

# Portland Area Service Committee (*PASC*) and Board of Directors (*BOD*) By-Laws

Adopted January 26, 2008 (Draft Revision December 21, 2008)

## Article I. Purpose/Mission Statement

The PASC will provide the support and services of Narcotics Anonymous to the greater Portland Area. We will facilitate coordination between Groups and provide Subcommittees to further our primary purpose through the guidance of a Higher Power, the 12 Steps, 12 Traditions, and 12 Concepts, to ensure that we conduct our business in a productive and spiritual environment.

## Article II. Geographical Boundaries

*In general the service area of the PASC shall include Multnomah County and any surrounding groups that wish to be members of the PASC.*

## Article III. Governing Principles and Procedural References

*In order of precedence;*

- a. Twelve Traditions of Narcotics Anonymous.
- b. The Twelve Concepts of NA Service.
- c. The PASC Bylaws.
- d. A Guide to Local Service.
- e. Robert's Rules of Order newly revised (and/or in brief) by Henry M. Robert III, William J. Evans, Daniel H. Honswana, Thomas T. Balch.

## Article IV. Participants

### Section 4.01 Voting Participants:

- a. Group Service Representative (GSR):
  - 1) *The GSR is selected by a group conscience of the members of a home group. The GSR represents that group at the PASC meeting.*
  - 2) *An Alternate GSR is selected by a group conscience of the members of a home group. The GSR-A fulfills the duties of the GSR when absent.*
- b. Chair:
  - i. Chairperson may be a voting member of the PASC only in the event of a tie vote.

## Section 4.02      **Nonvoting Participants:**

Administrative Officers, Representatives of ineligible Groups, Subcommittee Representatives, any and all members of the Narcotics Anonymous Fellowship are welcome to attend and participate in discussion at the monthly PASC meetings.

## **Article V.      Voting *and Motion* Policies and Requirements**

### Section 5.01      **Voting:**

- a. Portland Area Groups attain voting eligibility by attending two consecutive meetings of the PASC
- b. Portland Area Groups lose voting eligibility by missing three consecutive meetings of the PASC
- c. *Portland Area Groups regain their voting eligibility by attending two consecutive meetings of the PASC*
- d. *With the exception of the Chair, no member of the PASC Executive Committee is eligible to vote.*

### Section 5.02      ***Quorum:***

- a. *No vote shall be valid, and no decision can be made by the committee without the presence of a Quorum. The formation of a quorum requires 50% of the Executive Committee, and at least 50% of the average number of voting members present for the three previous PASC meetings. Additionally, there shall be an absolute minimum number of six voting members present to form a quorum.*

### Section 5.03      ***Abstentions:***

*Abstentions are never considered as part of a vote count for the purpose of deciding passage or failure of a motion. Abstentions are only considered to establish (for the record) the presence of a quorum for a valid vote.*

### Section 5.04      **Motions:**

- a. Any member of Narcotics Anonymous from the Portland Area can make a motion to the PASC
- b. All motions must be seconded by the GSR of an eligible group.
- c. Bylaw Amendments: A motion to amend our bylaws shall require a two-thirds majority vote to pass.
- d. Financial Expenditures: Any motion that would require a onetime expenditure of Area funds in excess of \$50.00, or any motion that would require a recurring expense to

the Area (of any amount) shall require a two-thirds majority vote to pass.

- e. Any motion, upon passage, unless stated otherwise, shall take effect immediately.
- f. If necessary, a PASC bylaw may be suspended by a two-thirds majority vote for a one-time motion or action.
- g. *Automatic Table: In the event that 50% or more of the GSRs abstain on any motion, that motion will automatically be tabled until the following month.*

## Article VI. General Guidelines

### Section 6.01 Subcommittees:

- a. All Subcommittees of the PASC are not autonomous but fall under the jurisdiction of and shall be guided by the PASC.
- b. Subcommittees shall elect their own officers and present the Subcommittee Chairs to the PASC for ratification.
- c. All Subcommittee Chairs or Vice Chairs shall attend the entire PASC meeting to help facilitate the flow of information between Groups and Subcommittees.
- d. All Subcommittees will submit a monthly written report to the PASC which will include all financial information, correspondence and activities.
- e. Ad hoc subcommittee Chairs shall be appointed for a specific amount of time and purpose by the Area Chair.
- f. Any area sub-committee submitting a motion to the area for approval that will amend the by-laws of the sub-committee shall include, either in the text of the motion itself or in the statement of purpose, the language of the affected section of the by-laws.
- g. PASC sub-committees shall send a representative to our quarterly regional service conference. Sub-committees: Activities, Hospitals & Institutions, Public *Relations*, Hotline, and Literature.

