

## **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) 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.
- C) 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.
- 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.

- 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) 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.
- H) 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.
- I) Monetary expenditures outside normal purchases related to PAAS functions must be approved by a two-thirds majority vote of the quorum.
- J) 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.
- K) 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.
- L) Event Coordinators shall be voting members of the PAAS.
- M) All Ad-hoc / Event Coordinators remain accountable to the PAAS through:
  - 1) Accurate written minutes and verbal reports at the monthly PAAS business meetings.
  - 2) Written and verbal reports from Major event Coordinators turned in each month.
- N) Any funds collected for events, receipts, and event forms.
  - 1) Funds must be turned in on a weekly basis.
  - 2) Once an event is completed the event form and all funds must be turned in within 3 business days to the acting Treasurer of the PAAS.
- O) All Ad-hoc / Event Coordinators shall complete and submit an event form, which will be provided by the Treasurer. All written minutes and event forms shall be turned in at the completion of any event.
- P) A Coordinator or Co-coordinator may be removed from their position by the executive committee for repeated or continuous disregard of group conscience, or the PAAS bylaws, or the 12 Traditions, or the 12 Concepts of Service.
- 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 \$150.00.
- 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.
- T) Any volunteer collecting monies, at an event, in excess of \$150 shall have a minimum clean time of 6 months.
- U) Events shall be considered as follows:
  - 1) Major Event: Any event that requires the collection or expense of \$300 or more.
  - 2) Non-money making/Entry-level Event: Any event that requires the collection or expense of less than \$300.
- V) Anyone who misappropriates PAAS funds shall:
  - 1) Be prosecuted to the fullest extent of the law if they refuse or do not immediately repay those funds.
  - 2) Be suspended from handling any PAAS funds until approved by a 2/3rds majority vote of the PAAS.

## **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, 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, 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, 12 Concepts of Service 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, 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.
  - 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, 12 Concepts of Service of NA, 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. (i)
    - 2) Not attending a regular function/meeting without prior notification. (ii)
    - 3) Missing two consecutive PAAS meetings. (iii)

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

### **The Chairperson (Chair) shall:**

- A) Preside at all PAAS business meetings.
- B) Provide an agenda for PAAS meetings.
- C) Be a co-signer on the PAAS bank account (except as noted in item I under membership & operations).
- D) Hold a voting membership at PAAS meetings only as required to break a tie vote.
- E) 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. A documented vote with names of members and officers along with a written report will be provided at the next PAAS meeting.
- F) Secure entry to (keys, etc.) and opening/closing facilities being used for PAAS business meetings.
- G) Identify and appoint qualified coordinators and Ad-hoc Chairpersons. Identified coordinators include, but not limited to:
  - 1) Gratitude Coordinator - contact event venues after events with appreciation.
  - 2) Calendar Coordinator - provide calendar of events to chairperson.
  - 3) Event Coordinators - create and manage implementation of PAAS functions.
  - 4) Newcomer Coordinator - update and distribute newcomer packet and lead newcomer orientation.
  - 5) Flyer Coordinator - create/approve/review flyers for all events.
  - 6) Reminder Coordinator - call all previous 2 mo. attendees.

- 7) Storage Coordinator.
- 8) Alternate RCM.
- 9) Mentor for Events.
- H) Attend PASC business meeting and quarterly Board of Directors (BOD) meetings.
- I) Verify any service contracts pertaining to PAAS functions.

**The Vice-Chairperson (Vice-Chair) shall:**

- A) Assist the Chair in coordinating all activities and functions of the PAAS.
- B) Be a co-signer on the PAAS bank account (except as noted in item I under membership and operations).
- C) Perform the duties of the Chair in their absence.
- D) Assist the Storage Coordinator in maintaining the inventory of supplies.
- E) Maintain long-term appointed positions (i.e. Calendar Coordinator, Alternate RCM).
- F) Receive and review reports from Ad-hoc Committees and Event Coordinators.
- G) Serve as the Event Coordinator in the case of a vacancy during planning of the event until a new Coordinator can be appointed.
- H) Verify any service contracts pertaining to PAAS functions.

**The Secretary shall:**

- A) Record minutes of the monthly PAAS meeting and provide upon request.
- B) Maintain one year of written minutes, to be turned over to the Archivist at years end (and provide an electronically created copy if available),
- C) Maintain a file containing a current copy of the PAAS Bylaws and guidelines.
- D) Be a co-signer on the PAAS bank account (except as noted in item I under membership & operations).
- E) Verify any service contracts pertaining to PAAS functions.

**The Treasurer shall:**

- A) Be responsible for the PAAS bank account and control disbursement of all funds approved by the PAAS.
- B) 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.
- C) Be a co-signer on the PAAS bank account (except as noted in item I under Membership & Operation).
- D) Properly prepare a financial statement at the end of each month for presentation at the following months PAAS meeting (including a notation of the last reconciliation).
- E) Verify any service contracts pertaining to PAAS functions.

- F) Receive all receipts and funds (collected from Event Coordinators) within 3 days after events end.
- G) Reimburse all approved funds for expenses incurred in connection with PAAS functions.
- H) Attend quarterly BOD meeting for the PASC with balanced accounting report of previous PAAS meeting.
- I) Deposit all funds received within 4 business days.

**The Regional committee member (RCM) shall:**

- A) Attend all regional service conferences and act as a liaison for the PAAS.
- B) Keep region informed of PAAS activities.
- C) Prepare and present a written report of the PAAS activities to the regional activities meeting.
- D) Prepare and present a written report of the regional activities subcommittee for the PAAS monthly meeting.

