

# **PORTLAND AREA LITERATURE SUBCOMMITTEE BY-LAWS**

## **PRIMARY PURPOSE:**

The Portland Area Literature Sub-committee's primary purpose is to provide WSO approved Literature to meetings, Groups, other sub-committees and individuals.

## **COOPERATION:**

Provide literature at least once a month at Area or upon request as deemed necessary.

## **BUSINESS MEETINGS:**

Business meetings of this Sub-committee shall be held not less than once a month Immediately before the Area's business meeting at 11am.

## **MEMBERSHIP:**

A member may become a member of the Literature Sub-committee upon attendance of two consecutive business meetings. Membership is forfeited upon absence of three consecutive business meetings. All members are bound to comply with the clean time requirements for all positions. Relapse shall result immediately in the loss of privileges and duties from the Literature Sub-committee until such time as the clean time requirements are met.

## **VOTING:**

Any member of the Literature Sub-committee is eligible to vote at all Sub-committee Meetings.

## **ELECTIONS:**

Nominations of the Chairperson shall be held once a year in February, elections in March with the new term beginning in April. The term for the Chairperson is one year with no more than two consecutive terms

Election of the Vice Chair shall be held once a year in February, elections in March with the new term beginning in April. The term for the Vice Chair is one year with no more than two consecutive terms.

Nominations of the Treasurer shall be held in February, elections in March with the new term beginning in April. The term for Treasurer is two years.

All candidates must be present at the time of nomination and election.

All candidates must meet the qualifications stipulated in these By-laws unless waived by the Sub-committee.

An Officer may resign at any time. When an elected Officer becomes unable to discharge their duties of that position the Vice Chair shall fulfill the position.

The position shall be voted on by the Sub-committee at the next general meeting.  
No position may be held by the same person for more than two consecutive terms.  
Any Officer may be removed from his or her term by a majority vote of the Sub-committee.

### **OFFICERS:**

A service board of Executive Officers shall consist of a Chairperson, Vice Chair, Secretary and a Treasurer.

In the case of resignation of the Chairperson, the Vice Chair will assume the duties of the Chairperson until a new Chairperson is elected.

In the event of the resignation of the Treasurer, the Vice Chair will fill that position until such time as the Sub-committee elects a new Treasurer.

### **QUALIFICATIONS AND DUTIES OF ELECTED POSITIONS:**

#### **CHAIRPERSON:**

It is suggested that the Chairperson have three years clean time, a minimum of six months service on the Literature Sub-committee and a working knowledge of the Literature Subcommittee procedures.

#### **RESPONSIBILITIES INCLUDE:**

- A) Coordinating all literature sales events
- B) Presiding at all general business and special meetings.
- C) Filling appointed positions.
- D) Being a co-signer of the Literature sub-committee bank account.
- E) Attend the monthly PASC meeting and present a subcommittee report
- F) Attend the quarterly PASC BOD Meeting
- G) Print out order forms monthly

#### **VICE CHAIR:**

It is suggested that the Vice Chair have three years of clean time and a working knowledge of the Literature Subcommittee

#### **RESPONSIBILITIES INCLUDE:**

- A) Maintaining a reasonable supply of literature and making it available for sale at the monthly Area Business Meeting
- B) Hands on Quarterly Inventory two weeks prior to the PASC BOD with all officers of the subcommittee in attendance
- C) All literature orders that are new to the inventory shall be approved by a majority vote of the subcommittee.

#### **TREASURER:**

Requires three years clean time and one year working knowledge of Literature Subcommittee procedures.

#### **RESPONSIBILITIES INCLUDE:**

- A) Keeping an accurate record of all money's.
- B) Keeping a record of financial obligations and accounts, and making a written report at each monthly area business meeting.
- C) Disbursing money's at the authorization of the Literature Sub-committee.

- E) Being a co-signer of the Literature sub-committee bank account.
- G) Having access to a computer and being proficient with Microsoft Office Excel 2007.

**SECRETARY:**

Requires one year clean time.

**RESPONSIBILITIES INCLUDE**

- A) Reminder calls to all committee members
- B) Take minutes at monthly literature business meetings

**DATA ENTRY:**

Requires one year clean time

**RESPONSIBILITIES INCLUDE**

- A) Record new orders monthly
- B) Update inventory monthly
- C) Participates in the quarterly inventory

**ORDER PULLER:**

Requires 3 months of clean time.

**RESPONSIBILITIES INCLUDE**

- A) Pulls literature orders during the monthly Area meeting as needed.
- B) Stock new literature orders

**GENERAL INFORMATION:**

Any person resigning a position will relinquish keys, bank card, statements and any pertinent information regarding the literature subcommittee immediately upon resignation.

The checking account should have an average balance of \$3500.00 in order to purchase new literature monthly. All excess amounts of cash beyond this monthly balance shall be transferred into the Portland Area Service Committee Bank Account.

Monthly cash sales shall be deposited into the literature bank account immediately following the monthly Area meeting.

A change fund of \$40.00 shall be kept in order to make change.