### Section 6.02 *Decorum:*

- a. *All participants shall contribute to an atmosphere of respect, spirituality, and shall avoid being disruptive in the PASC meeting.*
- b. *Participants shall recognize the authority of the Chair to grant "the floor" to participants in accordance with the rules of procedure.*

## Article VII. Administrative Officers

It is suggested that all Administrative Officers have the willingness and desire to serve, a working knowledge of the Governing Principles and Procedural References of the PASC, and the ways and means to fulfill the responsibilities of their positions. Along with the duties found in the Guide to Local Service, the following shall apply:

## Section 7.01 **Executive Committee:**

*The PASC BOD Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, and Treasurer. These positions are defined as follows:*

- i. Chair: The Chairperson (Chair) is responsible for conducting the PASC, preparing an agenda, and various administrative duties. The Chair will also serve as the PASC BOD Chair. The Chair will have a suggested minimum of three years clean time.*
- ii. Vice Chair: The Vice-Chair is responsible for coordinating the PASC Subcommittees and will serve as the Subcommittee Chair in the event of a vacancy, until a new Subcommittee Chair can be elected. The Vice Chair will provide copies of announcements received in the mail at the PASC for disbursement to the GSR's. The Vice Chair will disburse schedules to the PASC and all interested Subcommittees. The Vice Chair will also serve as the Vice Chair for the PASC BOD. The Vice Chair shall conduct the PASC and BOD meetings in the absence of the Chair. The Vice Chair shall have a suggested minimum of three years clean time.*
- iii. Secretary: The Secretary is responsible for keeping clear and accurate minutes of the PASC, and will make available a master copy online of the previous meetings minutes and agenda, no later than ten days before each PASC monthly meeting. The Secretary will provide copies of all minutes and originals of all motions to the PASC Archivist after amendments and resolutions are finalized. The Secretary will also serve as the Secretary for the PASC BOD. The secretary will have a suggested minimum of two years clean time.*
- iv. Treasurer: The Treasurer shall receive all designated Area funds, pay all designated Area Subcommittee allotments, and maintain all designated Area funds and reserves in the PASC bank account. At the beginning of each calendar month, the Treasurer shall disburse or set aside the money to pay all the bills that will be due in that month, set aside a prudent reserve of two months operating expenses with the exception of literature, and shall disburse all remaining funds to the Pacific Cascade Region of Narcotics Anonymous. The Treasurer shall accrue these funds monthly and forward to the PCRSCNA quarterly.
  - a. The Treasurer is also responsible for the preparation of an annual PASC budget by the September PASC meeting. The Treasurer shall also serve as the treasurer of the PASC BOD. The Treasurer shall have a suggested minimum of three years clean time.**

## Section 7.02 **Additional BOD Provisions:**

- a. *The PASC BOD shall be responsible to meet quarterly to conduct business. The meeting will be held 2 hours prior to the regular PASC business meeting at the same location in March, June, September and December.*
- b. *The PASC BOD will meet to audit all financial records quarterly, and make a report to the PASC the following month. During the first audit of the calendar year the BOD will also file taxes for the PASC.*

