

INLAND LAKES UNITY AREA

INLAND LAKES UNITY COMMITTEE GUIDELINES

Revised June 2016

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Article One: Name and Boundaries

- 1.01 The name of the Area shall be Inland Lakes Unity Area, hereafter known as ILUA. The name of this Area Service Committee (ASC) shall be Inland Lakes Unity Committee, hereafter known as ILUC.
- 1.02 The ILUC shall service the needs of member groups within the Area by promoting Area Unity.
- 1.03 The ILUC shall consist of any county or meeting that requests to be a part of our Area.
- 1.04 All ILUA mail correspondences to be sent to the following address:
ILUA Attention (insert title here)
621 Evans
Oshkosh, WI. 54901
- 1.05 The ILUA will rent storage space from the WRSO to store any and all Area property.

Article Two: Definition

- 2.01 The purpose of the ILUC is to be supportive of its groups and their primary purpose, by linking together the groups in our Area, by helping groups deal with their basic situations and needs, and by encouraging the growth of the Fellowship.

Article Three: Operating Functions

- 3.01 The ILUC shall maintain a mailing address and a bank account.
- 3.02 The ILUA shall donate all monies over the prudent reserve in the amounts of 75% to Wisconsin Region Service Committee (WSRC) and 25% to United States Service Conference (USSC).
- 3.03 ILUC financial polices shall include:

A. The ILUC shall maintain a prudent reserve of \$300, plus the total of working reserves that have not been dispersed at the end of each ASC.

B. The Current working reserves are as follows:

- | | |
|--|---------------------------------------|
| 1. Activities Subcommittee | \$150 (Misc) |
| 2. RCM and/or RCMA | \$100 RCM/RCMA per cycle |
| 3. Hospitals & Institutions Subcommittee | \$200 monthly for Literature |
| 4. Merchandise Subcommittee | \$500 for merchandise purchase |
| 5. Merchandise Subcommittee | \$30 to make change |
| 6. Outreach Subcommittee | \$50 |
| 7. Policy and Administrations | \$30 |
| 8. Public Relations Subcommittee | \$70 |
| 9. Public Relations Subcommittee | \$6.50/month or \$75/year for website |
| 10. Rent for ASC meeting facility | \$25 |
| 11. Secretary | \$80 |

12. Monthly Storage of WRSO belongings \$20

- C. When bad checks are passed to the ILUA, the person shall be contacted and if he/she fails to make arrangements for repayment, the treasurer shall notify the chairpersons of WRSC and Wisconsin State Narcotics Anonymous Convention (WSNAC).
- D. Money must be in the bank to write a check.
- E. All ILUC monies received by subcommittees shall be submitted to the Treasurer by the following months Area and all appropriate disbursements per policy shall be paid with an ILUA check written by the Treasurer.
- F. All expenses over a subcommittee's working reserve must be pre-approved by the ASC before the expense is incurred.
- G. All funds shall be combined into one account, to be managed by the ILUC Treasurer.
- H. Reimbursements, excluding mileage, shall not be given if there is not a receipt submitted at the time that the reimbursement is requested.
- I. All trusted servants that are either required or requested to travel as outlined in the duties and responsibilities shall be reimbursed for fuel expense at the rate of \$0.21 per map mile, by submitting an ILUC Expense Report.
- J. Reimbursements will be made only at Area Service Committee meetings.
- K. The ILUC Treasure shall present an annual report of yearly income and expenses every January to the ASC.
- L. The Secretary may receive their working reserve for the copying and mailing of the minutes between ASC's.
- M. The ILUC shall pay rent or donate literature to all facilities that hold the ASC.
- N. No two signers of the ILUC bank account may reside in the same household. The Treasurer may fund expenses for the mailing of the ILUC meeting minutes, stationary, copies, and ILUC post office box expenses without a vote at the ASC.
- O. The Easter retreat monies shall be list separately on the ILUC Treasurer's report, and will not be included when calculating the donations to WSC and WRSC, until the final disbursement to the facility is made.
- P. The ILUC shall issue a check for Hospitals & Institutions literature upon receipt of a completed Literature Order Form from the H&I Subcommittee. Any orders exceeding \$200 per month shall be approved by the ILUC at an ASC.
- Q. Speakers requested by the ILUA to travel from outside the ILUA Area to speak in the ILUA Area shall reimbursed at a rate of \$0.21 per map mile.
- R. The Merchandise Subcommittee shall submit a quote or estimate by motion at the ASC prior to any new purchases. The quote shall include:

