

**EASTERN AREA NARCOTICS ANONYMOUS
SERVICE COMMITTEE BYLAWS**

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OFFICIAL BYLAWS OF THE EASTERN AREA SERVICE OF NARCOTICS ANONYMOUS

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I. Name

The name of this service committee shall be "Eastern Area Service Committee of Narcotics Anonymous" and hereinafter referred to as EASC.

II. Purpose

- A. The ultimate responsibility of this service committee is to the groups they serve.
- B. To create unity and fellowship between all the groups in the area.
- C. To support the needs of the groups in the area.
- D. To resolve any situations the groups cannot handle.
- E. To exchange information between the groups they serve and the OK Region.
- F. To help groups fulfill their primary purpose (Tradition #5)- "To carry the message to the addict who still suffers."
- G. The EASC shall adhere to the Twelve Steps of NA, the Twelve Traditions of NA, the Twelve Concepts for NA Service, A Guide to Local Service, and the current EASC Bylaws.

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III. Description

- A. The EASC of the OK Region was formed in September of 1985.
- B. The boundaries of the EASC shall, in general, be the eastern part of the state of Oklahoma
- C. The EASC shall be comprised of recognized groups. Groups are "recognized" by the EASC after a GSR attends EASC.
- D. The number of recognized groups in the EASC shall be flexible according to the needs of the groups.

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IV. Financial

Current NA policy suggests that money flow from Member to Group, Group to Area, Area to Region, and Region to World, with the greater percentage staying "close to home".

- A. All monies received by:
 1. Seventh Tradition
 2. Profits from Area activities shall remain in a General Fund.
- B. All EASC spending shall be approved by the EASC 2/3-majority vote of attending voting members.
- C. All monies received by Literature sales shall remain in the Literature fund maintained by the Literature committee.
- D. The EASC shall have a prudent reserve of two months operating expenses, which shall be based upon the maximum amount expended in a two-month period during the last year, to

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be submitted by the Treasurer on a calendar-year basis (each January) or a minimum amount of ~~\$2500~~.

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- E. At each regular EASC meeting, surplus funds after covering expenses, budgeted expenses, and a prudent reserve is maintained should be disbursed, to other levels of the NA service structure.
- F. Any expenses of EASC trusted servants to be reimbursed should be pre-approved, if possible and shall be submitted to the EASC treasurer.
- G. Any funds advanced, will be verified by receipt submitted to the EASC Treasurer.
- H. Any EASC bank account and/or check will require an authorized signature, but there must be at least two signers on the checking account. Signers will be the Treasurer, and two other officers.
- I. No co-signer shall make out a check to him/herself.
- J. Accurate reporting of all funds, incoming and outgoing shall be maintained and made available as necessary.
- K. The properties and/or assets of EASC are for the benefit of the groups it serves. Individuals, including trusted servants, members, or any other, shall not benefit from such properties and/or assets.
- L. Emergency funds (when standard method of obtaining approval is unavailable) can be issued upon approval of three EASC signatory officers
- M. EASC funds shall never be used as personal funds.
- N. Budgets for EASC Subcommittees shall be established as follows:
 - 1. H&I ~~\$600~~ per month (does not accrue)
 - 2. PR \$1200 per year
 - 3. Activities ~~\$2500~~ – NYE; ~~\$500 other~~ per year
 - 4. Outreach ~~\$200~~ per month (does not accrue)
 - 5. Literature Literature Office rent - ~~(\$162/month as of 8/2024)~~
- O. Subcommittee budget year shall run from April to March.
- P. A group hosting ASC shall be reimbursed \$50 for expenses.

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V. Business Meetings

- A. Regular Meetings
 - 1. Shall be open to all NA members, but closed to the general public.
 - 2. Shall be held on the last Sunday of each month, unless otherwise requested and approved by the EASC.
 - 3. Hosting of regular business meetings shall be by volunteer basis and shall be held in locations with an active NA community.
 - 4. The locations shall be announced as far in advance as possible.
 - 5. Business shall be conducted using the following, in this order.

