

## **Bylaws of Portland Area Activities Sub-Committee of Narcotics Anonymous**

This body shall be known as the Portland Area Activities Sub-Committee (PAAS) of Narcotics Anonymous (NA). The PAAS is a sub-committee of the Portland Area Service Committee (PASC), and is made up of interested members of the Portland Area fellowship of NA.

### **Purpose**

The purpose of the PAAS is three fold in order of descending priority, these are:

- A) To carry the message of NA and the celebration of recovery by providing activities for the NA fellowship.
- B) To promote unity in the fellowship of NA.
- C) Provide funds to the PASC.

### **Membership & Operations**

- A) The PAAS shall be comprised of, and open to, all interested Area NA members and trusted servants in the fellowship of Area of NA.
- B) Committee members responsibilities shall include, but are not limited to:
  - 1) Choosing the format of the sponsored event, including speakers, readers and leaders.
  - 2) Performing those tasks necessary to the operations of a PAAS event. Each member is responsible for completing his or her task or shift.
- C) A Committee member shall become a voting member of the PAAS after attending two (2) consecutive regular meetings and making a verbal commitment to service before the committee. To maintain voting status a member must attend at least one PAAS business meeting every three months. Each voting member, except the Chair, shall have one vote. The chair votes only in case of a tie.
- D) The PAAS shall hold a "group voting member inventory" quarterly. This inventory shall provide the basis for the determination of the following quarter's quorum. The quorum shall be equal to or greater than  $\frac{1}{2}$  of the total voting membership of the PAAS and shall define the minimum number of voting members required to be present to vote.
- E) The PAAS shall hold regular meetings on the second Sunday of each month. Special meetings may be called by a simple majority vote or at the request of the Chair. In the month of May switch committee meeting to first Sunday of the month.
- F) The PAAS shall maintain a prudent reserve of \$1,000.00 and a working capital of \$1,000.00 at all times. In the event there is a need to increase the prudent reserve the Chair shall notify the PASC by putting motion before the PASC at its monthly business meeting.
  - 1) Prudent reserve and working capital does not include seed money accounts.
  - 2) Any monies in excess of the prudent reserve and working capital at the close of the month's activities shall be donated to the PASC.
- G) One half of net profits from non-fundraising events shall be donated to the PASC.

- H) In addition to the PAAS prudent reserve, line item accounts may be established for major money events which exceed an expense of \$1,500. Additional prudent reserves for line item accounts require approval of the PASC.
- I) The PAAS shall maintain a checking account for holding all but “cash box” funds. PAAS shall require two (2) signatures from elected officers on all of its financial accounts. No two signers shall live at the same address.
- J) Monetary expenditures outside normal purchases related to PAAS functions must be approved by a two-thirds majority vote of the quorum.
- K) All PAAS events with a \$300.00 expense or more shall be recognized at two consecutive Area service meetings prior to the occasion, for the purpose of distributing event flyers at the PASC.
- L) Contracts involving the PAAS shall be signed by an elected officer or appointed coordinator and checked and verified by at least one other elected officer before signing.
- M) All Ad-hoc / Event Coordinators remain accountable to the PAAS through accurate written minutes and verbal reports at the monthly PAAS business meetings.
- N) Event Coordinators shall be voting members of the PAAS and should have a recommended clean time requirement of at least 6 months and 3 months experience on the PAAS.
- O) Any funds collected for events must be turned in on a weekly basis or within 7 days after the completion of the, event by the Coordinator to the acting Treasurer of the PAAS.
- P) All Ad-hoc / Event Coordinators shall complete and submit an event form, which will be provided by the Treasurer, for any event. All written minutes and event forms shall be turned in at the completion of the event.
- Q) The RCM shall be reimbursed gas and lodging expense upon submission of receipts when traveling to and attending the regional activities sub-committee. Not to exceed \$100.00.
- R) Activities By-laws shall be reviewed immediately following elections of officers.
- S) All event fliers, requests, and ideas for fliers must be submitted to the PAAS through the event Flyer Coordinator.

## **Election & Service of Officers**

- A) Election of officers shall be held once a year. The voting members of the PAAS will hold nominations and elections of officers. Nominations will be made at the February meeting and elections held in March. The PAAS will elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Regional Committee Member, each of whom will assume their respective duties in April after ratification at PASC.
- B) The minimum requirements for service as an officer are:
  - 1) **The Chairperson** shall have at least two years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, at least one year of service experience, and must be a voting member of the PAAS committee.
  - 2) **The Vice-Chairperson** shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, at least one year of service experience, and must be a voting member of the PAAS committee.

- 3) **The Secretary** shall have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of NA, a willingness to serve, and must be a voting member of the PAAS committee.
  - 4) **The Treasurer** shall have at least two years of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of NA, a willingness to serve, at least one year of service experience, and must be a voting member of the PAAS committee.
  - 5) **The Regional Committee Member (RCM)** shall have at least one year continuous clean time, a working knowledge of the 12 Steps and 12 Traditions, a willingness to serve, at least one year of service experience on the PAAS, and must be a voting member of the PAAS committee.
- C) Committee officers shall serve for a term of one (1) year. All committee officers may succeed themselves in office once, for a maximum of two consecutive terms in any particular office.
- D) An officer shall be removed from their position immediately due to the loss of abstinence from the use of mind altering chemicals for any reason other than legitimate medical prescription, and may be removed for noncompliance after due written notification. A two-thirds majority of the voting membership is required for removal. Noncompliance includes, but is not limited to:
- 1) Not fulfilling the duties of their office.
  - 2) Not attending a regular function/meeting without prior notification.
  - 3) Missing two consecutive PAAS meetings.

