

**FINGER LAKES AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS  
IN THE SPIRIT OF LOVE GUIDELINES 2008-2009**

**ARTICLE 1: NAME**

The name of this subcommittee shall be FLASCNA In The Spirit of Love Subcommittee, referred to as SOL. This subcommittee is formed by and directly responsible to FLASCNA for the fellowship of Narcotics Anonymous.

**ARTICLE 2: PURPOSE**

- A. To carry the message of Narcotics Anonymous to addicts in celebrations form.
- B. These guidelines are created for the purpose of a 1 or 3 day event. Conventions are held by members of NA to bring our fellowship together in a celebration of recovery.

**ARTICLE 3: OFFICERS**

Chairperson is elected by FLASCNA in accordance to their guidelines. Vice-Chair, Treasurer, Secretary and Ad-Hoc Chairpersons are to be elected within the subcommittee level.

**ARTICLE 4: ACCOUNTABILITY**

This subcommittee shall be financially accountable to FLASCNA utilizing the misappropriation of funds form.

**ARTICLE 5: FINANCIAL**

- A. A four-signature bank account will be maintained. Signatories will include SOL Chairperson, SOL Vice-Chairperson, SOL Treasurer and either the Chair or Vice-Chair of FLASCNA. All checks shall require two signatures.
- B. The SOL subcommittee shall maintain a beginning balance of \$1000.00. All funds in excess of \$1000.00 shall be turned over to the ASC at the March meeting.
- C. This subcommittee shall handle all funds, deposits, proceeds and debts pertaining to all SOL business.
- D. No part of any earnings or assets of the SOL shall benefit any NA member.

**ARTICLE 6: FORMATION OF AD-HOC COMMITTEES**

If the number of members willing to serve allow, there will be the formation of various AD-HOC committees to carry out necessary duties to help SOL. In the event of limited members, the following will be performed as a whole.

- A. Hospitality
- B. Entertainment
- C. Registration
- D. Arts & Graphics
- E. Programming

## **ARTICLE 7: MEMBERSHIP**

General membership shall be open to members of NA who share the stated purpose of this subcommittee.

## **ARTICLE 8: CLEAN TIME REQUIREMENTS**

- A.** CHAIRPERSON – 5 YEARS
- B.** VICE-CHAIRPERSON – 3 YEARS
- C.** TREASURER – 5 YEARS
- D.** SECRETARY – 1 YEAR
- E.** AD-HOC CHAIRPERSON – 1 YEAR

## **ARTICLE 9: DUTIES OF OFFICERS**

### **CHAIRPERSON**

- A.** Does not have voting rights, however may vote to break a tie.
- B.** To be present at all SOL meetings unless Vice-Chair or other officer is notified
- C.** To facilitate SOL meetings and delegate responsibilities in accordance with the 12 Steps, 12 Traditions, 12 Concepts and SOL Guidelines.
- D.** To be present at all monthly ASC meetings for presentation of subcommittee written financial report.
- E.** Submit with Treasurer a final financial report at the March ASC meeting.
- F.** Provide complete written inventory of all assets and to ASC at the March ASC meeting.
- G.** Sign misappropriation of funds form.
- H.** Sign appropriate bank forms and be a signatory for the SOL bank account.
- I.** Minimum of one year membership on the SOL committee.
- J.** To be present at semi-annual audit with financial records.
- K.** To be liaison to the host venue.

### **VICE-CHAIRPERSON**

- A.** Elected by SOL.
- B.** In absence of chairperson, fulfill all duties of said person.
- C.** To be present at all SOL meetings unless Chairperson or other officer is notified.
- D.** Sign misappropriation of funds form.
- E.** Sign appropriate bank forms and be a signatory for the SOL bank account.
- F.** Active membership in all established SOL AD-HOC committees.

### **SECRETARY**

- A.** Elected by SOL.
- B.** Take minutes and maintain accurate records.
- C.** Obtain and maintain archives to be turned over to the ASC in March.
- D.** Maintain lists of names, addresses and phone numbers of committee members.
- E.** Distribute minutes at SOL meetings.
- F.** To be present at all SOL meetings unless Chairperson or other officer is notified.
- G.** Sign misappropriation of funds form.

## **TREASURER**

- A.** Elected by SOL.
- B.** Keep accurate financial records including but not limited to the checking account.
- C.** Sign appropriate bank forms and be a signatory for the SOL bank account.
- D.** Sign misappropriation of funds form.
- E.** To be present at all SOL meetings unless Chairperson or other officer is notified.
- F.** To be present at semi-annual audit with financial records.
- G.** Submit with Chairperson a final financial report at the March ASC meeting.
- H.** Provide SOL Chairperson with a monthly financial report.
- I.** In the absence of the Chairperson and the Vice-chairperson, assume duties of the Chairperson until action is taken by SOL or the ASC.