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- a. Current By-Laws.
 - b. Appendix to the By-laws, Reference 2 "How to use the rules of order."
 - c. Current edition of Robert's Rules of Order.
6. To be recognized on the floor, a raise of the hand is necessary, followed by recognition and permission by the Chairperson.
 7. All EASC business meetings will be non-smoking.
 8. Scheduled breaks shall be after each successive one-hour period for the duration to be determined by the Chair of the meeting.
- B. Special Meetings
1. Shall be called by the EASC Chairperson by:
 - a. Notification to all EASC officers and voting members.
 - b. At least 75% of the voting members must be present.
 2. The purpose of the meeting shall be stated in the agenda. No other business will be conducted.
 3. The Chairperson shall determine the location of such meeting.
 4. A reasonable notice shall be given.
- C. Quorum
1. Trusted servants in attendance at the beginning of each meeting shall constitute a quorum.
 2. Trusted servants, arriving after quorum is established, will not be permitted to vote until after break when quorum is re-established.
- D. Steering Committee
1. The agenda of the EASC meetings shall be prepared by the EASC Chairperson and assisted by the Steering Committee.
 2. Steering Committee shall be comprised of:
 - a. Chairperson.
 - b. Vice-Chairperson.
 - c. RCM.
 - d. RCM-Alternate.
 - e. Secretary.
 - f. Treasurer.
 - g. All sub-committee Chairpersons.
 - h. All concerned GSR's.
 3. Steering Committee shall meet after sub-committees and before the business meeting.
- E. Motions
1. All main motions should be concise and submitted in writing on a "Motion Presentation Form" and submitted to the Secretary at the Steering Committee meeting, to be read in "New Business".

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2. Once a motion has been made and seconded the floor shall be open for discussion.
3. Motions affecting groups and/or NA as a whole will be made, discussed and tabled for the GSRs to take back to their Group Conscience.
4. Tabled Motions shall be addressed at the next EASC business meeting in "Old business".

F. Policy on Violent and Disruptive Behavior (See attached)

VI. Voting

A. The EASC shall have two classes of members: voting and non-voting.

1. Voting Members:

- a. Vice-Chairperson
- b. Secretary
- c. Treasurer
- d. Hospitals and Institutions Chairperson
- e. Public Relations Chairperson
- f. Activities Chairperson
- g. Literature Chairperson
- h. Outreach Chairperson
- i. Group Service Representatives (GSR's) in attendance.

2. Non-Voting Members:

- a. RCM
- b. RCM-Alternate
- c. Ad Hoc Committee Chairs
- d. Attending NA members
- e. Web Contact

B. The EASC Chairperson may only vote to make or break a tie.

C. Voting shall be by a show of hands.

D. No voting member shall carry more than one vote.

E. When a voting member is not in attendance, voting rights are passed to their alternate or Vice- chairperson, not to their temporary replacement.

F. Both voting and non-voting members have the right to introduce motions and participate in debate.

G. There will be no vote by proxy.

H. The matters to be voted on by the EASC shall be divided into two categories. (If there is a question as to what kind of issue is being voted on, the category will be determined by the Chairperson).

1. Matters affecting members, groups, or NA as a whole, which will be voted on by GSR's only.

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2. Standard operating procedures, which will be voted on by EASC trusted servants.

VII. Trusted Servants

A. Officers

1. Chairperson
2. Vice-Chairperson
3. RCM
4. RCM-Alternate
5. Secretary
6. Treasurer
7. Webcontact

B. Standing Sub-Committee Chairpersons

1. Hospitals and Institutions
2. Public Relations
3. Activities
4. Literature
5. Outreach

C. Group Service Representatives (GSRs).

1. GSRs.
2. Alternate-GSRs are considered trusted servants in the absence of their GSR.

VIII. Elections

A. The EASC positions to be filled at the regular meeting in April (voted on in January for beginning of training) are:

1. RCM
2. RCM-Alternate
3. Hospitals and Institutions Chairperson
4. Public Relations Chairperson
5. Activities Chairperson
6. Literature Chairperson
7. Outreach Chairperson
8. Webcontact

