

Portland Area Service Committee (PASC) and Board of Directors (BOD) By-Laws

Revised 02/25/17

Article I. Purpose/Mission Statement

The PASC will provide the support and services of Narcotics Anonymous to the greater Portland Area. We will facilitate coordination between Groups and provide Subcommittees to further our primary purpose through the guidance of a Higher Power, the 12 Steps, 12 Traditions, and 12 Concepts, to ensure that we conduct our business in a productive and spiritual environment.

Article II. Geographical Boundaries

In general the service area of the PASC shall include Multnomah County and any surrounding groups that wish to be members of the PASC.

Article III. Governing Principles and Procedural References

In order of precedence;

- A. Twelve Traditions of Narcotics Anonymous.
- B. The Twelve Concepts of NA Service.
- C. The PASC Bylaws.
- D. A Guide to Local Service.
- E. Robert's Rules of Order newly revised (and/or in brief), by Henry M. Robert III, William J. Evans, Daniel H. Honswana, Thomas T. Balch.

Article IV. Participants

Section 4.01 PASC Participants

- A. Group Service Representative (GSR):
 1. The GSR is selected by a group conscience of the members of a home group. The GSR represents that group at the PASC meeting.
 2. An Alternate GSR is selected by a group conscience of the members of a home group. The Alternate GSR fulfills the duties of the GSR when absent.

B. Board of Directors:

1. All elected Officers of the PASC.

Section 4.02 Eligibility

- A. Portland Area Groups attain eligibility by being represented at two consecutive meetings of the PASC.
- B. Portland Area Groups lose eligibility by not being represented at three consecutive meetings of the PASC.
- C. Portland Area Groups regain their eligibility by being represented at two consecutive meetings of the PASC.

Section 4.03 Nonvoting Participants:

Representatives of ineligible Groups, any and all members of the Narcotics Anonymous Fellowship are welcome to attend and can be recognized by the chair to ask a pertinent question or make a meaningful contribution to the discussion.

Article V. Consensus Based Decision Making

Section 5.01 General Principles

- A. All proposals are decided through Consensus Based Decision Making (CBDM).
- B. Though CBDM admittedly takes longer to achieve an outcome, the results are understood by all in attendance at a more significant level.
- C. Any proposal can be easily modified as discussion progresses. Decision makers become a single point of accountability to those they represent.
- D. The PASC Chairperson acts as the discussion facilitator and not as a participant. Their primary objective is to achieve consensus for the proposal being discussed, while observing the Traditions and Concepts. Their service to the PASC is to insure that all points of view are heard and to focus the best thinking of those participating.

Section 5.02 Adequate Presence

No decision can be made by the committee without Adequate Presence. Adequate Presence requires 50% of the Executive Committee, and at least 50% of the average number of eligible members present for the three previous PASC meetings.

Section 5.03 Proposals

- A. Any member of Narcotics Anonymous Portland Area can submit a proposal to the PASC.
- B. The proposal must co-sponsored by an eligible GSR.

- C. The proposal may be enhanced, changed, or withdrawn in the process of CBDM. Only the makers of a proposal can withdraw the proposal. It is suggested that the proposal is formulated in advance and with as much collaboration as possible.
- D. All proposals will be in writing on a PASC proposal form and presented to the Secretary, preferably prior to the start of the meeting. The proposal will be logged in and assigned a proposal number.
- E. Any proposal submitted to the PASC for approval that will amend the PASC bylaws, or the guidelines of any PASC Subcommittee, shall include, either in the text of the proposal itself or in the statement of purpose, the language of the affected section of the bylaws or guidelines.
- F. All proposals affecting a specific PASC Subcommittee must first present that proposal to the Subcommittee.
- G. All proposals that either affect financial expenditures over \$200 or that incur a repeat expense or a change to the bylaws shall be sent back to the groups for discussion one time after a single CBDM process and discussion; to be presented for consensus at the next regularly scheduled business meeting.
- H. Any proposal achieving consensus, unless stated otherwise, shall take effect immediately.
- I. If necessary, a PASC bylaw may be suspended by consensus of an adequate presence for a one-time proposal.

