

# *Southeastern Family Area*

*Southeastern Family Area Service Committee 3.20.3*

*By-Laws*

*Revised August 13, 2017*

## **ARTICLE ONE: NAME AND BOUNDARIES**

1.01 This body shall be known as the Southeastern Family Service Committee hereafter referred to as the S.E.F.A.S.C.

1.02 The S.E.F.A.S.C. shall serve the needs of member groups within its area which is inclusive but not limited to Kenosha and Racine Counties.

1.03 This committee is a member of the Wisconsin Regional Service Committee and thereby a member of the NA World Service Conference (WSC).

1.04 The SEFA name or Logo is not to be used on group flyers without prior approval of the S.E.F.A.S.C.

## **ARTICLE TWO: DEFINITION**

2.01 The purpose of the S.E.F.A.S.C. is to be supportive of its area and groups and their primary purpose, by associating with other groups locally, and by helping a group deal with its day-to-day situations and needs \* 2.01.01 All new meetings voted in by GSR's have a probationary period of three (3) months prior to being added to SEFA meeting list and are eligible for a \$50.00 starter kit.

2.02 This body recognizes itself as a closed NA Service committee and thereby adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

2.03 To make S.E.F.A.S.C. a non-smoking meeting; a ten-minute break will be allowed each hour.

## **ARTICLE THREE: OPERATING FUNCTIONS**

3.01 The S.E.F.A.S.C. shall maintain a checking account.

3.02 The S.E.F.A.S.C. shall maintain a mailing address.

3.03 The S.E.F.A.S.C. checks shall bear the legal address of the area.

3.04 The S.E.F.A.S.C. shall donate monies to the Wisconsin Regional Service Committee based on the availability of excess funds (Minus Prudent Reserve) a 10% Bi-monthly donation was voted in 2016 and revised 7/10/16.

3.05 S.E.F.A.S.C. minutes include an attendance sheet to include names, addresses, and phone numbers.

3.06 All subcommittee and executive committee chairs shall turn in, at Area, a monthly written report.

3.07 The Chair, Vice Chair, or treasurer shall approve minutes before being distributed.

3.08 Minutes subject to review as per agenda.

3.09 All S.E.F.A.S.C. functions shall be approved by the Area Service Committee.

3.10 The S.E.F.A.S.C. will obtain or provide a contract for any agreement for facility space or entertainment purpose.

3.11 All contract(s) must be reviewed and approved by the executive committee of S.E.F.A.S.C. At that time the chairperson of S.E.F.A.S.C. or a delegated person approved by the executive committee can sign the contract(s).

3.12 S.E.F.A.S.C. approved functions shall be held within the boundaries of our Area.

3.13 Area to keep a subcommittee handbook for each subcommittee in the archives.

3.14 Literature will be available to Area Service for all addicts to purchase. Literature not available at Area Service must be paid for when ordering and it will be available at the next ASC.

## **ARTICLE FOUR: FINANCIAL GUIDELINES**

4.01 Three S.E.F.A.S.C. officers will be designated as signers of the S.E.F.A.S.C. checking account.

4.02 Checks drawn on the S.E.F.A.S.C. checking account will require any two of three signatures for any and all transactions.

4.03 No two signers of the account may reside in the same household.

4.04 Any expense transaction to have a receipt or itemized report.

4.05 Bank statements will be held by the S.E.F.A.S.C. treasurer.

4.06 Monies coming from the group must be used to further our primary purpose. Therefore the S.E.F.A.S.C. will not accept "earmarked" funds.

4.07 Executive committee to audit treasurer's records once per year at random but not less than two months prior to elections.

4.08 The treasurer will present a financial report at each S.E.F.A.S.C. meeting. The Monthly treasurer's report will include a copy of the most recent checking account statement.

4.09 The secretary shall have \$50.00 working reserve to cover typing supplies, copying expenses and mailing expenses. The secretary will turn in monthly financial statement with receipts.

4.10 To reimburse RCM, RCMA and sub-committee chairpersons for fuel expenses while conducting area business, receipts are necessary.

4.11 RCM, RCMA and sub-committee chairs shall be allowed reasonable reimbursement for accommodations while attending Regional Meetings as pre-approved.

4.12 Reimbursement for fuel expenses not to exceed .30 cents per mile also \$15.00 per day for meals.

4.13 Treasurer to give receipts for GSR's for Area donations.

4.14 The treasurer shall keep a \$250.00 prudent reserve in the checking account.

4.14.01 Should the need arise for the checking account to fall below the prudent reserve, the following shall happen:

A) Spending shall only occur with the group conscience of the Area's voting GSR's.