B. The EASC positions to be filled at the regular meeting in October (voted on in July for beginning of training) are:

1. Chairperson
2. Vice Chairperson

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3. Treasurer
 4. Secretary
- C. The groups elect their GSRs, using their own procedures and guidelines.
- D. EASC trusted servants shall be elected to serve a term of one (1) year, with the exception of the RCM, RCM-Alternate, Web Contact and Treasurer who are elected for a term of two (2) years.
- E. Term of office shall begin at the end of the regular business meeting at which they are elected (except those positions with a training period).
- F. If a trusted servant is elected at any other time other than in April or October, their term ends the following April or October.
- G. No EASC trusted servant should hold more than one office at the EASC at one time.
- H. No EASC trusted servant shall serve more than two terms consecutively in the same office.
- I. To be elected to any trusted servant position, the nominee must be present at the EASC meeting to respond to questions regarding qualifications, to include, but not limited to the following:
1. Attendance
 - a. Do you understand the EASC meets each month and the meeting is held at different locations in the Eastern Area?
 - b. Do you have reliable transportation?
 - c. Are you able to travel to the EASC meeting locations?
 2. Explain your service experience.
 3. Briefly explain your understanding of our 12 Traditions and 12 Concepts.
 4. Computer Skills
 - a. Do you have access to a computer?
 - b. How familiar are you with the document program Word and/or the spreadsheet program Excel?
 - c. Do you possess any other computer skills? (graphics, web page, hardware, etc.)
 - d. How familiar are you with email? (reply, copy, attach files, etc)
 - e. Explain your Internet capabilities.
 5. Financial
 - a. Explain your current financial status.
 - b. Are you employed? If not, do you have a reliable income source?
 - c. Would you say you are financially stable?
 - d. Should your service position entail handling NA funds, do you hold any reservations regarding the responsibility required to handle fellowship money or to follow any EASC issued methods for handling such money?
 - e. Have you ever mismanaged mishandled, stolen, or borrowed from NA money?

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- J. If there is no one who has the qualifications, clean time, or willingness to serve; a position may be left vacant.
- K. The EASC Vice-Chair position is an office unto itself, and therefore the Vice-Chairperson does not automatically succeed the EASC Chairperson at the expiration of the Chairperson's term.
- L. The RCM-Alternate, after the EASC approval, will assume the position of the RCM at the end of the RCM's term.
- M. Outgoing trusted servants should be willing to act in an advisory capacity to their successors.

IX. Vacancies

- A. An election to fill a vacancy in an office shall occur within two regular EASC meetings after the vacancy arises.
- B. Notice of intent to fill a vacancy shall be provided in the EASC minutes.
- C. In the case of a vacancy of the EASC Chairperson, the EASC Vice-Chairperson shall assume the duties until the end of the regular business meeting at which an EASC Chairperson is elected.
- D. In the case of a vacancy of the RCM, the RCM-Alternate shall assume the duties of RCM until the end of the regular business meeting at which a RCM is elected.
- E. When an office is vacant and there is no one willing or able to serve, the duties shall be assigned to the EASC Chairperson when the vacant position is an officer, and the EASC Vice-Chairperson when the vacant position is a standing Sub-Committee Chairperson.

X. Removal From Office

- A. An EASC Officer or Standing Sub-Committee Chair person maybe removed from office for:
 - 1. Breaking the law.
 - 2. Mismanagement of NA funds.
 - 3. Not fulfilling the duties of the office.
 - 4. Attendance.
 - 5. Jeopardizing the NA Fellowship.
- B. A GSR cannot be removed from office by the EASC. However, if there are problems, the EASC may recommend that the appropriate group seek a solution.
- C. Relapse constitutes automatic resignation in any office.
- D. Absence of any EASC elected officers from more than 3 consecutive general business meetings shall constitute automatic resignation.