Section 5.04 Process

- A. Colored Consensus Cards will be given to each eligible member. They are:
 - a. Green – “I support the proposal.” – Indicates agreement with the proposal as is.
 - b. Blue – “I generally support the proposal, but I have input.” - Indicates agreement, but with changes or after addressing concerns, and that the member is willing to present those suggested changes in the meeting. The changes may be presented as amendments to the proposal.
 - c. Orange – “I don’t support the proposal.” – Indicates the member objects to the proposal, and that the member is willing to present reasons for not supporting the proposal in the meeting. The member will stand aside if consensus is reached.
 - d. Purple – “I can’t support the proposal.” – Indicates the member believes the proposal to be in conflict with the Traditions or Concepts of Service of Narcotics Anonymous, or in violation of the law, and that the member is willing to present reasons for their belief in the meeting.
- B. The Consensus Decision Making Process
 - a. All proposals are presented to the meeting. The author will present the proposal and speak to the intent. Any financial impact of the proposal will be presented, either by the author or by the PASC Treasurer.
 - b. The Chairperson will then open the floor for questions to the maker of the proposal for the purpose of clarifying the purpose and intent of the proposal. This is not a time for a debate on the merits, but a brief opportunity to insure everyone understands the proposal.
 - c. The Chairperson will ask for a preliminary show of the cards. Each eligible member will show the Consensus Card which represents their position.

- d. If any Purple cards are raised, those who raise them must be recognized to speak. Once all Purple cards have been addressed, the proposal author will be given the opportunity to respond. The proposal may be withdrawn at this time.
- e. The Chairperson then addresses Orange and Blue cards with a goal of achieving consensus for the proposal. Suggested changes to the proposal will result in returning to (c).
- f. The Chairperson will ask, "Do we have consensus?" Each eligible member will show the Consensus Card which represents their position.
- g. Consensus is achieved when 85% of the eligible members support the proposal as is.
- h. A proposal that fails to reach consensus may be revised and resubmitted by the maker, or may be referred by the chair to an ad hoc committee.
- i. At any time, the Chair may recognize any member of PASC for the purpose of asking a pertinent question, or providing meaningful contribution to the discussion.
- j. All proposals achieving consensus must be recorded in the written minutes.
- k. We have a responsibility to consider all viewpoints, but a member is encouraged not to merely repeat ideas that have already been adequately voiced.

Article VI. Administrative Officers

All Administrative Officers have the willingness and desire to serve, a working knowledge of the Governing Principles and Procedural References of the PASC, and the ways and means to fulfill the responsibilities of their positions. Along with the duties found in the Guide to Local Service, the following shall apply:

Section 6.01 Executive Committee:

The PASC BOD Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. These positions are defined as follows:

- A. Chair: The Chairperson (Chair) is responsible for conducting the PASC, preparing and providing an agenda prior to the next month's PASC meeting, appointing ad-hoc committees, and various administrative duties. The Chair will also serve as the PASC BOD Chair. The Chair shall have a minimum of three years clean time.
- B. Vice Chair: The Vice-Chair is responsible for coordinating the PASC Subcommittees and will serve as the Subcommittee Chair in the event of a vacancy, until a new Subcommittee Chair can be elected. The Vice Chair will provide copies of announcements received in the mail at the PASC for disbursement to the GSRs. The Vice Chair will submit a monthly written report to the PASC. The Vice Chair will also serve as the Vice Chair for the PASC BOD. The Vice Chair shall conduct the PASC and BOD meetings in the absence of the Chair. The Vice Chair shall have a minimum of three years clean time.
- C. Secretary: The Secretary is responsible for keeping clear and accurate minutes of the PASC, and will make available a master copy online of the previous meeting's minutes and agenda, no later than ten days before each PASC monthly meeting. The Secretary will provide copies of all minutes and originals of all motions to the PASC Archivist after amendments and resolutions

are finalized. The Secretary will submit a monthly written report to the PASC. The Secretary will also serve as the Secretary for the PASC BOD. The Secretary shall have a minimum of two years clean time.