B) In the event a group conscience of the Area's voting GSR's is not available, the executive committee, in full attendance, shall vote, and with a 2/3 majority, give approval for such spending.

4.14.02 The following format shall be used to initially establish the prudent reserve or rebuild the prudent reserve in the event that the account falls below the set amount:

A) Fifty dollars (\$50.00) a month will be added to the reserve until the prudent reserve figure has been reached.

4.15 Any and all monies received at the ASC must be deposited in the S.E.F.A.S.C. account within one (1) week.

4.15.01 Monies received from functions or any other processes need to be deposited within two (2) working days.

## **ARTICLE FIVE: MEETINGS**

5.01 The S.E.F.A.S.C. shall hold a regular meeting on the second Sunday of every month at 9:00am. The S.E.F.A.S.C. will take rescheduling into consideration when meetings conflict with other important events.

5.02 All S.E.F.A.S.C. meetings shall be open to any member of Narcotics Anonymous as non-participating observers and shall be closed to the general public unless specifically approved by the voting body. The only participants shall be those listed in Article Six, unless the chair requests special input or clarification.

5.03 World Services Conference Rules of Order will be used as procedures in all S.E.F.A.S.C. meetings.

5.04 Area quorum to be no less than 25% of all GSR's from Area meetings.

5.05 If GSR's are not present and have not made contact with the executive board by 9:30am, the area chair will declare no quorum and dispense with the meeting.

## **ARTICLE SIX: PARTICIPANTS**

6.01 Participating members of S.E.F.A.S.C. shall include Group Service Representative (GSR's) who represent a group's conscience, all duly elected officers and subcommittee chairpersons as elected by the S.E.F.A.S.C.

6.02 Members of NA outside of the ASC may attend S.E.F.A.S.C. as non-participating observers using their GSR as a channel through which to communicate. Any member of NA may speak at S.E.F.A.S.C. meetings if granted the floor by the chair.

6.03 Members must be alert and under no mood altering substances to participate in the S.E.F.A.S.C.

6.04 Executive Committee and Subcommittee Chairs will hold only one chair position at a time at S.E.F.A.S.C.

## **ARTICLE SEVEN: OFFICERS**

7.01 The officers of the S.E.F.A.S.C. shall consist of Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Policy & Administration

7.02 Officers shall be elected by a simple majority to serve for a period of one (1) year or until their successors are elected. Term office shall begin at the next scheduled ASC meeting after being elected.

7.03 No officer shall be eligible to serve for more than two (2) consecutive terms.

7.04 Any member of NA who fits the requirements for an office may be elected for that office.

## **ARTICLE EIGHT: DESCRIPTION OF OFFICERS**

8.01 Chairperson (One Year term)

The chairperson arranges for and presides over the monthly meetings. They are also responsible for correspondence maintaining area files and archives. The chairperson shall be one of the signers of the S.E.F.A.S.C. checking account. At committee meetings, they can vote only in the case of a tie. A chairperson must be capable of conducting a meeting with a firm yet understanding hand. It is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.

#### 8.02 Vice-Chairperson (One Year Term)

A vice-Chairperson coordinates all subcommittee functions. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. It is suggested that a vice-chairperson have a minimum of one (1) year continuous abstinence from all drugs.

#### 8.03 Secretary (One Year Term)

A secretary keeps accurate minutes of the ASC meetings, types and distributes copies of the minutes to each GSR no later than two (2) weeks following each ASC meeting. These minutes should be verified by the chairperson, vice-chairperson or treasurer before copies are made. It is suggested that a secretary have a minimum of one (1) year continuous abstinence from all drugs.

#### 8.04 Treasurer (One Year Term)

A treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the calendar year. The treasurer shall be one of the signers of the ASC's bank account. It is required that a treasurer have a minimum of three (3) years continuous abstinence from all drugs. The office of the treasurer is a one (1) year term.

#### 8.05 Vice-Treasurer (One Year Term)

The vice-treasurer becomes familiar with the duties of the Treasurer by working closely with the Treasurer, attending all ASC meetings and filling in for the treasurer if he or she is absent or for any reason unable to complete the term of office. It is required that a vice-treasurer have a minimum of two (2) years continuous abstinence from all drugs. The office of the vice-treasurer is a one (1) year term.

#### 8.06 Regional Committee Member (One Year Term)

A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM speaks for the members and groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. They represent the group conscience of an ASC at the regional level, attend all Regional Service Committee meetings and take part in any decisions which affect the region. An RCM may serve on one or more ASC and RSC subcommittees but not as a chairperson. An RCM must be able to work for the common good, placing principles before personalities at all times. It is suggested that an RCM have service experience,

the willingness to give the time and resources necessary and a minimum of three (3) years of continuous abstinence from all drugs. The office of the RCM is a one (1) year commitment.

