

LAKESIDE UNITY LITERATURE SUB COMMITTEE BY-LAWS

Approved March 11, 2017

Section 1: The Literature Service Committee of Narcotics Anonymous

A. Name

This body shall be known as the Lakeside Unity Area Literature Committee of Narcotics Anonymous, hereafter referred to as Literature Committee.

B. Purpose and Function

1. The Literature Committee shall serve the Lakeside Unity Area Groups and its service bodies as directed as the supply source for Narcotics Anonymous approved literature
2. The procurement, inventory, safe storage oversight, sales and distribution of the LUASC literature bank/reserves as per section VIII - general provisions.

Section II: Committee Membership

A. The committee shall be made up of:

1. Chairperson
2. Vice-Chairperson
3. Literature Committee Members

B. All committee members are approved by the chairperson and vice-chairperson unanimously.

Section III: Election of Committee Members

A. Nominations for Literature Committee chair and vice-chair shall be in May, at the LUASC meeting.

Voting of these trusted servants positions shall be in June, at the LUASC meeting, with service beginning forthwith (immediately).

B. A term of office is one year, no more than a two consecutive terms. No one person shall serve more than 30 months total in any service position.

C. An election to fill a vacancy in any position will occur at the LUASC meeting the month following it becoming vacant. It will be the duty of the Lakeside Unity Area Chairperson to notify the L.U.A.S.C. and the fellowship of the vacancy so intent to fill the vacancy can be given to the fellowship for a minimum of 30 days.

D. Attendance of Trusted Servants

1. All elected trusted servants have by acceptance of a nomination committed to attend all service meetings required to fulfill their duties.
2. If the commitment becomes more than a person can fulfill, please out of respect to others and you, come to the next service meeting and ask for help or solutions to the issues that have arisen.
3. If you need to miss a meeting, please send a report or cover you position with a fill-in, remember that you choose to take a position. Commitment and Integrity are fundamental principles that the program of Narcotics Anonymous has given us all. The very best teaching example comes from action not words.

Section IV: Removal of Committee Members

- A. Any member of the Literature Committee may be removed from office by the LUASC GSR's for any of the following reasons, but not limited to:
 - (a) Relapse
 - (b) Excessive absence without prior notice
 - (c) Neglect of duties
 - (d) Disregard for Area Conscience
 - (e) Disrespect for the Guiding Documents
 - (f) Misuse of funds
 - (g) Falsification of financial reports
 - (h) Any act of theft or violence in the Committee or towards NA Members.

- B. Any committee member may resign from their position by providing written notice to the Literature Committee Chairperson at the regular meeting prior to their resignation.

- C. A six month moratorium from service will be required for any committee member who resigns and a twelve month moratorium from service if removed from office before the end of their regular term is up, except when that resignation is to assume the duties of a newly elected position. Moratorium is defined as a suspension of activity.

- D. Any member of the Literature Committee may be removed at any time by the LUASC, with proper motion and vote.

Section V: Requirements and Duties of Committee Members

To anyone considering the following positions the principle of good stewardship is not only required, it is only through true moral integrity, gained thru the application of the program of narcotics anonymous, that we practice this principle.

- A. Chairperson: **THIS POSITION IS NOMINATED (MAY) AND ELECTED (JUNE) AT AREA**
Requirements and Duties:
 - 1) Must own, read and understand the 12 concepts and 12 traditions of Narcotics Anonymous thru personal study and APPLICATION!
 - 2) Understanding of the LUASC policies and guidelines.
 - 3) Must own, read and understand the WSO Literature Handbook and any other literature that may become available.
 - 4) Must be willing to go to any length to insure adherence to the Literature Committee By-laws by all sub-committee members
 - 5) One year commitment
 - 6) Minimum three (3) years clean time.
 - 7) Minimum of one year of N.A. service (in literature service preferred).
 - 8) Must resign all other elected position at Area levels of service.
 - 9) Experience on and understanding of their sub-committee function and guidelines.
 - 10) Willingness to go to any length to follow established polices.
 - 11) Must attend all LUASC meetings and submit a written report as per financial management and general provisions sections of these bylaws.
 - 12) Will sign a statement of responsibility agreement.
 - 13) Implement the actions submitted thru the annual area inventory.
 - 14) Hold keys to literature storage and has final accountability to the LUASC for such.
 - 15) Implement all actions as outlined in the general provision section of these by-laws.