## **ARTICLE 10: DUTIES OF AD-HOC CHAIRPERSONS**

- A.** Elected by SOL.
- B.** Sign misappropriation of funds form.
- C.** To be present at all SOL meetings unless Chairperson or other officer is notified.
- D.** Provide monthly report at the SOL meeting.

## **ARTICLE 11: DUTIES OF AD-HOC COMMITTEES**

### **HOSPITALITY**

- A.** Members consist of Chairperson, Vice-chairperson, Secretary and NA members.
- B.** Hold monthly meetings.
- C.** Establish budget for food, refreshments and decorations for the hospitality room. Budget needs to be submitted to SOL committee.
- D.** Organize work shifts for hospitality room.
- E.** Work with Registration and Programming to determine utilization of space for meals, workshops, entertainment and any other needs.
- F.** Submit written proposals to SOL committee for any meals or catering needs. Be very conscience for any hidden costs.
- G.** Set-up, organize and operate the hospitality room for the 2009 convention.

### **ENTERTAINMENT**

- A.** Members consist of Chairperson, Vice-chairperson, Secretary and NA members.
- B.** Hold monthly meetings.
- C.** Submit written proposals to SOL committee for any entertainment needs.
- D.** Plan and organize any fundraising events. This includes communicating with FLASCNA Activities and Events subcommittee.

### **ARTS & GRAPHICS**

- A.** Members consist of Chairperson, Vice-chairperson, Secretary and NA members.
- B.** Hold monthly meetings.
- C.** Submit for approval to SOL committee designs for Logo, Banner and Program. Designs should be formatted and saved on a computer disk.
- D.** Coordinate with Registration the design and distribution of all fliers.
- E.** Ensure that the NA logo is trademarked wherever necessary.
- F.** Complete banner for the 2009 convention.

## **REGISTRATION**

- A.** Members consist of Chairperson, Vice-chairperson, Secretary and NA members.
- B.** Hold monthly meetings.
- C.** Work with Hospitality & Programming to determine utilization of space for meals, workshops, entertainment and any other needs.
- D.** Project attendance for 2010 convention.
- E.** Submit written proposal to SOL committee for registration packets.
- F.** Coordinate with Arts & Graphics the design and distribution of all fliers.
- G.** Schedule work shifts for the registration table for the 2009 convention.
- H.** Work closely with SOL treasurer concerning deposits for the 2009 convention.

## **PROGRAMMING**

- A.** Members consist of Chairperson, Vice-chairperson, Secretary and NA members.
- B.** Hold monthly meetings.
- C.** Select speakers, topics and workshop chairpersons for final approval from the SOL committee.
- D.** Contact and confirm all speakers.
- E.** Submit budget to SOL committee for approval.
- F.** Speaker requirements include an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA. Clean time requirement for Main Speakers is 5 years. Clean time requirement for workshop speakers is 18 months. There is NO clean time required to chair a workshop. All speakers will be suggested to share their experience, strength and hope on the selected topic.
- G.** Inform all speakers of their topic, time, where they will speak and that they are being taped.
- H.** Provide registration chairperson with any necessary information. This includes but is not limited to names, meals and hotel accommodations.

## **ARTICLE 12: VOTING**

- A.** Voting members will include SOL Vice-chairperson, SOL Treasurer, SOL AD-HOC Chairpersons.
- B.** Any NA member who attends two consecutive SOL monthly meetings will be given voting privileges at their next SOL meeting.
- C.** Any voting member from the previous years committee who has attended two out of the last four meetings.
- D.** To maintain voting rights you must be present at two out of the last four monthly SOL meetings.
- E.** SOL committee will select and present a nominee for the position of SOL Chairperson at the October 2008 ASC meeting.
- F.** All SOL officers and AD-HOC chairs will step down at the conclusion of the March 2009 ASC meeting.

## **ARTICLE 13: ELECTIONS**

- A.** SOL Chairperson will be elected at the December 2008 ASC meeting. A two month orientation will follow.
- B.** Nominations for all other SOL officers and AD-HOC chairpersons will be open at the February 2009 SOL meeting.
- C.** All nominees must be present to accept nomination.
- D.** All nominees shall submit written and verbal qualifications as well as answer any pertinent questions. Chairperson may deem any question irrelevant. This decision can be overturned by a 2/3 majority vote of present voting members.

## **ARTICLE 14: REMOVAL OF OFFICERS AND AD-HOC CHAIRPERSONS**

- A.** Upon relapse
- B.** Misses three consecutive SOL meetings.
- C.** Does not fulfill duties in accordance to the 12 Traditions, 12 Concepts and SOL Guidelines.
- D.** Misappropriation of NA funds in accordance to the policy.
- E.** Upon submission of written or verbal resignation.
- F.** All removals are to be reported to the ASC Chairperson as well as documented in the SOL report at the next scheduled ASC meeting.