1. Description of the merchandise
 2. Quantity being purchased
 3. Unit price
 4. Total price for all merchandise
 5. The items will be sold reflecting a %25 mark up and then rounded up to the nearest \$0.25.
 6. Any preapproved items exceeding 5% of the original base cost must be preapproved.
- S. ILUC expenditures shall be dispersed in accordance with the following list of priorities:
1. Any outstanding invoices
 2. Replenish working reserves
 3. "Old Business" financial motions
 4. "New Business" financial motions
 5. Donations as per policy 3.02
- T. The bank statement submitted for inclusion in Area minutes shall have the account number removed. Additionally, any deposits made between the dates on the statement and the ASC shall also be included in the minutes.
- U. When using ILUA money from working reserves, a receipt signed by the subcommittee chair must be submitted to the ILUC Treasurer.
- V. When money from a subcommittee working reserve does not balance with the receipts given to the Treasurer at the end of the ACS, the Treasurer or Vice Treasurer will notify the ILUC at the next ASC. Any dollar amount over \$5 that is unaccounted for, a police report will be filed with Winnebago County and further action will be considered on a case-by-case basis, led by group conscience.

Article Four: ASC Meeting

- 4.01 The ILUC shall meet every month on the second Sunday at 12:30 p.m.
- A. If the ASC meeting falls on any national holiday or convention within the region, the ASC is to be switched to meeting on the first Sunday of the month.
 - B. All ILUC monthly business is to be completed in three (3) hours if possible.
 - C. All GSRs shall meet for a GSR Meeting to be held one-half (1/2) hour before the ILUA ASC.
 1. The ILUA ASC's GSR meeting to be presided over by a GSR who is elected by the GSR's to a 3 month term by a simple majority vote at the GSR's meeting.
 2. A facilitated training for all GSR's and GSRA's will take place every other month during the monthly GSR meeting. This session is to be led by the elected GSR and to include information on ILUA guidelines,

Roberts Rules of Order, the Guide to Local Service and other topics as selected by the elected GSR.

- 4.02 Any business directly pertaining to the welfare of any ILUC groups shall be dealt with on a priority basis.
- 4.03 The ILUA ASC shall be open to all members of Narcotic Anonymous.
- 4.04 The format for the ILUA shall be as follows:
- A. Service Worker's Prayer
 - B. Reading of the *Twelve Concepts of Narcotics Anonymous*
 - C. Reading of the *Twelve Traditions of Narcotics Anonymous*
 - D. Roll Call, with Group, Subcommittee, and Executive reports, except treasurer's report.
 - E. Elections
 - F. Old Business
 - G. Treasurers Report
 - H. New Business
- 4.05 There will be no 7th tradition collected at the ILUC monthly meeting and the monthly rent will be taken out of the Area Treasury.
- 4.06 A Loose version of "Roberts Rules of Order" shall be used at each ILUC ASC.
- A. A copy of these "Rules of Order" shall be given:
 - 1. To each GSR
 - 2. To any Trusted Servant elected to a new position who needs one.
- 4.07 Group reports will be submitted on an ILUC Report form and will be printed in the minutes. During the Group reports section of the meeting only those groups with a special issue will be encouraged to give a verbal report.
- 4.08 Monthly reports by all Officers (except the Treasurer) and sub-committee chairpersons need to be clearly written and turned in to the Secretary before the end of the ASC or the minutes will state that no report was given.
- A. The ILUC Merchandise Inventory Report Form shall be used by the Merchandise Subcommittee and submitted at each ASC.
 - B. The ILUC Activities Expense Form shall be used by the Activities Subcommittee and submitted at each ASC after a function, camp out or retreat.
- 4.09 If minutes are distributed at least two (2) weeks before the next monthly ILUA ASC, it will not be necessary to read them before they are amended and/or approved.