D. Treasurer: The Treasurer shall receive all designated Area funds, pay all designated Area Subcommittee allotments, and maintain all designated Area funds and reserves in the PASC bank account. At the beginning of each calendar month, the Treasurer shall disburse or set aside the money to pay all the bills that will be due in that month, set aside a prudent reserve of two months' operating expenses with the exception of literature, and shall disburse all remaining funds to the Pacific Cascade Region of Narcotics Anonymous. The Treasurer shall accrue these funds monthly and forward to the PCRSCNA quarterly. The Treasurer shall have a minimum of three years clean time. **The Treasurer is also responsible for the preparation of an annual PASC budget by the October PASC meeting. The Treasurer shall also serve as the Treasurer of the PASC BOD.**

Section 6.02 Additional BOD Provisions:

- A. The BOD shall include the Executive Committee, Additional Officers, subcommittee chairs and Ad Hoc Subcommittee Chairs.
- B. The PASC BOD shall be responsible to meet quarterly to conduct business. The meeting will be held 2 hours prior to the regular PASC business meeting at the same location in January, April, July and October.
- C. The PASC BOD will meet to audit all financial records quarterly, and make a report to the PASC the following month. During the first audit of the calendar year the BOD will also file taxes for the PASC.

Section 6.03 Quarterly Audits:

- A. Audits involve a process of checking, reviewing, and verifying the bookkeeping and financial reporting of the agency. The BOD reviews the internal financial records (including records of transactions, journals and ledgers) and in addition seeks supporting evidence from outside. These may include:
 - a. Financial statements, trial balance, general ledger.
 - b. All journals, subsidiary ledgers, records of receipts and disbursements.
 - c. Canceled checks, check stubs, bank statements.
 - d. Invoices, bills, petty cash records, receipts.
 - e. All payroll records – regular wages, overtime wages, and vacation pay, bonuses, omissions, profit sharing.
 - f. All records of other than cash remuneration to employees – value of room and board, free rent, labor exchange, etc., all time sheets.

- g. All contracts, purchase of service agreements, notes, mortgages.
 - h. Your governing instruments (articles of incorporation, bylaws), minutes of the Board of Directors meetings, approved budgets, personnel policies, etc.
- B. The PASC BOD shall review the annual budget submitted by the Treasurer at the October BOD meeting and submit their budget recommendations at the November PASC meeting to be sent back to the groups for ratification.
 - C. The BOD shall review the PASC By-Laws at the January BOD quarterly meeting.
 - D. Any two people living at or residing at the same address shall not be cosigners of the signature card for the PASC bank account.

Section 6.04 Profit Sharing

PROHIBITION AGAINST SHARING PROFITS OR ASSETS – No member, director, officer, employee or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation affecting of its purposes as shall be fixed by resolution of the Board. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the I.R.C. '54. The Corporation shall not make any taxable expenditure as defined in Section 4945 of the I.R.C. '54.

Section 6.05 Additional Officers:

- A. In addition to the Executive Committee the following officers will be elected by the PASC: **RCM, and RCM Alternate, Alternate Secretary, Alternate Treasurer, Archivist, and Alternate Archivist**. All officers shall submit a monthly written report to the PASC.
 - a. Archivist: The Archivist is responsible for organizing and maintaining PASC archives, and bringing current and the past year archives to each PASC meeting. Older archives will be made available by the Archivist upon receipt of an accepted proposal form submitted to the PASC. The Archivist is also responsible for numbering and recording Area proposals before they are submitted to the Executive Committee and for keeping track of the results of said proposals. All approved proposals will be put into a running policy log by the Archivist. The policy log will be an addendum of the PASC By-Laws. The Archivist and the PASC Chair shall be responsible for updating the by-laws annually, incorporating all proposals passed and amendments approved by the PASC. The Archivist shall provide the webmaster with an official copy for posting on the PASC website. The Archivist shall have a minimum of two years clean time.
 - b. Regional Committee Member (RMC): The RCM is responsible for providing communication between the PASC and the larger world of NA. The RCM gathers information at the PCRSC and brings it back to the Area. Additionally the RCM will take information from the Area back to the PCRSC. This position requires travel to all PCRSC meetings which are located

throughout the Region, as well as scheduling and conducting the PASC CAR workshops. The RCM shall have a minimum of three years clean time.

