

**APPROVED VERSION**

**Lakeside Unity Area Service Committee By-Laws**

**Adopted March 11, 2017  
Version 1.0**

**Section I: The Lakeside Unity Area Service Committee of Narcotics Anonymous**

**A. Name**

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

**B. Purpose and Function**

- 1) The purpose of the Committee is to be supportive of the Narcotics Anonymous groups in the area and their primary purpose by helping deal with their situations and needs.
- 2) The LUASC serves three basic functions:
  - a) The primary function of this committee is to unify the Groups within its Area and to provide help and support to individual Groups, as directed by the Groups.
  - b) The secondary function of the LUASC is to carry the message of recovery through its various Sub-Committees.
  - c) The third function of the LUASC is to contribute to the growth of and enhance the quality of Narcotics Anonymous, as a whole, by helping to support the Utah Regional Service Committee.

**C. Spiritual Guidelines, Order of Guiding Documents**

- 1) The 12 Concepts of NA Service
- 2) The 12 Traditions of NA
- 3) A Guide to Local Service in NA
- 4) The LUASC By-Laws
- 5) The rules contained in the current edition of "Robert's Rules of Order," newly revised (loosely enforced at the discretion of the chairperson)
- 6) LUASC shall not make any action that conflicts with Guiding Documents

**D. The LUASC consists of:**

- 1) Elected GSR's from the Member Groups of the Lakeside Unity Area of Narcotics Anonymous
- 2) Elected Trusted Servants; Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM's, Alternate RCM, Activities, Literature, Public Relations Webmaster, Ad-Hoc, All Sub-Committee Vice-Chairs, and any other Sub-Committee Chairpersons and Vice-Chairs.

**E. All Groups in the Lakeside Unity Area of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which describe an NA Group.**

- 1) All members of a Group are addicts and all addicts are eligible for membership.
- 2) As a Group, they are self-supporting.
- 3) As a Group, their single goal is to help drug addicts recover through application of the 12 Steps of Narcotics Anonymous.
- 4) As a Group, they have no affiliation outside of Narcotics Anonymous.
- 5) As a Group, they express no opinion on outside issues.
- 6) As a Group, their public relations policy is based on attraction rather than promotion.



## Section II: Committee Membership & Voting Procedures

### A. Committee Membership

1. Executive committee:
  1. Chairperson
  2. Vice-Chairperson
  3. Secretary
  4. RCM's (up to three)
  5. Treasurer
  
2. Sub-Committee Chairpersons:
  1. Activities
  2. Literature
  3. Public Relations (PR)
  4. Webmaster
  5. Ad-Hoc (temp/single purpose)
  6. Others as needed
  
3. Sub-Committee Vice –Chairpersons:
  1. Activities
  2. Literature
  3. Public Relations (PR)
  4. Webmaster
  5. Others as needed
  
4. Group Service Representatives:
  1. Appointed by each home group

### B. Voting and Quorum

1. Voting members of the LUASC are: GSR's, GSR Alternates (in the absence of GSR) or official proxy representative as appointed by the home group.
2. A quorum shall consist of one (1) more than half of voting members present for a simple majority vote in order to do business. Once the quorum is established and business proceeds, it will continue to the conclusion of the agenda as long as there is at least 2 GSR's.
3. Business of the LUASC shall be conducted by LUASC Policy in accordance with the Guiding Documents.
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority of voting members present to pass.
5. An abstention does not count in the total number of present voting members from whom a needed percentage is derived, unless a situation occurs when there are more abstentions than the total of yes and no voted. The motion will then be returned to the floor for further deliberation and clarification.
6. In case of a tie vote, the LUASC Trusted Servants would be asked to vote. The collective result of their vote will act as a tie breaker.
7. After two (2) ties the Area Chairperson breaks the tie.
8. All members of the LUASC, except Chairperson, may make motions. Only GSR's, GSR Alternates, or proxy representatives may second motions.
9. In accordance with the 9th Tradition of Narcotics Anonymous, the LUASC is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of the Narcotics Anonymous fellowship in the Lakeside Unity Area and around the world ever at heart.

## Section III: Elections of LUASC Trusted Servants

- A. Nominations for Executive Committee Trusted Servants shall be made in December. Voting of these Trusted



Servants positions will be in January with service beginning in February.