Article Five: Participants

5.01 GSRs form the voting body of the ILUC ASC.

- A. In the event of a GSRs absence, that group's duly elected Group Service Representative Alternate (GSRA) or duly appointed group representative shall have all of the rights and responsibilities of the GSR.

5.02 GSRs shall be given first priority by the ILUC Chairperson in the discussion of any motions that come before the ASC.

5.03 Non-voting members may be recognized by the chairperson, but they are encouraged to use voting ILUC a members for purposes of communication.

Article Six: Trusted Servants

6.01 ILUC trusted servants shall be defined as any member of the Executive Committee or Subcommittee Chairpersons and shall only hold one of these positions at a time.

6.02 No Trusted servant elected by the ILUC shall serve more than two (2) consecutive terms in the same position.

6.03 Holding concurrent positions:

- A. Any member of the Executive Committee cannot hold a group GSR position while he/she is serving on the Executive Committee.
- B. GSRs can hold any subcommittee chair positions except Policy and Administration chairperson.

6.04 Any members of Narcotics Anonymous who meet the qualification for a Trusted Servant position (see Article Seven) may be elected to that service position.

6.05 Trusted servants of the ILUC shall fall into two (2) groups;

A. Executive Committee

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

B. Subcommittee Chairpersons

- 1. Public Relations
- 2. Hospitals & Institutions
- 3. Policy & Administration
- 4. Activities
- 5. Literature
- 6.Outreach
- 7.Merchandise

6.06 Subcommittee Chairpersons and Executive Committee persons shall review their corresponding ILUC guidelines and submit any suggested amendments, additions, and/or omissions to the Policy and Administration Subcommittee Chairperson no later than one month before the end of their current term.

Article Seven: Qualifications for Trusted servants

7.01 It is recommended that all potential candidates for ILUC positions follow these general qualifications:

- A. The willingness and desire to serve.
- B. An understanding of the Twelve steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous through practical understanding.
- C. The time and resources to be an active participant.

7.02 All service positions are a (1) year commitment except for Ad Hoc committees. Ad Hoc's commitment will be as long as the task assigned to do is finished.

7.03 Specific qualifications for ILUC Officer Positions are:

A. Chairperson

- 1. A minimum of three (3) years continuous clean time.
- 2. A minimum of two (2) years of NA service experience.
- 3. A working knowledge of ILUC Guidelines and rules of order.

B. Vice Chairperson

- 1. A minimum of two (2) years continuous clean time.
- 2. A minimum of one (1) year of NA service experience.
- 3. A willingness to learn ILUC Guidelines and rules of order.

C. Secretary

- 1. A minimum one (1) year continuous clean time.
- 2. The ability to take notes of proceedings and to type.
- 3. A willingness to learn ILUC Guidelines and rules of order.

D. Treasurer

- 1. A minimum two (2) years continuous clean time.
- 2. A minimum of one (1) year of NA service experience.
- 3. The ability to balance an account and keep records.
- 4. Personal financial stability.
- 5. Must be eighteen (18) years of age or older.
- 6. A willingness to learn ILUC Guidelines and rules of order.