- c. RCM Alternate: The RCM Alternate is responsible to go to all PCRSC meetings with the RCM, to learn its procedures, and to represent the Area if the RCM is out of the room, or absent. The RCM Alternate shall have a minimum of two years clean time.
 - d. Alternate Treasurer: The Alternate Treasurer will be responsible for assisting in receipt of group donations at the monthly PASC meeting and will assist in helping members fill out check requests, and start-up kit forms for new groups. The Alternate Treasurer will be responsible to learn all PASC financial, reporting and documentation processes, and will act as Treasurer at the PASC meeting when the Treasurer is unable. The Alternate Treasurer shall have a minimum of three years clean.
 - e. Alternate Secretary: The Alternate Secretary will be responsible for creating and circulating new contact lists and late group attendance notifications, updating GSR and officer contact lists for emailing, and will assist with handing out voting cards. The Alternate Secretary will learn the process of gathering information for and creating monthly minutes, and initiating print orders for the minutes, and will act as Secretary during the PASC meeting when the Secretary is unable. The Alternate Secretary will have a minimum of two years clean.
 - f. The Alternate Archivist: The Alternate Archivist is responsible for assisting in the organization and maintenance of PASC archives, and will act as Archivist when the Archivist is unable. When acting as Archivist, the Alternate Archivist will procure the archives from the Archivist prior to the meeting. The Alternate Archivist will have a minimum of one year clean.
 - g. Subcommittee Chairs: Subcommittee Chairs will be recognized as officers of the PASC, additionally they serve as members of the BOD.
 - h. Ad Hoc Subcommittee Chairs: Ad Hoc Chairs, as needed, shall be appointed by the Area Chair for a specific time and purpose. Any Narcotics Anonymous member of the Portland Area, including all elected members of the Administrative Committee of Sub Committee Chairs may be appointed as Ad Hoc Chairs.
- B. In the event of a vacancy in an executive position term of more than three months, other than the Chair position, nominations shall be held immediately, with elections to follow at the next PASC meeting. In vacancies of a term of three months or less, the Chair will appoint an Interim replacement.
 - C. All officers of the PASC shall hold no more than one PASC administrative service position. Eligible officers shall not, in addition, hold an eligible position on the PASC with the exception of RCM Alternate, if they are acting as a GSR.
 - D. Any officer completing a position shall be expected to train their replacement.
 - E. Any officer may be removed from office by a consensus of the PASC.

Article VII. General Guidelines

Section 7.01 Subcommittees

- A. All Subcommittees of the PASC are not autonomous but fall under the jurisdiction of and shall be guided by the PASC.
- B. Subcommittees shall elect their own officers and present the Subcommittee Chairs to the PASC for ratification.
- C. All Subcommittees shall attend the entire PASC meeting and may be represented by any executive member of the Subcommittee.
- D. All Subcommittees will submit a monthly written report to the PASC which will include all financial information, correspondence and activities.
- E. Ad hoc Subcommittee Chairs shall be appointed for a specific amount of time and purpose by the Area Chair.
- F. Any Area Subcommittee submitting a proposal to the Area for approval that will amend the guidelines of the Subcommittee shall include, either in the text of the proposal itself or in the statement of purpose, the language of the affected section of the guidelines.
- G. PASC Subcommittees shall send a representative to our quarterly Regional Service Conference.
Subcommittees: Activities, Hospitals & Institutions, Public Relations, Literature.

Section 7.02 Decorum

- A. All participants shall contribute to an atmosphere of respect, spirituality, and shall avoid being disruptive in the PASC meeting.
- B. Participants shall recognize the authority of the Chair to recognize participants in accordance with CBDM process.

Article VIII. Elections

Section 8.01 Election Cycle

- A. Nominations for PASC Board Members and Officers and the questioning of candidates shall take place during the February PASC meeting each year. The election shall take place during the March PASC meeting. Election will be by ballot. All eligible members of the PASC may participate in the elections. Newly elected officers shall begin their term immediately after the close of the March PASC meeting, completing their term of office at the close of the May PASC meeting of the following year. There will be a required two month period at the end of the terms in March for the training of newly elected officers. The election for officers is thus held every 12 months in March, but the term is for 14 months.
- B. Ratification of Subcommittee Chairs shall take place during the March PASC meeting. Subcommittees shall present their Chair-elects for ratification at that time.
- C. No PASC office shall be held by the same person for more than two consecutive full elected terms.