B. Nominations for LUASC Sub-Committee Chairs and Vice-Chairs shall be in May. Voting of these Trusted Servants positions shall be in June with service beginning in July.

C. All midterm nominations will open for discussion/questions, and then taken back to the home groups for group conscience or follow-up question, the following month before the vote discussion/questions will be reopened at the request of any GSR.

D. Trusted Servants positions, with the following exceptions, are a one (1) year term:

1. Ad-Hoc, special, and temporary Sub-Committee chairs.

2. RCM Alternate, ASC Vice-Chair, Alternate Secretary, Alternate Treasurer and Alternate Webmaster are implied two (2) year commitments (1<sup>st</sup> year Alternate /Vice-Chair-2<sup>nd</sup> year Chair). Those Trusted Servants assuming the positions of RCM, Chair, Secretary, Treasurer and Webmaster respectively, with a willingness to serve and a vote of confidence at the end of the first year.

E. A Trusted Servant of LUASC may serve a second year in that position if nominated and elected. No one person shall serve more than 30 months total in any service position.

F. All nominees of a Trusted Servants position must be present at nomination and voting.

G. Any one elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.

H. Resignation and Removal of Trusted Servants

1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the LUASC Chair prior to, or at the time of resignation.

2. Area Trusted Servants may be removed from office for any of the following reasons:

(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.

3. 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.

G. Procedure for Removal from Office

1. Request of resignation or notice of impending removal from office must be presented to the LUASC in the form of a motion and be accompanied by an explanation.

2. The Trusted Servant in question will be notified in writing by two (2) LUASC administration members 21 days prior to impending action.

3. In the event of resignation or removal of Sub-Committee Chairpersons, the Vice-Chair shall assume the duties and responsibilities of the Chair until such time as the position is filled thru a proper election process or the area chairperson appoints a temporary fill in.

4. RCM Alternate and Vice-Chair may move into RCM and Chairpersons position respectively in case of resignation or removal upon a vote of confidence of the LUASC.

H. Two Hatting

1. No members shall hold more than one Area Trusted Servants position at any one time, with the exception of, temporary Committee Chairs (not to exceed 3 months).

2. No member shall serve as a GSR and Area Trusted Servant concurrently, with the exception of, temporary fill in/emergency necessity.

I. 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: Service Meeting Format of the LUASC**

- A. Chairperson calls the meeting to order.
- B. The meeting opens with a moment of silence followed by the Serenity Prayer.
- C. Read the Service Prayer, the 12 Traditions, and the 12 Concepts.
- D. Roll Call
  1. Groups
  2. Executive Committee
  3. Sub-Committee Chairs
- E. Recognizing new Groups
- F. Group Reports
- G. Concept/Tradition Workshop for 15 minutes (even year concept/odd year tradition)
- I. Secretary's Report (must have motion to accept)
- J. Treasurer's Report (must have motion to accept)
- K. RCM Report (must have motion to accept)
- L. Sub-Committee Reports
  1. PR
  2. Literature
  3. Activities
  4. Webmaster
- M. 7th Tradition
- N. Break
- H. Open Forum (30 minutes)
- O. Old Business
- P. Nominations/Elections as needed
- Q. New Business
- R. Set time, date, and location of next LUASC Meeting
- S. Motion to adjourn and close with the 3<sup>rd</sup> Step or Serenity Prayer

**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.**

## **Section V: Executive Committee**

- A. Chairperson
  1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
  2. One year commitment
  3. Requires a minimum of three (3) years clean time
  4. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
  5. Handle and/or direct all correspondence of LUASC
  6. To be a co-signer of the LUASC bank as needed. Must have the ability to open a checking account