## Section 7.03 **Quarterly Audits:**

- a. *Audits involve a process of checking, reviewing, and verifying the bookkeeping and financial reporting of the agency. The BOD reviews the internal financial records (including records of transactions, journals and ledgers) and in addition seeks supporting evidence from outside. These may include:*
  - i. *Financial statements, trial balance, general ledger.*
  - ii. *All journals, subsidiary ledgers, records of receipts and disbursements.*
  - iii. *Canceled checks, check stubs, bank statements.*
  - iv. *Invoices, bills, petty cash records, receipts.*
  - v. *All payroll records - regular wages, overtime wages, vacation pay, bonuses, omissions, profit sharing;*
  - vi. *all records of other than cash remuneration to employees - value of room and board, free rent, labor exchange, etc., all time sheets.*
  - vii. *All contracts, purchase of service agreements, notes, mortgages*
  - viii. *Your governing instruments (articles of incorporation, bylaws); minutes of the Board Of Directors meetings; approved budgets; personnel policies, etc..*
- b. *The PASC BOD shall review the annual budget submitted by the Treasurer at the September BOD meeting and submit their budget recommendations at the October PASC meeting to be sent back to the groups for ratification*
- c. *The BOD shall review the PASC by-laws in December at the December BOD quarterly meeting.*
- d. *Any two people living at or residing at the same address shall not be cosigners of the signature card for the PASC bank account.*

## Section 7.04 **Profit Sharing**

- a. **PROHIBITION AGAINST SHARING PROFITS OR ASSETS** - No member, director, officer, employee or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the

Corporation affecting of its purposes as shall be fixed by resolution of the Board. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the I.R.C. '54. The Corporation shall not make any taxable expenditure as defined in Section 4945 of the I.R.C. '54.

## Section 7.05 Additional Officers:

- a. In addition to the Executive Committee the following officers will be elected by the PASC; RCM, RCM Alternate, Archivist, Parliamentarian, and Alternate Parliamentarian.
  - i. Archivist: The Archivist is responsible for organizing and maintaining PASC archives, and bringing current and the past year archives to each PASC meeting. Older archives will be made available by the Archivist upon receipt of a passed motion form submitted to the PASC. The Archivist is also responsible for numbering and recording Area motions before they are submitted to the Executive Committee, and for keeping track of the results of said motions. *All approved motions will be put into a running policy log by the Archivist. The policy log will be an addendum of the PASC By-Laws. The Archivist and the PASC Chair shall be responsible for updating the by-laws annually, incorporating all motions passed and amendments approved by the PASC.* The Archivist shall provide the webmaster with an official copy for posting on the internet. The Archivist shall have a suggested minimum of two years clean time.
  - ii. Regional Committee Member (RCM): The RCM is responsible for providing communication between the PASC and the larger world of NA. The RCM gathers information at the PCRSC and brings it back to the Area. Additionally the RCM will take information from the Area back to the PCRSC. This position requires travel to all PCRSC meetings which are located throughout the Region, as well as scheduling and conducting the PASC CAR workshops. The RCM shall have a suggested minimum of three years clean time.
  - iii. RCM Alternate: The RCM Alternate is responsible to go to all PCRSC meetings with the RCM, to learn its procedures, and to represent the area if the RCM is out of the room, or absent. It is strongly suggested that the RCM Alternate have at least two years clean time.
  - iv. Subcommittee Chairs: Subcommittee Chairs will be recognized as officers of the PASC, additionally they serve as members of the BOD.
  - v. *Parliamentarian: The Parliamentarian will insure that all motions are in accordance to the PASC bylaws - Section Three: Governing Principles and Procedural References s. The Parliamentarian will also advise the chairperson on questions of parliamentary procedure.*
  - vi. Alternate Parliamentarian:
  - vii. Ad Hoc Subcommittee Chairs: Ad Hoc Chairs, as needed, shall be appointed by the Area Chair for a specific time and purpose. *Any Narcotics Anonymous member of the Portland Area, including all elected members of the Administrative Committee or Sub Committee Chairs may be appointed as Ad Hoc Chairs.*
- b. In the event of a vacancy in an executive position *term* of more than three months,

other than the Chair position, nominations shall be held immediately, with elections to follow at the next PASC meeting. In vacancies *of a term* of three months or less, the chair will appoint an Interim replacement.