E. Vice Treasurer

- 1. A minimum two (2) year continuous clean time.
- 2. A minimum of one (1) year of NA service experience.
- 3. The ability to balance an account and keep records.
- 4. Personal financial stability

5. Must be eighteen (18) years of age or older.
6. A willingness to learn ILUC Guidelines and rules of order.

F. Regional Conference Member (RCM)

1. A minimum of two (2) years continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.
4. The ability to attend The WRSC and to travel as directed by the ILUC or as requested by any group in the area.

G. Regional Conference Member alternative (RCMA)

1. A minimum of 18 months continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.
4. The ability to attend The WRSC and to travel as directed by the ILUC or as requested by any group in the area.

H. Subcommittee Chairpersons

1. A minimum one (1) year continuous clean time.
2. A minimum of six (6) months NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.

Article Eight: Duties and Responsibilities of ILUC Officers

8.01 Chairperson

- A. Presides over all ILUC ASCs.
- B. Uses ILUC Rules of Order to maintain order and facilitate committee procedure.
- C. Follows the established ILUC agenda, suspending the order of the day when necessary to accommodate special business.
- D. Recognizes participants to the floor.
- E. States and puts to a vote all motions that legitimately come before the assembly.
- F. Refrains from discussing any motion while presiding over the meeting.
- G. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly for a decision.
- H. Facilitates ILUC meetings with fairness and impartiality.
 - I. Expedites business in every way compatible with the rights of all participants and observers.
 - J. Appoints all ILUC special and Ad Hoc committees.
 - K. Is a non-voting member of all ILUC subcommittees
 - L. Is a co-signer on the ILUC bank account
 - M. Maintains a written synopsis of responsibilities for each subcommittee to be available at each ASC.
 - N. Maintains a current mailing list of all trusted Servants.

8.02 Vice Chairperson

- A. Performs all the duties and responsibilities of the chairperson, with all the rights and powers held therein, in the absence of the ILUC Chairperson.
- B. Maintains lines of communication between the ILUC and all GSRs in the Area throughout the year.
- C. Acts as a liaison between all ILUC subcommittees.
- D. Is an *ex officio* non-voting member of all ILUC subcommittee's
- E. Shares responsibility for the duties of a subcommittee without a chair or vice-chair with the RCM and the RCMA.
- F. Advises the ILUC in matters concerning Area Guidelines.

8.03 Secretary

- A. Is responsible for written records of all ILUC meeting excluding subcommittee meetings.
- B. Maintains a mailing list of all ILUC members and groups.
- C. Takes notes and develops minutes for each ILUC meeting:
 - 1. Will print or email needed copies of the minutes each month, they will distribute to the GSRs or to the meeting they represent, ILUC Trusted servants, WRSC, Regional Delegate (RD), WRSC H&I Chairperson, and WRSC Outreach/Unity Chairperson.
 - 2. Anyone else who would like a copy of the minutes needs to request a copy from the ILUC Secretary.
 - 3. To report monthly on all income and expenses in the minutes.
 - 4. That the minutes of the ILUC; when addressing policy changes, state the current policy and also what the new policy would state.
 - 5. A bullet sheet to go as a top sheet on the minutes that would list:
 - a. New motions.
 - b. time, date, location of subcommittee meetings, those area meetings in help needed at those meetings and directions to the ILUC ASC.
 - 6. That a motion be listed verbatim in the minutes, state that it was moved and seconded, and list the vote count (yes/no/abstain)
 - 7. Include in the minutes a list of attendance at the last ILUC ASC, first names and first initial of last name, addresses, phone numbers, email addresses, and position held.
 - 8. The secretary can be a co-signer on the ILUC bank account.

8.04 **Treasurer**

- A. Is custodian of all ILUC funds
- B. Signs all ILUC disbursement checks; excluding checks to him/her self and ensures that all approved ILUA checks have two qualified signers.
- C. Keeps an accurate record of all transactions.
- D. Presents at each ILUC ASC a monthly financial report and a copy of the bank statement from the preceding month.
- E. Collects and deposits into the ILUC bank account all donations from individuals and groups.
- F. Will be a signer on the ILUA Checking account.