- (credit worthiness), if unable a GSR decision will be made as to rectify the issue.
7. Enforce the "rules of decorum and discipline" at the committee meetings
  8. Maintenance/Oversight of the LUASC files, archives, and property
  9. Responsible for the setup and cleanup of the area meeting location
  10. Call "Special" LUASC Meetings as necessary
  11. May in times of inclement weather and threatening travel conditions affecting any part or all of this area, postpone a LUASC meeting and inform members thereof
  12. Appoint all ad-hoc committee chairpersons as needed
  13. Train the vice-chair in the performance of the chairperson's duties
  14. Call and chair executive committee meetings as needed
  15. Oversee the annual area inventory (section IX)
  16. Has in his/her possession the needed passwords to access the website
  17. Maintain a book of all policy and pertinent data to be forwarded to the next chair
  18. Post the next regular business meeting agenda on the website a minimum of ten (10) days prior to meeting
  19. Will be the second person responsible for the LUASC P.O. box (secretary is first person)
  20. Will sign a legal financial responsibility contract
  21. Each year at the regular September Area Business Meeting, the first order of business in Old Business be the selection or reaffirmation of the Registered Agent and three (minimum) up to five corporate directors.

#### B. Vice-Chairperson

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. Requires a minimum of two (2) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Two year commitment – refer to Section 3-C
5. Assists the Chairperson in duties relating to ASC
6. Chairs the LUASC meeting in the absence of the chairperson
7. Coordinates sub-committee affairs by way of quarterly meetings of sub-committees
8. Assumes responsibility of all sub-committees with no elected trusted servants - Chairperson
9. To be co-signer of the LUASC bank as needed. Must have the ability to open a checking account (credit worthiness), if unable a GSR decision will be made as to rectify the issue.
10. Will sign a legal financial responsibility contract

#### C. Regional Committee Member(s) – There can be up to three RCM's

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. One year commitment
3. Requires a minimum of three (3) years clean time
4. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
5. Carries LUASC conscience and concerns to region
6. Carries business and concerns from region to area for consideration
7. Submits a written and digital report at each area meeting
8. Trains RCM alternate in the performance of duties of RCM
9. To be co-signer of the LUASC bank as needed. Must have the ability to open a checking account (credit worthiness), if unable a GSR decision will be made as to rectify the issue.
10. Will sign a legal financial responsibility contract

#### D. Alternate Regional Committee Member

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. Requires a minimum of two (2) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Two year commitment – refer to Section 3-C



5. Assists RCM's in their duties
6. Carries out RCM duties in the absence of RCM on the area or regional level
7. Will sign a legal financial responsibility contract

#### E. Secretary

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. One (1) year commitment
3. Minimum of two (2) years clean time
4. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
5. Be prepared to assume the duties of the chair in his/her absence or until a chair pro-temp can be elected
6. Keep an accurate record of the proceedings at all LUASC meetings to include: regular, special, and administrative meetings.
7. Maintain a file of all LUASC and sub-committee reports submitted in digital format (scan hard copy as needed) and hard copy
8. Mail/e-mail and/or distribute copies of all the minutes to each member of the LUASC, sub-committee chairs, administrative committee and any NA area member who request email delivery no later than four (4) days following each area meeting
9. Maintains an updated list of all Trusted Servants of the LUASC, administrative committee, GSRs, sub-committee chairs, including phone numbers and mailing addresses
10. Make available all blank forms in regard to motions, resignation, and reports at every LUASC meeting
11. Train the alternate secretary as to the performance of his/her duties
12. Own or have access to a laptop or desktop computer to keep records on (the LUASC will provide the approved software at its expense)
13. Maintain the complete policy book of the area with indexing and cross referencing to changes ongoing and past. The most current version must be forwarded to the webmaster for placement on the area website
14. Is the first person responsible for the LUASC P.O. box, will facilitate the retrieval of all correspondence sent to the P.O. box
15. Sign software agreement before any use or loading of the area's software programs
16. Will sign a legal financial responsibility contract

#### F. Alternate Secretary

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of two (1) years clean time
3. Two (2) year commitment – refer to Section 3-C
4. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
5. Assume the duties of the secretary in his/her absence at the LUASC meeting
6. Assists the secretary in the performance of his/her duties
7. Assists the vice-chair and record information, as needed in regard to his/her liaison duties with committee

#### G. Treasurer

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. One (1) year commitment
3. Have a minimum of three (3) years clean time
4. Have at least two (2) years active service involvement in Narcotics Anonymous in the last four (4) years
5. To be the custodian of the Lakeside Unity Area Funds, as received from the home groups, sub-committees, and other NA sources
6. To be a co-signer of the LUASC bank account and always one of the signers on any LUASC check
7. To make a report of receipts and disbursements at each regular area meeting from the groups, sub-committees, or other NA sources