B. Vice-Chairpersons **THIS POSTION IS NOMINATED (MAY) AND ELECTED (JUNE) AT AREA**
Requirements and Duties:

- 1) Must own, read and understand the 12 concepts and 12 traditions of Narcotics Anonymous thru personal study and APPLICATION!
- 2) Understanding of the LUASC policies and guidelines.
- 3) Must own, read and understand the WSO Literature Handbook and any other literature that may become available.
- 4) One year commitment
- 5) Minimum two (2) years clean time.
- 6) Minimum of one year of N.A. service.
- 8) Experience on and understanding of the sub-committee function and guidelines.
- 9) Willingness to go to any length to follow established guidelines.
- 10) Acts as chairperson in his-her absence. (Not Vacancy)
- 11) Strongly recommended they attend all LUASC meetings and submit a written report as needed.
- 12) Must attend all meetings of the literature committee
- 13) Acts as sub-committee chair when necessary.
- 16) Will sign a statement of responsibility agreement.
- 17) Stay aware of the LUASC policy manual in regards to this position/committee and follow all directives given by the LUASC.
- 18) Assist the chairperson as directed in implementation of the LUASC policy manual.

C. Literature Committee Member
Requirements and Duties:

- 1) Willingness, time and resources to serve **and acquire a copy of the 12 Traditions and 12 Concepts.**
- 2) Minimum of six (6) months clean.
- 4) An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of NA or a willingness to learn.
- 5) Must commit to participating in the sub-committee.
- 7) Approved by the Literature committee.
- 10) Must follow direction to insure that all work is accomplished in a professional and timely manner.
- 12) Should attend the LUASC monthly meeting from time to time to reaffirm support. Always welcome and invited
- 13) Must attend Sub-committee meetings that pertain to their involvement.

Section VI: Guideline Amendment Process

Written submission of the exact change with reasoning for the change can be presented to the chairperson at any regular area committee meeting. The item will be placed on the next two open forum agenda's for consensus building discussion. On the month following the last open forum discussion the item will be placed as old business on the agenda and voted on it must pass be a $\frac{3}{4}$ super majority. If the fails by more than $\frac{2}{3}$ majority the issue cannot be represented in any form or true modification (the chairperson will discern) for a period no less than 12 months. The manipulation of section VIII to bypass this section is grounds for removal from all trusted servant positions.

Section VII: Financial Management

- A. An inventory of \$3,500.00 will be maintained by the sub-committee. This \$3,500.00 will include literature in inventory and cash on hand in the bank.
- B. The literature chair is responsible for the safe keeping of literature order funds until they are deposited into the literature bank account.
- C. The price of all literature will be determined by the cost rounded to the nearest nickel.
- D. Special merchandise that is available through the NAWS literature is at cost and will always be prepaid prior to being ordered.
- E. A financial report will be given, by the chairperson at the LUASC monthly meeting. This report shall be in digital/printed form and emailed to the area secretary, for inclusion in the minutes, it will include an inventory of literature on hand and cash in the bank.
- F. All money acquired throughout the month that exceed \$50.00 and at the LUASC meeting will be deposited in the literature bank account within 48 hours.
- G. The Lakeside Unity Area theft policy (section IX) shall be implemented whenever the necessity arises (bad check or missing/misappropriated funds).
- H. A hard count/inventory shall happen whenever there is a discrepancy or a new chairperson assumes the duties of the area literature subcommittee chair. This must happen at least once a year or if 3 or more GSR requests a physical accounting of the area literature bank.
- I. Access to the area literature bank account will be coordinated through the area treasurer, the use of the literature account debit card for the ordering of literature is responsibility of the literature chair. The placement of the literature chair on the area literature account is not required, however if the GSR's realize the need for such, a proper motion and approval will be required (this must be recorded in the minutes).
- J. The literature chair will be given the literature account debit card and is responsible for the safe keeping of said card. If lost or stolen the literature chair will with all due diligence work with the area treasurer to safeguard the area funds. At NO time will the debit card be used for any other purpose than ordering Narcotics Anonymous literature, with the exception of a proper area motion and approval by the GSR's to use it any other way (this must be recorded in the minutes).