XI. Qualifications of Trusted Servants

- A. In general, all EASC trusted servants must have the personal time to devote to their assignments; must be accessible to the members of the NA Fellowship; must have the interest to do a timely and thorough job; must have a proficient knowledge of the NA Steps

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and Traditions and Concepts; must be willing to accept personal inconveniences; must be willing to train other members to replace them; must be stable and must show mature judgment. In addition:

1. The RCM must have good communication skills; must understand and be able to explain the structure, business, activities, sub-committee work, problems and successes of the EASC and OKRSC; must understand and be able to convey Eastern Area group conscience to the OKRSC, and must understand and be able to convey OKRSC issues, etc., to the EASC.
 2. The RCM-Alt. should have the same abilities as the RCM.
 3. The Chairperson should have the ability to organize and plan administrative actions; should have good communication and correspondence skills; should be able to handle business with a firm, but loving understanding hand; should have good leadership abilities and should be objective, tolerant, and impartial.
 4. The Vice-Chairperson should have the same abilities as the Chairperson.
 5. The Secretary should have good organizational skills; should have a sense of order about what transpires at meetings; should have access to a typewriter or word processor; should have correspondence skills and should be conscientious, accurate and impartial.
 6. The Treasurer should have the ability to keep accurate financial records; should be conscientious, and accurate; and above all, must have mature judgment.
 7. Standing Sub-Committee Chairperson (See XV)
 8. GSR should have those abilities as designated by their respective group. However, it is suggested that their abilities be similar to those described for the RCM.
- B. It is suggested that the continuous clean time for the EASC trusted servants be:
1. Chair -- two years
 2. Vice-Chair two years
 3. Secretary two years
 4. Treasurer two years
 5. RCM -- two years
 6. RCM-Alt. -- two years
 7. GSR's and Alternate GSR's-- as designated by their groups
 8. Standing Sub-Committee Chairpersons -- two years
 9. ~~Web Contact~~- two years
- C. It is suggested that the EASC trusted servants have previous service experience, and are currently active in service work.

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XII. Duties of Trusted Servants

- A. RCM is:
1. To be in attendance at all EASC meetings or make arrangements to have his/her alternate carry out the responsibilities of the office.
 2. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.

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3. To attend and represent the Eastern Area at the meetings of the OKRSC.
4. To actively serve on ~~the~~ OKRSC ~~Fellowship Development Committee~~.
5. On occasion, e.g. when an issue has not been previously discussed by the EASC, be able to interpret the Eastern Area conscience to the OKRSC.
6. To make a report to the EASC at each regular meeting covering the business of the OKRSC.
7. To be a co-signer on the EASC bank account when such need arises.
8. Carry three votes to Region.

B. The RCM-Alt is:

1. To be in attendance at all EASC meetings.
2. In the absence of the RCM, to serve as RCM.
3. To attend and represent the Eastern Area at the OKRSC meetings.
4. To assist the RCM as necessary and as requested either by the RCM or EASC.

C. ~~The~~ Chairperson is:

1. To be in attendance at all EASC meetings or make arrangements to have the EASC Vice-Chair carry out the responsibilities of the office.
2. To chair each EASC meeting:
 - a. To act as an impartial moderator, while conducting the EASC business.
 - b. To open the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining the number of voting members present.
 - c. To conduct business, using parliamentary Procedure as a guide: to recognize members who are entitled to the floor; to enforce the rules relating to debate, and to order, and decorum; to decide all questions of order, unless in doubt the Chairperson prefers to submit such a question to the EASC for decision; to respond to inquiries of members relating to parliamentary procedure.
 - d. To state and put to vote all questions that legitimately come before the EASC as motions or otherwise arises in the course of proceedings, and to announce the result of each vote.
 - e. To respond to members' inquiries regarding factual information relating to the business of the EASC.
 - f. To declare the meeting adjourned when the EASC so votes.
3. To conduct the general correspondence of the EASC.
4. To be a co-signer of the EASC's bank account when such a need arises.
5. To appoint a chairperson and/or members for any special ad-hoc committee.
6. To be ex-officio, a non-voting member of all subcommittees.
7. To be holder of the Post Office box key.

D. The Vice-Chairperson is:

1. To be in attendance at all EASC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office relating to standing sub-committees.

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2. In the absence of the Chairperson, to serve as Chairperson.
3. To coordinate and assist the standing subcommittees, e.g. acting as a communication link between the standing sub-committee chairpersons; conveying subcommittee interests, concerns, etc., to the EASC; communicating with each standing sub-committee chairperson on a regular basis regarding projects, problems, questions, etc.
4. To be a co-signer on the EASC bank account when such a need arises.
5. To be ex-officio, non-voting member of all subcommittees.