8.05 **Vice Treasurer**

- A. Assist in the preparation of Treasurer's Reports, organization of records, and the handling of receipts when requested by the ASC Treasurer.
- B. In the absence of the ASC Treasurer, performs all duties and responsibilities of that office during the ASC meeting.
- C. Is a co-signer on the ASC bank account, with the same restriction on signing the checks as the Treasurer, that being that he/she may not sign a check to him/her self.
- D. Will be a signer on the ILUA checking account.

8.06 **Regional Committee Member**

- A. Strives to embody and express the group conscience of the ILUC in all NA service activities.
- B. Represents the ILUC at the WRSC, presenting a report at every WRSC meeting.
- C. Presents a report to the ILUC covering all relevant business that transpired at the previous WRSC meeting.
- D. Attends all ILUC ASC meetings and when requested and possible, any group in the Area.
- E. Compiles and maintains a list of all acronyms used at the Area, Regional, and World level of Narcotics Anonymous to be given to the ILUC Secretary. This list will be given to all present and future ILUC members and groups.
- F. Provides the ILUC with information from neighboring Areas and their activities (conferences, dances and functions, etc.)
- G. Attend as many ILUC and Regional functions as possible.
- H. Performs all duties and responsibilities in the absence of the chairperson and vice chairperson.
- I. The RCM can be a co-signer on the ILUC bank account.

- J. Shares responsibility for the duties of a subcommittee without a chair or vice-chairperson with the vice-chairperson and the RCMA.

8.07 **Regional Committee Member Alternate**

- A. Performs all the duties and responsibilities of the RCM at the ILUC, ASC, and WRSC, in the absence of the RCM.
- B. Works closely with the RCM in preparation of becoming RCM (if elected).
- C. Assists the RCM in attending ILUC group meetings, when requested and possible.
- D. Attends the WRSC, working together with the RCM in representing the group conscience of the ILUC.
- E. Attends as many ILUC and Regional functions as possible.
- F. The RCMA is a co-signer on the ILUC bank account.
- G. Strives to embody and express the group conscience of the ILUC in all NA service activities.
- H. Shares responsibility for the duties of a subcommittee without a chair or vice-chairperson with the vice-chairperson and the RCM.

Article Nine: Voting Procedure

- 9.01 Voting at ILUC meetings will be by GSRs, GSRA (in the absence of the GSR) or a duly appointed group representative with the Chairperson voting only in the event of a tie.
- 9.02 In the absence of a GSR, the duly elected GSRA carries the group's vote.
- 9.03 When voting on ASC meeting motions each GSR, GSRA or a duly appointed group representative is entitled to one vote, when voting on policy changing motions a GSR, GSRA or duly appointed group representative has one vote for each group he/she represents.
- 9.04 A quorum (10 GSRs) must be present for any voting to occur.
- 9.05 Voting shall be cast by the show of hands. Unless a GSR, GSRA or designated group representative request that voting occur by ballot. Policy changing motions require a 2/3 majority to pass, while meeting motions require a simple majority.
- 9.06 An abstaining vote shall be reflected in the vote count, but will not count as a "yes" or "no" vote.
- 9.07 All motions must be submitted to the P&A Chair in writing for review before the motion is voted on.
- 9.08 Any motion made at a Policy and Administration subcommittee meeting will go back to the ASC for discussion

and then sent right back to groups for voting.

9.09 All non-policy will be voted on at the current ASC.

9.10 The Policy and Administration Chair will determine at ASC if a motion should go back to a policy subcommittee meeting to be discussed, if policy chair decides motion needs changing, motions will be submitted to the policy subcommittee for clarification so that there is no conflict or to resolve conflict with current policy, without changing the intent of the motion.

9.11 The ILUC Treasurer shall be consulted before any budgetary expenditure are voted on.

9.12 Any changes, additions, or deletions in policy requires a 2/3 majority vote of those GSRs present, after the GSRs have taken the motion back to their groups for a group conscience vote.

