**

ARTICLE 10

Members who are to be involved in serving as public speakers for the PI Subcommittee must meet the following requirements:

- A. At least one year uninterrupted clean time*
- B. An understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA*
- C. Orientation by the PI Subcommittee for public speaking*
- D. Must follow an outline approved by the PI Subcommittee*

ARTICLE 11

MEETING FORMAT

- A. A moment of silence followed by the WE version of the Serenity Prayer*
- B. Reading of the 12 Traditions and 12 Concepts of Service*
- C. Reading of the PI Purpose as defined at the beginning of these guidelines*
- D. Review the minutes of the last meeting and approve or approve with corrections*
- E. Nominations for officers (when applicable)*
- F. Old Business*
- G. Officer reports (as applicable – Treasurer, Website, Phone line, etc.)*
- H. New Business*
- I. Housekeeping*
 - 1. Write checks for any bills outstanding*
 - 2. Clean up meeting place responsibly*
- J. Close with a moment of silence to remember our 5th Tradition and why we are here in service followed by the WE version of the Serenity Prayer.*

AMENDMENTS

Amendments to these guidelines can be made as situations arise at our regularly scheduled meetings and submitted to the Policy and Procedure Subcommittee for revision and recommended changes. For final approval, they are then submitted to the ASC.