**The Mentor shall:**

- A) Be an active member of the PAAS for 2 years or more and have a minimum of 2 years clean time.
- B) Have successfully served as a Coordinator for at least 3 major events.
- C) Act as an advisor and overseer of major events.
- D) Confirm with the PAAS that event is running smooth; all protocols are being met, and make recommendations.
- E) Use their experience to help the Event Coordinator put on a successful event.

**The Major Event Coordinators shall:**

- A) Be an active member of the PAAS for 1 year or more and have a minimum of 2 years clean time.
- B) Have successfully served as a Co-coordinator for at least 2 major or fund raising events or has served as a sub-committee chair for 2 major events.
- C) Be responsible for the planning, coordination, and implementation of approved PAAS events.
- D) Provide a written budget for approval by the PAAS, including:
  - a. An estimated cost of supplies, rents, and misc. expenditures.
  - b. The projected attendance.
  - c. Projected profit or loss.
- E) Locate and purchase supplies approved.
- F) Collect and provide receipts for reimbursement of any monies spent in connection with events.
- G) 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.
- H) Distribute and control ticket and merchandise sales.
- I) Obtain and secure access to event facility.
- J) Be responsible for opening and closing of event facility.

- K) Confirm speakers and outside help before function.
- L) Provide monies, receipts, and a complete detailed event form to the Treasurer within 3 days after events end.
- M) Provide name and contact information to the Gratitude Coordinator.
- N) Use their experience to help the Co-Coordinator learn to put on a successful event.

**The Major Event Co-Coordinator shall:**

- A) Have successfully served as a Coordinator for 2 Entry-level events and a member of activities for 6 months or more and have 1 year or more clean time.
- B) Assist the Event Coordinator in the planning, coordination, and implementation of selected PAAS events.

**The Entry-Level Event Coordinator shall:**

- A) Be an active member of the PAAS for 4 months or more and have a minimum of 9 months clean time.
- B) Have successfully served as an Entry-level Co-coordinator for 2 non-money making events.
- C) Be responsible for the planning, coordination, and implementation of approved PAAS events.
- D) Provide a written budget for approval by the PAAS, including:
  - a. An estimated cost of supplies, rents, and misc. expenditures.
  - b. Projected attendance.
  - c. Projected profit or loss.
- E) Locate and purchase supplies approved.
- F) Collect and provide receipts for reimbursement of any monies spent in connection with events.
- G) 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.
- H) Distribute and control ticket and merchandise sales.
- I) Obtain and secure access to event facility.
- J) Be responsible for opening and closing of event facility.
- K) Confirm speakers and outside help before function.
- L) Provide monies, receipts, and a complete detailed event form to the Treasurer within 7 days after events end.
- M) Provide name and contact information to the Gratitude Coordinator.
- N) Use their experience to help the Co-Coordinator learn to put on a successful event.

**The Entry-Level Event Co-Coordinator shall:**

- A) Have successfully served as a volunteer for 2 events and a member of activities for 3 months or more and have 6 months or more clean time.
- B) Assist the Event Coordinator in the planning, coordination, and implementation of selected PAAS events.

**Money Receiving Event Volunteer of less than \$50 shall:**

- A) Have successfully served as a volunteer at 2 previous events or a member of the PAAS for 3 months or more and have 6 months or more clean time and be a trusted servant.

**Event Volunteer shall:**

- A) Be anyone wishing to participate, no clean time requirement.

**The Storage Coordinator shall:**

- A) Shall have at least two year of continuous clean time
- B) Oversee and maintain a supply inventory, updated before and after each function.
- C) Keep accurate written inventories reflecting goods taken, stored, by whom, and for which event.
- D) Oversee and maintain organization of storage facility.
- E) Provide access to inventory for event coordinators and elected officers.
- F) Request from the PAAS the needed monies to replace used, consumed, broken, stolen, or lost supplies.

**The Archivist shall:**

- A) Receive, organize, and store all past documents including, but not limited to, minutes, flyers, agendas, and calendars.
- B) Maintain written copies and record of all bylaw addendums presented to the PAAS. (Approved Motion)
- C) Provide past documents upon request of the PAAS membership.

**The Gratitude Coordinator shall:**

- A) 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.
- B) Provide the Archivist a copy of all thank you letters and their contact information.

## DEFINED EVENT POSITIONS

Event positions are defined as follows:

1. **Volunteer:** As a new volunteer you will be asked to become involved in one of the upcoming events as a helper. There you will be given the responsibility to serve food, clean-up, setup, decorate, or any of the many entry level positions. Beginning as a volunteer is to help you gain a level of comfort and introduce you to responsible action.
2. **Co-coordinator:** The first step to becoming a coordinator is to work with another coordinator as a coordinator. At this level you will be given a high degree of responsibility in researching facilities, organizing speakers, handling food and concessions and learning the overall steps in coordinating an event. After serving at this level and gaining experience you will then be ready to become a coordinator.
3. **Coordinator:** At this level you will be responsible for the overall success of the event. You will organize your volunteers, negotiate contracts, provide reports, and maintain contact with your mentor. After coordinating numerous events at all levels you will eventually become a mentor.
4. **Mentor:** As a mentor you are an advisor and an overseer. At this level you may not actually coordinate events; you simply confirm that things are running smoothly and that all protocols are being met. You use your experience to advice coordinators and help them be successful.