## **Duties & Functions of Officers & Trusted Servants**

- A) The Chairperson (Chair) shall:
- 1) Preside at all PAAS business meetings.
  - 2) Provide an agenda for PAAS meetings.
  - 3) Be a co-signer on the PAAS bank account (except as noted in item I under membership & operations).
  - 4) Hold a voting membership at PAAS meetings only as required to break a tie vote.
  - 5) In the case of any last minute decisions pertaining to PAAS functions, the Chair shall take a group conscience from within the PAAS. For these purposes, group conscience shall consist of at least two other officers and five other voting members of the PAAS. If, after a reasonable effort has been made to hold a group conscience one cannot be held, an automatic vote of confidence is given to the chair to make those last minute decisions necessary to fulfill the previously stated purpose of the PAAS.
  - 6) Secure entry to (keys, etc.) and opening/closing facilities being used for PAAS business meetings.
  - 7) Identify and appoint coordinators and Ad-hoc Chairpersons. Identified coordinators include, but not limited to:
    - a. Gratitude Coordinator-contact event venues after events with appreciation.
    - b. Calendar Coordinator-provide calendar of events to chairperson.
    - c. Event Coordinators-create and manage implementation of PAAS functions.
    - d. Newcomer Coordinator-update and distribute newcomer packet and lead newcomer orientation.

- e. Flyer Coordinator-create/approve/review flyers for all events.
  - f. Reminder Coordinator-call all previous 2 mo. attendees.
  - g. Storage Coordinator
  - h. Alternate RCM
- 8) Attend PASC business meeting and quarterly Board of Directors (BOD) meetings.
- B) The Vice-Chairperson (Vice-Chair) shall:
- 1) Assist the Chair in coordinating all activities and functions of the PAAS.
  - 2) Be a co-signer on the PAAS bank account (except as noted in item I under membership and operations).
  - 3) Perform the duties of the Chair in their absence.
  - 4) Assist the Storage Coordinator in purchasing and maintaining the inventory of supplies.
  - 5) Maintain long-term appointed positions (e.g. Dance Coordinator, Alternate RCM).
  - 6) Receive and review reports from Ad-hoc Committees and Event Coordinators.
- C) The Secretary shall:
- 1) Record minutes of the monthly PAAS meeting and provide upon request.
  - 2) Maintain one year of archived minutes, to be turned over to the Archivist at years end.
  - 3) Maintain a file containing a current copy of the PAAS Bylaws and guidelines.
  - 4) Be a co-signer on the PAAS bank account (except as noted in item I under membership & operations).
- D) The Treasurer shall:
- 1) Be responsible for the PAAS bank account and control disbursement of all funds approved by the PAAS.
  - 2) Be responsible for and keep a record of all cash flow including, but not limited to, monetary transactions such as door receipts and vendor payments at and for functions held by the PAAS. All accounts shall be balanced following any PAAS function and a "by event" profit/loss notation made for inclusion in the monthly financial statement to be submitted to PASC by Chair.
  - 3) Be a co-signer on the PAAS bank account (except as noted in item I under Membership & Operation).
  - 4) Properly prepare a financial statement at the end of each month for presentation at the following months PAAS meeting.
  - 5) Verify any service contracts pertaining to PAAS functions.
  - 6) Collect all receipts and funds (collected from Event Coordinators) 7days after events end.
  - 7) Receive all funds for expenses incurred in connection with PAAS functions.
  - 8) Attend quarterly BOD meeting for the PASC with balanced accounting report of previous PASC meeting.
- E) The Regional committee member (RCM) shall:
- 1) Attend all regional service conferences and act as a liaison for the PAAS.
  - 2) Keep region informed of PAAS activities.
  - 3) Prepare and present a written report to both the regional activities meeting and the PAAS.
  - 4) Prepare and present a written report of the regional activities sub committee for the PAAS monthly meeting.

- F) The Event Coordinators shall:
- 1) Be responsible for the planning, coordination, and implementation of selected PAAS events.
  - 2) Provide an estimated cost of supplies needed for approval by the PAAS.
  - 3) Locate and purchase supplies approved.
  - 4) Collect and provide receipts for reimbursement of any monies spent in connection with events.
  - 5) Provide the Flyer Coordinator with a flyer for approval or provide the information needed to produce a flyer for events, through a completed request form.
  - 6) Distribute and control ticket and merchandise sales.
  - 7) Obtain and secure access to event facility.
  - 8) Be responsible for opening and closing of event facility.
  - 9) Confirm speakers and outside help before function.
  - 10) Provide monies, receipts, and a complete detailed event form to the Treasurer within 7 days after events end.
  - 11) Provide name and contact information to the Gratitude Coordinator.
- G) The Storage Coordinator shall:
- 1) Oversee and maintain a supply inventory, updated before and after each function.
  - 2) Keep accurate written inventories reflecting goods taken, stored, by whom, and for which event.
  - 3) Oversee and maintain organization of storage facility.
  - 4) Provide access to inventory for event coordinators and elected officers.
  - 5) Request from the PAAS the needed monies to replace used, consumed, broken, stolen, or lost supplies.
- H) The Archivist shall:
- 1) Receive, organize, and store all past documents including, but not limited to, minutes, flyers, agendas, and calendars.
  - 2) Provide past documents upon request of the PAAS membership.
- I) The Gratitude Coordinator shall:
- 1) Collaborate with Event Coordinators to write and send out thank you letters to anyone who has provided a service that should be thanked, as approved by the PAAS.
  - 2) Provide the Archivist a copy of all thank you letters and their contact information.