E. The Secretary is:

1. To be in attendance at all EASC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office.
2. In absence of the Chairperson, the Vice Chairperson, and the RCM, to call the meeting to order and to preside until the immediate election of a Chairperson pro-temp.
3. To keep a record (minutes) of all the proceedings of general and special meetings of the EASC.
 - a. The EASC minutes shall be impartial.
 - b. The EASC minutes shall reflect: the opening (place, date, etc.), a complete roster of EASC recognized groups with attendance reported, all reports, unfinished business, treasury requests, and new business; all motions made and their disposition, although neither the mover nor the second needs to be named; voting (for, against, abstain) and all-important discussions whether there was a motion or not to take action.
 - c. At each regular EASC meeting, the minutes of the last regular EASC shall be read and approved as read or approved with corrections. (The GSR reports do not need to be read.)
 - d. Copies of the EASC minutes shall be distributed to recognized groups of EASC in a timely manner following each meeting.
 - e. Nothing shall go in or with EASC minutes without being brought to and/or approved at the General Business Meeting, as EASC deems appropriate.
4. To hold the Post Office Box key.
5. To maintain the EASC's files and copies of minutes and archives of past motions.
6. To keep the EASC's official voting membership roll and call the roll as group reports are given.
7. To provide current information to the OKRSC Secretary for the OKRSC mailing list.
8. To make the EASC minutes and other records available to members upon request.
9. To furnish EASC sub-committees with whatever EASC documents are required for performance of their duties and to have on hand at each meeting a list of all current EASC sub-committees and their officers.
10. To maintain record book(s) in which the EASC bylaws, special rules of order, standing rules, and minutes are entered, with any amendments of these documents properly recorded, and to have the current record book(s) on hand at every EASC meeting.

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11. To send out a notice of each EASC special meeting, known as the "call" of the meeting.
12. To conduct the correspondence of the EASC this is not a function proper to other offices or subcommittees.
13. To be a co-signer on the EASC bank account when such a need arises.

F. The Treasurer is:

1. To be in attendance at all EASC meetings, or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office.
2. To be the custodian of the EASC funds not entrusted to other offices or subcommittees.
3. To disburse funds as approved by the EASC.
4. To be the primary signer of the EASC's bank account
5. To make a written report of receipts and disbursements at each regular EASC meeting.
6. To provide receipts or include a detail of receipt in the monthly Treasurer's Report to each member or group it receives funds from; to be responsible for keeping copies of receipts and/or reports.
7. To keep a ledger of the EASC financial activities during their entire term of office.
8. To provide the EASC with an annual report at the end of their term.
9. To be responsible to maintain the P.O. Box as the Area's address, hold a key, and give keys to the Chair and Secretary.
10. To have itemized statement from Treasurer for all expenses including subcommittees.

G. The standing sub-committee chairpersons are: As outlined in XV.

H. The GSR is: The groups elect their GSR. The following describes the GSR's responsibilities in relation to the EASC only.

1. To attend all EASC meetings or to provide for his/her alternate to attend in his/her place.
2. To provide, or arrange to provide, the EASC secretary with name, address, phone number, and group represented. The EASC secretary should be notified of any changes on a timely basis.
3. To provide, or arrange to provide, current meeting information to the [EASC Web Contact \(web@eascna.org\)](#).
4. To provide a report regarding the business, activities, problems, suggestions, etc., of his/her group at each EASC meeting.
5. To interpret their group's conscience to the RCM and/or the EASC on occasion, when an issue has not been previously discussed by their group.
6. To report back to their group the business, activities, problems, suggestions, etc., of the EASC.

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XIII. Executive Committee

- A. The EASC executive committee shall be comprised of the: RCM, RCM-Alt., Chair, Vice-Chair, Secretary, Treasurer, and all Standing Sub-Committee Chairpersons.
- B. If substantial reason exists to do so, the executive committee may recommend suspension of the activities of a sub-committee; may recommend an audit of any funds under the control of the trusted servants of a sub-committee; and/or may recommend suspension of an individual on a sub-committee.
- C. If substantial reason exists to do so, the executive committee may make a recommendation that an EASC trusted servant be removed from office and that a qualified replacement be elected.