Section VIII General Provisions

- A. Standard group ordering process:
 - Online, at the area meeting or on request
 - 1. Email a completed form to the literature committee by 24 hours prior to the area meeting and that order will be filled at the next area meeting. Payment in full must be made to receive the literature order.
 - 2. Submitted order form and payment in full at the area meeting to the literature chair or their representative, order form must have name and contact number or it will be brought to the next area meeting. The order will be processed and contact made for delivery/pickup no less than one week after the area meeting that the order is submitted.
 - 3. Special request for literature will be meet within reasonable terms of the parties involved, the literature chair will make all reasonable efforts to fulfill the request.
 - 4. Outside normal area identities can place literature orders. If a request is made that can't be filled without ordering under the \$500.00 discount level the identity placing the order will also pay the

shipping fees all paid in advance of order placement.

B. Delivery Process

1. E-mailed orders will be available at the area meeting following the request/order. Payment in full is always required prior to receiving filled order.
2. Area submitted order once filled the contact person on the order form will be called, arrangements for pickup or delivery will be made that are amenable to both parties, the literature chair will have final authority for the arrangement.

C. Record Keeping

1. Digital record keeping
 - a. Microsoft Office Excel will be the storage medium format used
 - b. The LUASC will as needed provide the Literature committee with software for use on personal computer with return to the area upon completion/removal of term of service.
 - c. Literature committee will revise and update forms (order, inventory, sales, etc.) as the need arises.

D. Home Group Input/Oversight

1. Any homegroup thru their GSR may request clarification of any issue or concern that their homegroup member may have (inventory, cash on hand, delivery issues, etc.), the literature chair must compile to all request in a timely manner, within thirty days or less.

Section IX Theft Policy

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. All of these things happen because NA communities and members utilize responsible accounting practices, and carefully selected trusted servants who believe in honesty, and have experience in handling money.

Theft: Safeguarding funds

Theft can most easily be avoided by consistently and diligently following responsible financial principles. Most theft of fellowship funds occur when precautionary measures are not in place, or are in place, but are not used. The very best safeguard against theft is to remove the opportunity to steal.

Selecting trusted servants

Our Fourth Concept tells us "Leadership qualities should be carefully considered when selecting trusted servants." These qualities include honesty, integrity, maturity, and stability, both in recovery and in personal finances.

Substantial clean time and financial stability should be required for positions where money is handled. Clean time requirements should not be waived for these positions, and questions regarding financial stability should be asked when candidates are nominated.

When safeguards fail

If we develop and follow sensible financial procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear a substantial responsibility for the theft. We will want to review our procedures to ensure that

they are complete and resolve to adhere to them in the future.

When Theft Does Occur

When theft does occur, regardless of procedures and policies, our initial reactions may range from denial to anger or outrage. However, we don't want our initial emotional reaction to dictate the outcome of the situation.

Step 1: An ad-hoc committee will be appointed by the Chairperson within 5 days consisting only of executive committee members to thoroughly review all books and financial records, to make sure the funds were actually misappropriated. Can it be definitely be determined how much, by whom and what failing in the accounting procedures and safeguards allowed this to happen?