8. To make a full financial report at the end of his/her term
9. To disburse funds as necessary in accordance with the GSR's decisions, when funds are available
10. Maintain the LUASC financial book's and have current information on hand at the LUASC meeting for verification and review when requested
11. Train the alternate treasurer as to the performance of the treasurer's duties
12. Own or have access to a laptop or desktop computer to keep books on (the LUASC will provide the approved financial software at its expense)
13. Provide the webmaster with all financial reports in digital format to facilitate posting on the website within four (4) days of the regular monthly area meeting for the prior months approved reports
14. Sign software agreement before any use or loading of the areas software programs
15. Will sign a legal financial responsibility contract before taking office.
16. Responsible for the oversight and disbursement of all secondary checking accounts (i.e. website, literature, activities, etc.) setup by the area or it's sub-committees as the lead principle, the area GSR's will decide the other principles on any account. A monthly report of the funds in any secondary account must be made.
17. Must have the ability to open a checking account (credit worthiness), if the treasurer is not able to fulfill this duty an automatic resignation is accepted.

#### H. Alternate Treasurer

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. Have at least two (2) years clean time
3. Two (2) year commitment – refer to Section 3-C
4. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
5. Not a signer on the area accounts
6. Be prepared to assume the duties of the treasurer in his/her absence
7. Assist the treasurer in the performance of his/her duties as requested

## Section VI Establishment of Sub-Committees

A. The LUASC may establish sub-committees as necessary to perform certain duties. Sub-committees will be formed upon approval of the members of LUASC. Sub-committees may include, but are not limited to: PR, Literature, Activities, Webmaster, Outreach, and any other Sub-committees deemed necessary to carry out the work of the LUASC.

B. All sub-committees of LUASC shall create, adopt, and keep current guidelines that are consistent with the 12 Concepts, LUASC bylaws, and world service conference approved handbook of guidelines.

C. All sub-committee bylaws must be approved by the LUASC as per section XIV

D. All expenditures for any LUASC sub-committee must be approved by a majority vote of the LUASC.

E. All projects must be initiated and finalized by a majority vote of the LUASC.

F. Any project exceeding \$250.00 must be sent to the home groups for approval.

G. Bylaws for any subcommittee established shall be written and approved by the GSR's in a timely fashion. The following subcommittees do not have bylaws as of the date of approval of these bylaws; the following requirements are therefore established. The proceeding sentence and sub sections H, I, J, K, L & M will be automatically removed from these bylaws upon GSR approval of the own subcommittee bylaws.

#### H. Activities

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of three (3) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Always protect NA's name and appearance in the public eye when planning and facilitating functions and events.
5. Insure that all funds used and collected are kept safe and accountable. Turn over proceeds from any event to the LUASC treasurer the same day if possible, but no later than 24 hours after the event.
6. Will sign a legal financial responsibility contract



## 7. Participate in the writing of the activities committee by-laws

### I. Alternate Activities

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of two (2) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Will sign a legal financial responsibility contract

### J. Webmaster

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of two (2) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Maintain the area website with weekly updates as received
5. Post printable area announcements on the web site within 72 hours after the area meeting. The collection of announcements at the area meeting will be set at the direction of the webmaster. E-mail announcements to whomever request/signs up for the automatic delivery of such, the process for signup at the webmaster direction.
6. Post all reports, minutes, agendas and information relevant to the fellowship in a timely fashion or provide/instruct the appropriate person as to how to post their reports.
7. Always insure the integrity of ownership of the area's domain name as such (never put into any one individuals name without proper release documents in place)
8. Will sign a legal financial responsibility contract
9. Participate in the writing of the webmaster committee by-laws

### K. Alternate Webmaster

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of one (1) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Two year commitment – refer to Section 3-C
5. Be prepared to assume the duties of the webmaster in his/her absence
6. Assist the webmaster in the performance of his/her duties as requested
7. Will sign a legal financial responsibility contract

### L. Literature

1. Must own, read and understand the 12 Concepts and 12 Traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of three (3) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Will sign a legal financial responsibility contract
5. Participate in the writing of the literature committee by-laws