#### 8.07 Regional Committee Member Alternate (One Year Term)

The RCMA becomes familiar with the duties of the RCM by working closely with the RCM, attending all ASC and RSC meetings and filling in for the RCM if he or she is absent or for any reason unable to complete the term in office. Qualifications for elections are the same as for the RCM, with one exception: a suggestion of two (2) years of continuous abstinence from all drugs.

#### 8.08 Policy & Administration (One Year Term)

The general policies of NA are expressly stated in our Twelve Traditions and Twelve Concepts of NA Service. This subcommittee is responsible to maintain, revise, and evaluate the effectiveness of the current S.E.F.A policy and/or procedure and recommend to the ASC any changes where appropriate. (2) years of complete abstinence from all drugs.

8.09 Prior service experience at the group level, preferably as a GSR, is highly recommended for trusted servants at our ASC.

## **ARTICLE NINE: VOTING PROCEDURES**

9.01 Only GSR's can vote.

9.02 Each GSR is entitled to one (1) vote, in the event of the GSR's absence, the GSRA shall have the GSR's vote.

9.03 The chairperson shall have one (1) vote only in the case of a tie.

9.04 Votes on motions shall be counted by a show of hands

9.05 An abstaining vote will be reflected in the vote count but will not be counted as a "yes" or "no".

9.06 If more GSR's abstain than there are yes or no votes, then the motion will be tabled until the next ASC under "Old Business."

9.07 A motion changing these by-laws can be passed only by a 2/3 majority.

9.08. To have any policy motions changed, it must be sent back to the groups' business meeting before they get voted in.

9.09 All issues not covered herein will be described in the WSC Rules of Order.

## **ARTICLE TEN: ELECTIONS**

10.01 Nominations shall be opened to all members of NA as long as they meet the requirements as stated in Article Eight and Article Twelve.

10.02 All nominees must be present at the time of their nominations and elections to be elected for a position. If not present at the time of elections, the nomination is dropped.

10.03 In the event of a vacant office, temporary appointments may be made by election to fill that position until the next regular scheduled election.

10.04 Vice chairperson, RCMA and other alternate positions do not automatically assume the position they are alternate for. Other nominees must be given an opportunity.

10.05 Nominations for all ASC officers and subcommittee chairpersons shall be opened at the September ASC meeting each year and close at the end of each September ASC meeting. Intent: To ensure that the GSR's are able to bring back to their respective groups the names of the nominees.

10.06 Elections for all ASC officers and subcommittee chairperson shall be held at the October ASC meeting each year.

## **ARTICLE ELEVEN: REMOVAL OF OFFICERS**

11.01 The S.E.F.A.S.C. may declare vacant the office of an elected officer or subcommittee chairperson who has two (2) consecutive unexcused absences.

11.02 No officer or subcommittee chairperson shall be removed from office without a cause.

11.02.01 For an officer or subcommittee chairperson to be removed from office with cause:

- 1) A problem must be present in the person's responsibilities in their position.



2) The person must be approached by the executive committee (at least two members present) to discuss the problem.

3) If the problem can't be resolved through step 2, the problem is to be taken to the ASC for immediate disposition.

11.03 A 2/3 majority vote shall be required for the removal of any officer or subcommittee chairperson.

11.04 The use of any drug while serving as an officer or subcommittee chairperson constitutes an automatic resignation from service positions.

## **ARTICLE TWELVE: SUBCOMMITTEES**

12.01 Area subcommittees are as follows: 1) Public Information & Phone Lines 2) Additional Needs & Outreach 3) Unity & Activities 4) Literature 5) Hospital & Institutions.

12.02 Subcommittee chair position suggested clean time is one (1) year, except in all money handling positions such as Unity and Literature, which is a required two (2) year clean time.

12.03 Subcommittees are directly responsible to S.E.F.A.S.C.

12.04 Every subcommittee chairperson shall carry out its work in accordance with the Twelve Traditions of Narcotics Anonymous.

12.05 Subcommittee chairpersons will hold a minimum of one (1) meeting every month to be announced in advance at that month's ASC meeting.

12.06 Participation in all subcommittee activities shall be open to all addicts.

12.07 All subcommittee recommendations will be presented to and approved by the S.E.F.A.S.C. before going into effect.

12.08 H&I and P&I subcommittees are required to provide a report on literature expenses monthly. The H&I subcommittee shall have a \$100.00 monthly reserve for NA literature.

12.10 Unity/Activities subcommittee to provide a written financial ledger for each function at the next scheduled ASC with "out of pocket" expenses to be reimbursed; post approval by the ASC.