Step 2: Once they have verified that funds were indeed misused, and have determined who is responsible, the ad-hoc chair will go to them and ask their side of the situation. An ad-hoc committee meeting will be called with the involved person(s) being invited to attend. Their story may reveal that the loss of funds is the result of a misunderstanding, accident or ignorance, rather than an actual intent to steal.

Step 3: The agenda of the committee meeting must include a break period after all sides have been heard to allow all in attendance to get in touch with their Higher Power and focus on spiritual principles, before coming back to determine the best course of action.

Step 4: Courteously encourage the member to make amends, which can then provide healing for all, involved. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement will be developed. Such an agreement must include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement must specify regular weekly or monthly payments until the full amount is repaid.

The agreement will be in the form of a legally binding contract, signed and witnessed (utilizing legal advice if necessary) it will also contain remedies if payments are defaulted on. Utah law requires a minimum 30-day grace period, before further action can be taken. The ad-hoc committee may also choose to supply "friendly and courteous" reminder letters on a regular basis.

Step 5: A report about the situation shall be given by the ad-hoc chairperson at all regular LUASC meetings until the agreement is satisfied. The reports will not contain any names in order to maintain personal anonymity. (All information about the individual(s) involved will be kept in strict confidence of the ad-hoc committee.

Step 6: Again, balancing spirituality with responsibility, the individual involved will be removed from their service position and not considered for another position involving money until they have dealt with the issue through the process of the steps. (The only way to determine this is through the principle of trust. We may however require a letter of reference from the individuals sponsor.)

Options: If the individual is unwilling to meet with the committee, use registered mail to send a letter explaining that an audit of financial records has been preformed; facts show the individual is responsible for the missing money; repayment is expected, along with a suggested repayment schedule. Schedule will include realistic payment intervals and consequences stated if the individual does not respond to the letter. A copy of the letter will be kept for further legal action, if necessary. If the individual agrees to a repayment schedule all collections will be kept within the ad-hoc committee and included in the reports to the LUASC committee. Prior to involving an outside collection source the LUASC must give their approval.

If the individual refuses to repay the money, agrees to a plan but does not follow through with the agreement or if the person has disappeared, it is appropriate to take further legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it **should be our last resort**, opted for only when everything else has been tried. The decision to prosecute must be made by the LUASC it is strongly recommend that this decision be thoroughly explored before going ahead.

Bad Checks: In order to collect on bad checks, we must first notify people of a bad check policy. A simple sign near merchandise and registration stations will state: **“There is a \$20.00 service fee on all returned checks”**

Usually bad checks are not large amounts by themselves, but collectively, they can cause financial problems to the ANY Committee. Fairly simple procedures will be followed to collect on bad checks.

Step 1: There will be an ad-hoc committee appointed by the LUASC chairperson consisting only of executive committee members. The purpose of this committee will be to collect on all returned checks. The information collected by this committee will be kept confidential to the executive committee only.

Note about phone calls: When contacting the individual by phone, remember to be courteous and non-threatening. Most bad checks are simply mistakes or oversights, and most individuals are highly embarrassed when discovering that a check has bounced. In fact, this has probably happened to all of us.

Step 2: The ad-hoc chairperson will notify the individual, by phone or mail of the bad check, including bank charges, if applicable. (All phone calls will be logged so there is a paper record) Ask for the amount of the check, the return check fee, plus any bank fee charged to our account as a result of the default. The wording in written communications will be polite and non-judgmental.

Step 3: If there is no response within one (1) week, a follow up letter will be sent. The wording of the letter should remain polite but should be a bit stronger than the previous communication.

Step 4: After one (1) more week, a second or third letter will be sent. Letter wording will be more forceful, requesting compliance, and informing the individual of the specific legal consequences of their failure to comply.

If the matter does get resolved using these steps, further collection actions may take place. The decision to collect using outside or legal sources will only be made by the LUASC

Afterwards; resolution and recovery

Even if a successful resolution is reached, many of us will be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA’s primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery.

As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery; utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. At the same time, in the future, positions should not be offered to individuals who have not made appropriate amends.