XIV. Steering Committee

The purpose of the Steering Committee is to meet between the sub-committee meetings and the general business meeting in order to discuss the agenda of upcoming business. This committee shall be comprised of EASC executive committee members, concerned GSRs and/or their alternates and shall be deemed an open meeting.

- A. The Steering Committee may make recommendations to the EASC, may help determine the agenda of each regular EASC meeting, and shall perform any other duties expressly delegated by the EASC
- B. The Steering Committee shall be subject to the orders of the EASC, and none of its acts shall conflict with any actions taken by the EASC.
- C. The Steering Committee shall meet prior to each regularly scheduled meeting of the EASC, should such be agreed upon by the members, and at any other time deemed necessary by such members.
- D. If substantial reason exists to do so, the Steering Committee may recommend suspension of the activities of a subcommittee; may recommend an audit of any funds under control of the trusted servants of a subcommittee; may recommend suspension of the activities of an individual on a subcommittee; and /or may make a recommendation that an EASC trusted servant be removed from office.

The Steering Committee shall submit a written report of its business at each regular meeting of the EASC

XV. Standing Sub-Committees

A. Description

1. Activities:

This subcommittee exists to sponsor, or assist in sponsoring, fundraising and recreational activities for the social and economic benefit of the EASC. Any N.A. entity wishing to put on an activity is encouraged to coordinate with the activity subcommittee on scheduling of said activity. This subcommittee may provide, or arrange to provide, information about all upcoming activities to the N.A. fellowship in the FASC area. This sub-committee:

- a. Shall have an annual budget of ~~\$2500 for NYE and \$500 for other events,~~

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2. Hospitals and Institutions (H & I):

This sub-committee deals with carrying the N.A. message of recovery to those in hospitals and institutions that cannot attend regular meetings and/or recognized institutional groups. This sub-committee:

- a. Interfaces with the management and other facilitators of hospitals and institutions in the Eastern Area of Oklahoma.
- b. Coordinates the legitimacy of H&I meeting within hospitals and institutions in the Eastern Area of Oklahoma
- c. Shall help unify the efforts of 12th step work within hospitals and institutions, coordinating its efforts with the groups within the Eastern Area.
- d. Literature needs for H&I facilities shall be ordered separate from the EASC Literature sub-committee.
- e. Shall have a monthly budget of \$600.00 to conduct business. This budget shall not accrue if not used.

3. Literature:

This sub-committee deals with our primary purpose, carrying the message, as it is achieved in writing. This sub-committee:

- a. May contribute written material to the OKRSC and NAWS Literature sub-committees for the development of new literature; and, may review NAWS approval literature and/or may coordinate with other sub-committees in their review of such literature.
- b. May assist the Eastern Area groups in keeping a stock of literature for distribution to members and/or groups.
- c. Provides start up kits to new groups
- d. To sell literature at cost, plus shipping and tax.
- e. Provide inventory sheet along with copies of all purchase receipts transacted each month.

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Deleted: <#>May gather, assemble, and disseminate news of recovery and the N.A. fellowship from sources within the worldwide N.A. community. A copy of each issue produced will be provided to the OKRSC Literature Sub-Committee. ¶

4. Public Relations:

This sub-committee deals with how N.A. interfaces with society, N.A.'s public image with matters of attraction through the media, informing the public that N.A. exists, and that recovery from addiction is possible through N.A. This sub-committee:

- a. May assist in arranging speakers for speaking events outside the N.A. community; may distribute information and literature relative to N.A. to entities outside the N.A. community; may coordinate media activities; may post notices of meetings; may provide public service announcements to the media; and may be in contact with professionals in public and private agencies.
- b. May arrange for telephone hot line or help line coordination among the recognized groups; and may coordinate 12th Step volunteer lists and other information needed for phone workers.
- c. Brings 200 meeting lists to the EASC business meeting each month.
- d. Shall have an annual budget of \$1200 to conduct business (this does not include cost to maintain phonenumber and website) .

