

PORTLAND AREA OUTREACH SUBCOMMITTEE BY-LAWS

Section 1-General guidelines

Article 1. - The Portland Area Outreach Sub-committee shall be governed by (in order of precedence):

- a. The Twelve Traditions of Narcotics Anonymous
- b. The Twelve Concepts of NA service
- c. The PASC By-laws
- d. The Portland Area Outreach Sub-committee By-laws
- e. Robert's Rules of Order

Article 11. - Mission statement

To promote unity in the NA fellowship by helping to overcome the isolation that hinders growth and survival of our groups.

- a. To promote unity in the NA fellowship.
- b. To encourage involvement of the NA members.
- c. To provide services to the NA groups.

Article 111.-It shall require a 2/3-majority vote to make any alterations of these By-laws.

Article 1V. - Temporary or "case by case" exceptions to these By-laws shall require a unanimous vote of the committee.

Article V.-The required quorum for a valid vote on any business before the committee shall be the greater of three eligible voting members or one half of the average attendance of the three previous business meetings.

Section 11. - Outreach Committee positions

- A. the elected Officers will be as follows:
Chairperson
Vice-Chairperson

Secretary

B. Appointed Positions will be as follows:

Orientation Person
 Area Service Representative
 Reach Out and Touch Someone
 Tracker
 Archivist
 Liaison with **Public Relations**

C. Any position shall be considered vacant after two consecutive unexcused absences of the sub-committee's business meetings.

D. Elections:

Elections of Officers shall coincide with the PASC nominations and elections- January and February.
 Terms shall be one year.

E. Clean time requirements:

Chairperson shall have one year clean time.
 All other positions shall have **six months**.

F. Officer responsibilities:

Chairperson-Leads the business meetings, prepares agenda.

Vice-Chairperson-Acts as Chairperson in the absence of Chairperson. Coordinates or responds to Group reports received from the PASC. Provides support for all other positions, coordinates to ensure Group requests for visits are planned and handled.

Secretary-Records minutes of the business meetings. Provides Chairperson with written minutes prior to next business meeting.

Orientation Person-Conducts orientation prior to the beginning of each PASC meeting. Collects Group reports at the PASC and delivers them to the Vice-Chair of the Outreach Sub-committee.