

**Space Coast Area of Narcotics Anonymous  
Newsletter Subcommittee Guidelines**



(11/1996 v01)

# Space Coast Area of Narcotics Anonymous

## Newsletter Subcommittee Guidelines

### Article I

#### Name

The name of this Committee shall be the Space Coast Area Newsletter Subcommittee.

### Article II

#### Purpose

**Section 1.** The purpose of this subcommittee shall be to produce a newsletter for the Space Coast Area of Narcotics Anonymous.

**Section 2.** Build Narcotics Anonymous “unity” through communication.

**Section 3.** Carry the Narcotics Anonymous primary message of recovery.

### Article III

#### Participants

**Section 1.** Participants shall be any member of Narcotics Anonymous who share in the stated purpose of the Newsletter Subcommittee.

**Section 1.1.** This committee shall have two classes of Participants only, that of “voting” and “non-voting”.

- a. Voting members shall be those persons who have attended two consecutive Newsletter Subcommittee meetings.
- b. Non-Voting members shall be the Chairperson or Acting Chairperson and all other participants who have not been assigned voting rights.
- c. Exception to section 1.1.B is the Chairperson or Acting Chairperson be allowed to vote to resolve a tie.

### Article IV

#### Officers and Elections

**Section 1.** The officer of this subcommittee shall be the Chairperson, the Vice Chairperson, a Secretary, an Alternate Secretary, and the Treasurer.

**Section 2.** Newsletter Subcommittee Chairperson shall be elected by the Space Coast Area of Narcotics Anonymous.

**Section 3.** The Vice Chairperson, Secretary, Alternate Secretary and the Treasurer shall be elected by the Subcommittee members.

### **Article V**

#### **Removal of Officers**

**Section 1.** ASC officers may be removed from office for non-compliance. A two-thirds (2/3) vote is required for removal. Non-compliance includes, but is not limited to:

- a. Loss of Abstinence
- b. Non-Fulfillment of all duties

This vote shall take place within the Subcommittee for the Committee officer. The Chairperson can only be removed by the SCASC in accordance with the SCASC policy (See policy - Article VII, Removal of Officers).

### **Article VI**

#### **Officers: Qualifications/Duties**

**Section 1.** Chairperson/Publisher Qualifications and Duties:

- a. One year clean
- b. Willingness to Serve
- c. One year commitment
- d. Preside over Newsletter Subcommittee Meetings, provide agenda, vote if there is a tie.
- e. Coordinate Newsletter Sub-functions.
- f. Provide Area with a written report about Sub-functions.
- g. Collect information and submissions from the P.O. Box.

**Section 2.** Vice Chairperson/Editor Qualifications and Duties:

- a. One year clean
- b. Willingness to Serve
- c. One year commitment
- d. Perform duties in Chairperson's absence.
- e. Assist Chairperson.
- f. Proof-read material for N.A. language and submit for approval of the Subcommittee.

**Section 3.** Secretary/Typist Qualifications and Duties:

- a. Six months clean
- b. Willingness to Serve
- c. One year commitment
- d. Maintain minutes from subcommittee meetings.
- e. Type newsletter and submit final product to the committee for approval.

**Section 4.** Alternate Secretary/Typist Qualifications and Duties:

- a. Three months clean
- b. Willingness to Serve
- c. One year commitment
- d. Assist the Secretary with any duties.

**Section 5.** Treasurer Qualifications and Duties:

- a. One year clean
- b. Custodian of Subcommittee funds
- c. Make report at each Subcommittee meeting and disburse funds as necessary.
- d. One year commitment

**Article VII**

**Voting**

Any Subcommittee member shall vote provided they have attended two consecutive meetings.

**Article VIII**

**Parliamentary Authority**

- a. Space Coast Policy Subcommittee Guidelines
- b. Robert's Rules of Order
- c. Twelve Traditions and Twelve Steps

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