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5. Web Contact:

This sub-committee is an integral part of the Public Relations sub-committee. This subcommittee deals with how EASC addresses the issues concerning websites, Facebook and the information accessible to the NA community and the general public via the Internet. This sub-committee is also part of PR. The area website shall be "www.eascna.org". This sub-committee:

- a. Shall have a working knowledge of websites, including but not limited to: website design, HTML coding, File Transfer Protocols, PDF formatting, etc.
- b. Own a computer (preferably with scanner) with Internet access, OR have readily available access to one.
- c. Shall have a working E-mail account and/or a telephone.
- d. Attend all EASC business meetings or make arrangements to obtain all necessary information if unable to attend.
- e. Shall ensure that the website content does NOT violate any of the NA Traditions. This includes but is not limited to: text, graphics, sounds, and links to other websites.
- f. Will make prompt updates to the EASC website information, including but not limited to: meeting schedules, upcoming events, links, etc.
- g. Will give a monthly report to the EASC at EASC meetings.

6. Outreach:

The main purpose of the Outreach Sub-committee is to help overcome the isolation that hinders the growth and survival of NA in our areas and groups. While the main emphasis of this committee is on outreach efforts that are aimed at the bringing geographically isolated NA groups into the larger community, fellowship development is not limited to those activities. The committee's function may also include assistance to persons and/or groups isolated by things such as personal choice, language, cultural differences, and/or physical limitations. The Outreach sub-committee shall coordinate the resources of the EASC with the needs of the individual groups. What Outreach does should depend on local needs. We shall always be outreach based. This sub-committee:

- a. Bringing unity and a message to groups: You are not alone.
- b. Conduct learning days and workshops on group related topics(such as but not limited to: GSR orientations, group booklet learning days, Tradition workshops, chairperson orientations.)
- c. Attending groups not represented by EASC, sharing the importance of group involvement in the area, and welcoming them to EASC.
- d. Passing on information about the NA service structure.
- e. Maintain communication with other ASC subcommittees.
- f. Performs any other activities that benefit the Outreach and Fellowship Development efforts in the area.
- g. Shall have a monthly budget of \$200 to conduct business. This budget shall not accrue if not used
- h. To follow EASCNA Outreach Mobile Meeting Guidelines and Policy.

B. Purposes and Responsibilities

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Deleted: <#>Maintain communication with WSO groups coordinator and WSO Data Entry section(Group Registrations) as needed. ¶

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EASC Bylaws

1. Standing sub-committees may be formed by and as the EASC deems necessary to carry on the work of the EASC.
2. Standing sub-committees are established to carry out the purposes of the EASC and are directly responsible to the EASC. A project may be initiated either by the EASC or by the standing sub- committee. Enough latitude shall be given to the standing subcommittees to conduct their routine affairs but approval for general fund expenditures shall be brought before the EASC.
3. The actions of these standing sub-committees shall be guided by the EASC's bylaws, Twelve Traditions of N.A., current N.A. service manuals, and a policy of open communication and cooperation among the standing subcommittees.
4. It shall be a duty of each EASC standing subcommittee to communicate openly and regularly, and coordinate any projects (if appropriate) with the respective OKRSC Fellowship Development(FD) Committee.
5. It shall be a duty of each EASC standing subcommittee to coordinate, as necessary, with other Area Service Committee's (ASC's) sub-committees in other areas.
6. Each EASC standing sub-committee shall coordinate its efforts with another EASC sub- committee, as appropriate and as directed. However, no standing sub committee shall perform any duties of another standing sub-committee without previous consent from that standing sub- committee's chairperson and the EASC's Vice Chairperson.
7. Each standing sub-committee shall have an EASC and/or NAWS approved set of guidelines describing its purposes, responsibilities, duties, procedures, policies, accountabilities, etc.
8. Standing sub-committees may form other internal, temporary committees to better carry out its purposes.
9. Each standing sub-committee shall make a report at the regular EASC meetings and shall submit a written report to the EASC secretary. This report should be concise and is not a duplicate of their minutes.