### M. Alternate Literature

1. Must own, read and understand the 12 concepts and 12 traditions of Narcotics Anonymous thru personal study and APPLICATION!
2. A minimum of two (2) years clean time
3. Minimum of one (1) year active service involvement in Narcotics Anonymous in the last four (4) years
4. Will sign a legal financial responsibility contract

## Section VII: Ad-hoc Committees

A. The LUASC chairperson shall have the authority to appoint ad-hoc committees for such purpose as may, from



- time to time, be necessary to fulfill specific functions or tasks. The chairperson shall specifically designate the purpose, membership and duration of existence of any such ad-hoc committee at the time of appointment.
- B. The Ad-hoc chairperson must attend all committee meetings and supply a written report of the progress to the secretary at the monthly LUASC meeting.

### **Section VIII Prudent Reserve**

- A. The treasurer of the LUASC shall maintain a prudent reserve of \$500.00.
- B. A two-third (2/3) vote of all home groups is needed to change the prudent reserve.

### **Section IX Auditing and Inventory**

- A. The LUASC shall have an auditing committee consisting of the prior/outgoing chairperson, area chairperson, sub-committee chairperson, and recording secretary of that sub-committee or area treasurer. One representative from each home group, select by the chairperson, may participate on this committee.
- B. Audit shall take place as new executive committee is voted in.
- C. An Area Inventory shall be taken annually in the month of July, to be chaired by the area chairperson.

### **Section X RCM Travel Fund**

RCM's and RCM Alternate shall be funded 50% of room rate for overnight lodging if travel exceeds 100 miles one way. They shall be given the Standard Mileage Rate as per the IRS rules for charitable organizations mileage expenses. Room receipt and/or mileage statement are required.

### **Section XI Literature Stockpile**

- A. The area literature committee shall maintain a \$3,500.00 literature stockpile
- B. The LUASC shall pay all shipping expenses
- C. Pricing structure will be review as needed or requested by the home groups

### **Section XII LUASC Financial Fund Flow**

The following process shall be adhered to:

- A. All monies received (7<sup>th</sup> tradition, event proceeds after costs paid, etc) shall have 30% pulled and donated 20% to the Utah regional service committee and 10% to the world service office
- B. The area prudent reserve will be returned to set level as per section VIII if short
- C. Business conducted as per agenda

### **Section XIII Automatic Payments**

All payments in this section shall have been approved by the GSR's; the addition of new automatic monthly payments must go through the section XVI process

- A. The phonline expenditures and website expenditures shall be an automatic payment upon receipt of bill
- B. The LUASC secretary shall be reimbursed expenditures when receipts provided to supply area with minutes and other required documents
- C. The area and all subcommittees rent for monthly committee meetings
- D. The area storage rental fees as approved by the GSR's

### **Section XIV Standing Orders**

1. Clean time requirements for trusted servants will not be waived at any time
2. The term "Be prepared to assume the duties of the \_\_\_\_\_ in his/her absence" means the vice-chair will fill in only if the chair position is filled and not present at that meeting. If the chair position is vacant the area



vice-chair will act as the chair until a proper election can occur. At no time is the vice-chair allowed to act as the chair because there isn't a chair in place, the committee must go inactive if this is the case.

3. Any suspension of these by-laws requires the following process:
  - A. A written motion detailing what and why?
  - B. Open discussion of the suspension.
  - C. Taken back to the home groups for a true group conscience.
  - D. At the next area meeting it has open discussion for introduction of any new thought or information.
  - E. Either – voted on and must pass with a  $\frac{3}{4}$  super majority or taken back a second time to the home groups if at least two (2) GSR's request that it does – then the next month repeat steps D & E.
  - F. If step E is the second time in front of the area service body it must be voted on. If it fails the same motion or variation of cannot be reintroduced for a minimum period of 6 months.

The purpose of this rule is to only suspend the by-laws after a sufficient time to truly contemplate the issue has occurred.

## **Section XV Bylaw Approval Process**

A three (3) month period for open review and a minimum of two open discussion special meetings will be required for the approval/adoption of any major change (more than two sections revised) or new set of bylaws. The item must pass with a  $\frac{3}{4}$  super majority vote.

## **Section XVI Bylaw 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 (2) 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 by a  $\frac{3}{4}$  super majority. If the amendment 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.

## **Section XVII 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.