Section 8.02 **Rules of Nomination**

- A. All eligible nominees must be present during nomination to be nominated for a PASC office.
- B. Only GSRs may nominate or second a nomination of a candidate.
- C. Immediately following the close of the nomination process, anyone present shall be given the opportunity to question nominees.
- D. GSRs may take a list of nominees to their home groups between the February and March PASC meetings to allow their group members the opportunity to have input or vote on the election process (as appropriate to each group's individual policies).
- E. If there are no nominees for a PASC office or Board position, nominations for that office will be held again – each subsequent month until a successor is duly elected and/or appointed by the Chair on an interim basis. The person in that office will continue until a successor is duly elected.

Section 8.03 **Rules of Election**

- A. All candidates must be present during the elections to be voted into any PASC office.
- B. All elections must be on written ballots.
- C. The ballots shall be tallied by the Secretary and the Treasurer.
- D. The candidate with the most ballots is elected to the position.
- E. In the event of a tie between two candidates running for the same office, the Area shall immediately conduct a runoff ballot.
- F. Any Administrative Officer and/or Subcommittee Chair who does not complete their term of office shall be ineligible to hold an elected PASC position for a period of one year.

Article IX. **Financial Responsibilities**

Section 9.01 **Financial Responsibilities**

- A. Standing Subcommittees shall be allotted up to \$125.00 per month for supplies and rent after submitting receipts to the PASC, except **Outreach**, PR, and H&I. **Outreach shall be allotted up to \$225, and PR and H&I shall be allotted up to \$200. H & I shall also** be allotted \$375.00 per month for literature.
- B. The bill for the telephone service for the Public Relations Subcommittee will be paid directly by the PASC Treasurer.
- C. The Literature Subcommittee is responsible for keeping a detailed report of all items sold or dispensed and will turn in the report prior to the BOD quarterly audit.
- D. All Subcommittees are expected to keep and maintain accurate financial records. In addition, Subcommittee Chairs will bring a detailed accounting to each BOD quarterly audit.
- E. The PASC shall set aside \$20.00 each month, in reserve for the World Service Conference Agenda Report (CAR).
- F. The PASC shall donate a minimum of \$75.00 to Region every quarter.

- G. The PASC shall fund the travel expenses of the RCM, Alternate RCM, and all non-income making subcommittees' RCMs (H&I, PR and Literature), up to a total amount of \$200.00 per person, to attend the quarterly PCRSC and its subcommittee meetings. The PASC Treasurer shall reimburse the RCM/Alternate RCM, and the above-listed non income producing Subcommittees, directly upon presentation of receipts.
- H. The PASC shall fund the Secretary up to \$150.00 a month for mailing out the PASC Minutes and additional supplies.
- I. The PASC shall provide any new requesting group which provides a request form, one starter kit of books and materials which will include one Basic Text.
- J. The PASC shall purchase an insurance policy to insure all of the PASC Groups, all PASC activities, and the Officers of the BOD. The PASC, PACNA, and the Portland Area Activities Subcommittee will share equally in the cost. Each event may also require an additional rider, which may cost between \$50.00 and \$100.00.

Article X. Additional Guidelines

Section 10.01 Flyers

All flyers presented at the PASC shall include the following: date (day, month, and year), time (AM/PM), location, contact person, and sponsoring entity (Group, Subcommittee, Area, Region, World).

Section 10.02 Business Meetings

- A. All PASC and standing Subcommittee meetings will be non-smoking and handicap accessible.
- B. All Ad-hoc and Subcommittee meetings will be non-smoking and/or handicap accessible upon request.
- C. The regular meeting of the PASC is to begin promptly at 2:00 p.m. and will end at 5:00 p.m.
- D. Extension of an Area meeting can only be done by a majority of the eligible members at the meeting.

Appendix

Appendix A Table of Abbreviations

BOD	Board of Directors
CAR	World Service Conference Agenda Report
CBDM	Consensus Based Decision Making
GSR	Group Service Representative

H&I	Hospitals and Institutions
PASC	Portland Area Service Committee
PACNA	Portland Area Convention of NA
PCRSC	Pacific Cascade Region Service Committee
PR	Public Relations
RCM	Regional Committee Member