9.13 Any member of NA may make a motion, but only GSRs, dually elected GSRA's, and representatives may second motions.

9.14 Motions submitted by any subcommittee shall not require a second at the ASC.

Article Ten: Elections

10.01 Nominations shall be open to members of Narcotics Anonymous as long as they meet the qualifications stated in Article Seven.

10.02 All nominees must be present at the time of their election to be elected.

10.03 Voting shall be cast by the show of hands. Unless a GSR, GSRA or designated group representative request that voting occur by ballot. Policy changing motions require a 2/3 majority to pass, while meeting motions require a simple majority.

10.04 During the election of an Area chairperson the vice-chairperson (if we have one) shall assume their duties and responsibilities. In the absence of a vice-chair the RCM shall assume them.

10.05 ILUC Trusted Servants shall take office at the end of the ASC at which they are elected.

10.06 Subcommittee Vice Chairpersons, Secretaries and Treasurers will be elected by members of those sub-committees.

10.07 In the event that the current chairperson of the ILUC is up for re-election or rotation, the duties and responsibilities shall be turned over to the vice-chair, then the RCM for the duration of that voting process, after which the current chairperson will resume their duties and responsibilities.

Article Eleven: Removal of Trusted Servants

- 11.01 A 2/3 majority vote of those GSRs present is required for the removal of an ILUC Trusted Servant
- 11.02 ILUC Trusted Servants and GSRs will be considered absent if not in attendance for the entire ILUC ASC.
- 11.03 The ILUC may declare vacant the office of any ILUC Trusted Servant who has:
- A. Been absent from two (2) consecutive ASC meetings, unless they are represented.
 - B. The ILUC may declare vacant any subcommittee chairperson position if the duly elected chairperson misses two (2) subcommittee meetings during his/her term.
 - C. No ILUC Trusted Servant shall be removed from office without cause.

Article Twelve: Subcommittees

- 12.01 In order to minimize the amount of time spent in debate and to further achieve our primary purpose, a subcommittee system shall be used by the ILUC.
- 12.02 Subcommittee members (excluding chairpersons who have additional requirements per Article Seven) need only be clean and have the willingness and desire to serve
- 12.03 Major decisions and matters of group conscience concerning activity shall be the responsibility of the ASC as a whole.
- 12.04 Each subcommittee must develop written guidelines and a statement of purpose and submit them to the ILUC ASC.
- 12.05 Each subcommittee is autonomous and may delegate members for certain tasks, but they are directly responsible to the ILUC ASC.
- 12.06 Each Subcommittee shall submit a written report at each ILUC ASC consisting of subcommittee meeting minutes, subcommittee plans and proposals, and all financial transactions.
- 12.07 Each subcommittee shall be conducted in accordance with the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 12.08 Subcommittee Chairpersons need to announce the next two (2) subcommittee dates, times and places at the ILUC ASC.
- 12.09 All subcommittees have a set of ILUC guidelines that the meetings can follow.
- 12.10 Duties and responsibilities of specific ILUC Subcommittees are:

A. Policy and Administration

1. Shall consist of a chairperson, a vice chairperson and any interested member of Narcotics Anonymous.
2. Deals with the policies and procedures of the ILUC. General polices are addressed in our Traditions and Concepts, however the applications of these by the ILUC are concern of this subcommittee.
3. Is responsible for the maintenance and revision of our Area Guidelines.

- a. shall print and distribute an updated copy of ILUC Guidelines annually at the January ASC to all ILUA Groups, ILUC Subcommittees, and ILUC Executives.
- b. to maintain an updated record of all addendum of policy quarterly. To also update on hard copy, per request, if five or more changes have been made in one month.

4. Deals with violations of the Twelve Traditions within the Area.

When incident cannot be resolved, this subcommittee will present the alleged violation and circumstances involved to the WRSC Policy subcommittee for further review.