- c. All officers of the PASC shall hold no more than one PASC administrative service position. Non-voting officers shall not, in addition, hold a voting position on the PASC with the exception of RCM Alternate, if they are acting as a GSR.
- d. Any officer completing a position shall be expected to train their replacement.
- e. *Any officer may be removed from office by a two thirds majority of eligible GSR's*

## Article VIII. Elections

### Section 8.01 Election Cycle:

- a. Nominations for PASC Board Members and Officers and the questioning of candidates shall take place during the February PASC meeting each year. The election shall take place during the March PASC meeting. Newly elected officers shall begin their term immediately after the close of the March PASC meeting, completing their term of office at the close of the March PASC meeting of the following year.
- b. Ratification of Subcommittee Chairs shall take place during the March PASC meeting. Subcommittees shall present their Chair-elects for ratification at that time.
- c. No PASC office shall be held by the person for more than two consecutive full elected terms.

### Section 8.02 *Rules of Nomination:*

- a. *All eligible nominees must be present during nominations to be nominated for a PASC office.*
- b. *Only GSR's may nominate or second a nomination of a candidate.*
- c. *Immediately following the close of the nomination process, anyone present shall be given the opportunity to question nominees.*
- d. *GSR's may take a list of nominees to their home groups between the February and March PASC meetings to allow their group members the opportunity to have input or vote on the election process (as appropriate to each group's individual policies).*
- e. *If there are no nominees for a PASC office or Board position, nominations for that office will be held again each subsequent month until a successor is duly elected and/or appointed By the Chair on an interim basis. The person in that office will continue until a successor is duly elected.*

### Section 8.03 Rules of Election:

- a. All candidates must be present during the elections to be voted into PASC office or

Board position.

- b. All election votes must be on written ballots.
- c. The ballots shall be tallied by the Secretary and the Treasurer.
- d. The candidate with the most votes is elected to the position.
- e. In the event of a tie between two candidates running for the same office, the area shall immediately conduct a runoff vote.
- f. Any Administrative Officer and/or Subcommittee Chair who does not complete their term of office shall be ineligible to hold an elected PASC position for a period of six months.

## **Article IX. Financial Responsibilities**

### **Section 9.01 Financial Responsibilities**

- a. *Standing Subcommittees shall be allotted up to \$125.00 per month for supplies and rent after submitting receipts to the PASC. Additionally:*
- b. *H & I will be allotted \$325.00 per month for literature.*
- c. *The bill for the answering service for the Hotline Subcommittee will be paid directly by the PASC Treasurer.*
- d. *The Literature Subcommittee is responsible for keeping a detailed report of all items sold or dispensed and will turn in the report prior to the BOD quarterly audit.*
- e. *All Subcommittees are expected to keep and maintain accurate financial records. In addition, Subcommittee Chairs will bring a detailed accounting to each BOD quarterly audit.*
- f. *The PASC shall set aside \$20.00 each month, in reserve, for the World Service Conference Agenda Report (CAR).*
- g. *The PASC shall donate a minimum of \$75.00 to region every quarter.*
- h. *The PASC shall fund the travel expenses of the RCM, Alternate RCM, and all non income making subcommittees (H&I, PR, Hotline, and Literature), up to a total amount of \$150.00 per person, to attend the Quarterly PCRSC and its subcommittee meetings. The PASC Treasurer shall reimburse the RCM/Alternate RCM, and the above listed non income producing Sub Committees, directly upon presentation of receipts.*
- i. *The PASC shall fund the Secretary up to \$150.00 a month for mailing out the PASC minutes and additional supplies.*
- j. *The PASC shall provide any new requesting group which provides a request form, one starter kit of books and materials, not to exceed \$20.00.*

## **Article X. Additional Guidelines**

### **Section 10.01 Flyers:**

- a.* All flyers presented at the PASC shall include the following: date (day, month, year), time (AM/PM), location, contact person and sponsoring entity (Group, Subcommittee, Area, Region, World).

### **Section 10.02 Business meetings:**

- a.* All PASC and standing Subcommittee meetings will be nonsmoking and handicap accessible.
- b.* All Ad-hoc and Subcommittee meetings will be non-smoking and/or handicap accessible upon request.
- c.* The regular meeting of the PASC is to begin promptly at 2:00 pm and will end at 5:00 pm.
- d.* Extension of an area meeting can only be done by a majority vote of GSRs at the meeting.