C. Financial

1. Funds will be made available from the EASC Treasury by the EASC as appropriate and as approved, except as such relates to the Literature Subcommittee, which maintains its own Literature Fund (see Section IV, Financial).
2. Any funds to be spent by the standing sub-committee in excess of what is approved for that sub- committee shall be approved by the EASC.
3. Each standing sub-committee will be responsible for maintaining their financial records and receipts, and shall make these available as necessary.

D. Meetings

1. Each-standing sub-committee shall meet prior to the regularly scheduled EASC meetings and at other times as deemed necessary by the sub-committee.
2. Each standing sub-committee shall be responsible for keeping a record (minutes) of all their meetings.
3. Business shall be conducted using parliamentary procedures.

E. Voting and Members

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EASC Bylaws

1. Standing sub-committee membership is open to any N.A. member having a consistent interest in that subcommittee.
2. It is suggested that the standing sub-committee chairperson not vote in any sub-committee meetings. In this way they can conduct business impartially and there will not be a duplication of voting since the standing sub-committee chairperson does carry a vote at the EASC. The sub- committee may determine other voting procedure within the subcommittee.

F. Election of Officers

1. The chairperson of each EASC standing sub-committee shall be elected by the EASC, as outlined in these bylaws.
2. The sub-committee shall elect other officers of the standing sub-committee.

G. Qualifications of Officers:

1. The chairperson
 - a. Should have very similar abilities as the EASC Chairperson.
 - b. It is suggested that the standing sub-Committee chairpersons have 2 years of continuous clean time.
 - c. It is suggested that the standing sub-committee chairpersons have previous service experience and be currently active in N.A. service structure.
2. Vice-Chairperson should have similar abilities as the standing subcommittee chairperson.
3. Other Officers, the standing sub-committees shall determine the qualifications of other officers on their sub-committees.

H. Duties of Standing Sub-committee Officers:

1. The Chairperson is:
 - a. To be in attendance at all EASC meetings or make arrangements to have their vice- chairperson or other qualified temporary replacement carry out the responsibilities of the office.
 - b. To chair each meeting of that standing sub-committee.
 - c. To coordinate the efforts of that sub-committee.
 - d. To serve as general administrator by setting the agenda, scheduling work to be done, assigning tasks to members, and arranging workshops.
 - e. To ensure that the sub-committee has the necessary information and material to accomplish its goals.
 - f. To communicate with the EASC vice chairperson and other trusted servants as necessary and as outlined by these bylaws.
 - g. To participate, as feasible, in EASC workshops.
2. The Vice-Chairperson is:
 - a. To assist the standing sub-committee chairperson, as requested; helping to organize material, reports, workshops, and may temporarily assume the duties and responsibilities of the chairperson as necessary.
3. The other officers are to be determined by the standing sub-committee, which shall also determine their duties and responsibilities.

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XVI. Ad Hoc Sub-Committees

- A. Ad hoc sub-committees shall be formed by the EASC as necessary to carry out specific tasks.
- B. All ad hoc sub-committees are directly responsible to the EASC.
- C. Funds, if necessary, will be made available as approved by the EASC. All financial records and receipts shall be submitted to the EASC Treasurer.
- D. The ad hoc sub-committee shall meet as often as necessary, and shall keep a record (minutes) of all its meetings.
- E. The ad hoc sub-committee chairperson does not carry a vote at the EASC.
- F. The ad hoc sub-committee chairperson shall be appointed by the EASC Chairperson or the EASC (as appropriate) from active members of the N.A. fellowship in the Eastern Area.
- G. The body of this ad hoc sub-committee shall be comprised of active, willing members of the N.A. fellowship selected by the EASC Chairperson or the ad hoc sub-committee, whichever is appropriate.
- H. Ad hoc sub-committees shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results, will be submitted for approval by the EASC.
- I. An ad hoc sub-committee shall exist only as long as its project and/or purpose are viable, or as long as determined by the EASC.
- J. All ad hoc meetings shall be open to the fellowship and meeting times posted in the EASC minutes.
- K. A final report of the ad hoc sub-committee's findings, recommendations, etc., shall be submitted in writing to the EASC secretary at the end of the ad hoc sub-committee's term.

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