5. This subcommittee acts only when the ILUC ASC charges it to do so.

6. The Policy & Administration Subcommittee shall maintain the ILUC Archives. The Archives shall consist of, copies of all motions for three years.

7. The chairperson can be a co-signer on the ILUC bank account.

8. Strives to embody and express the group conscience of the ILUC in all NA service activities.

B. Public Relations

1. Shall consist of a chairperson, vice chairperson and any interested member of Narcotics Anonymous.
2. Acts as a resource for those who wish to carry the NA message through public information activities.
3. Activities that the subcommittee initiates may include:
 - a. Direct mailings to establish lines of communication between NA groups and area agencies.
 - b. Supplying information to Area for radio spots, public service announcements, radio talk shows, etc.
 - c. Supplying information and guidance to the Area on

- press announcements, arranging any interviews, any requesting facility or organization.
 - d. Coordinating public speaking engagements with any requesting facility or organization.
 - e. Setting up displays of NA information (i.e: meeting lists and IPs) Area functions.
4. Is responsible for maintaining the archives of letters used in the direct mailings to area agencies and meeting lists for three years.
 5. Is responsible for compiling, printing and distributing an Area meeting list quarterly.
 - a. To include the WRSC, WSO, and ILUA web page addresses in the ILUA meeting lists.
 - b. To include mailing address and web address for ILUA, WRSO, and the WSO in addition to telephone numbers for WRSO and the NA toll free helpline telephone number.
 - c. To include the statement “**NO ADDICT TURNED AWAY**” in capitol and bold letters on the bottom of the meeting lists under the statement “Each group has but one primary purpose, to carry the message to the addict who still suffers.”
 - d. New meetings are to attend two consecutive ASC meetings before being put on the meeting list.
 6. Is responsible for getting new meetings registered with the WRSC, WSO, and to make sure they are notified about all meeting changes.
 7. Will be responsible for updating function and meeting information on the ILUA help line
 8. Strives to embody and express the group conscience of the ILUC in all NA service activities.
 9. Is responsible for maintenance and updating the ILUA Web page
 - a. the P&R subcommittee may contract the maintenance tasks to NA members or professionals outside of the P&R subcommittee as needed
 - b. the domain registrant will be owned by the ILUC
 - c. To archive web edited minutes on the ILUA hosting server.

C. Hospital & Institutions

1. Shall consist of a chairperson, vice chairperson and any interested person who is a member of Narcotics anonymous.
2. Acts as a resource for any NA members and groups who wish to carry the message to those who cannot come to us, who are in hospitals and institutions.

3. Provides supplies, information, literature and materials to those persons defined in “2”.
4. Compiles, maintains and updates lists of institutions in our area (i.e. hospitals, treatment centers, correctional facilities, armed services or related facilities, drug/correctional diversionary programs, etc.)
5. Assists H&I coordinators with meeting formats and helps to establish contact with the H&I facilities.
6. Establishes guidelines that H & I meetings can operate under.
7. Strives to embody and express the group conscience of the ILUC in all NA service activities.
8. To hold, in conjunction with the September function, an H&I learning day and assist with this function as outlined in (D) Activities #5b.

D. Activities

1. Shall consist of a chairperson, vice chairperson, and any interested member of Narcotics Anonymous.
 2. Is responsible for holding area activities (dances, parties, picnics, camp-outs and retreats etc).
3. Has the primary purpose of promoting Area unity, and a secondary purpose of raising funds.
4. Is responsible for providing ILUA and WRSC fliers at all Area functions.
5. Should be able to hold functions at the subcommittee’s discretion in order to avoid function burnout but must hold the H&I and PR functions annually and the Spiritual Retreat over Easter weekend.
 - a. That the September (Service Session) function be an H&I fundraiser put on by joint cooperation of the H&I Subcommittee and Activities subcommittee.
 - b. one function each year shall be designated as a PR fundraiser & awareness function put on by joint cooperation of the PR Subcommittee & Activities Subcommittee
 - c. That a Basic Text is kept on hand to give away to the newcomer during the “clean time countdown.”
 - d. The committee is responsible to maintain a newcomer scholarship fund program for the spiritual retreat over Easter weekend.
6. Is responsible for creation and distribution of fliers announcing Area functions (to be approved by the ILUC)
7. The Activities Subcommittee will be sole decision maker of whether or not outside Areas, groups or individuals will be able to use ILUC property.

8. The Activities Subcommittee shall utilize a written contract with each DJ and facility. A copy of each contract shall be maintained in the Activities binder.
9. The chairperson can be a co-signer on the ILUC bank account.
10. Strives to embody and express the group conscience of the ILUC in all NA service activities.

E. Literature

1. Shall consist of a chairperson, vice chairperson and any other interested member of Narcotics Anonymous.
2. Shall seek input on ideas for NA literature, then compiles, reviews and distributes such material.
3. Is responsible for the distribution of Starter Kits to all new meetings if approved by Area. The following is to be included in a starter kit for new groups (est. cost of \$87.27 as of 10/08/15):
 - a. 5 of each key tag
 - b. 5 of the White books
 - c. 5 of each I.P.(1,2,5,6,7,8,9,11,13,14,16,22,23,24,26,28&29)
 - d. 3 of each S.P(5&6)
 - e. 1 Basic Text
 - f. New Group Service Information Folder (A Guide to Local Service, ILUA Committee Guidelines, The Group Booklet, Service Workers Prayer and 12 Concepts for NA Service)
4. Strives to embody and express the group conscience of the ILUC in all NA service activities.
5. All literature purchases by committees or subcommittees shall come directly from the WRSO or be charged to the committee or subcommittee that requests them.

F. Outreach

1. Shall consist of a chairperson, vice chairperson, and any interested member of Narcotic Anonymous.
2. This committee shall bridge communication between the ASC and those meetings identified as being in need of support as well as those that lack representation at Area.
3. Strives to embody and express the group conscience of the ILUC in all NA service activities.
4. The chairperson of the Outreach subcommittee will maintain a log of mileage to and from meetings in need and lacking support, as stated in policy 3.03K.

G. Merchandise

1. Shall consist of a chairperson, vice chairperson and any interested member of Narcotics Anonymous.
2. Is responsible for the development, purchase and sale of ILUC approved merchandise (clothing, pins, cups, etc.)
 - a. all leftover dated and event specific items, 30 days after the event, will be sold at a discounted rate of 15% above cost marked up to the nearest \$0.25.
 - b. all leftover dated and event specific items, 6 months after the event, will be sold at cost marked up to the nearest \$0.25
 - c. all non-event specific item(s), after a period of one year after purchase, may be reduced to the sale price of cost marked up to the nearest \$0.25.
3. The chairperson can be a co-signer on the ILUC bank account.
4. The ILUC must approve donation of any ILUC merchandise.
5. The purpose of this subcommittee is to generate monies for the ILUC
6. The Merchandise Subcommittee shall sell merchandise at all ILUC sponsored events.
7. Strives to embody and express the group conscience of the ILUC in all NA service activities.
8. The Merchandise Subcommittee has the ability to trade an item(s) for an item(s) of equal value, with another NA body for the purpose of generating unique auction or raffle items to be used at our area's events.

Article Thirteen: Miscellaneous

13.01 All issues not covered herein may be described in the World Service Conference "*Rules of Order.*"

13.02 ILUC ASC flyer distribution policy shall be as follows:

A. Flyers from WRSC shall be distributed at the ASC.

B. ILUC flyers shall be given to the RCM for distribution at WRSC.

13.03 ILUC shall adopt the unity logo as the ILUA logo.