

INLAND LAKES UNITY AREA
COMMITTEE GUIDELINES
Updated 4.1. 2022

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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 The ILUA mail correspondences to be sent to the following address:
ILUA Attention (insert title here)
732 N. Main Street
Oshkosh, WI 54901
- 1.05 In the event of a change, storage of all area property will be voted on at ASC.

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 deals with their basic situations and needs, and by encouraging the growth of the Fellowship.

ARTICLE THREE: Operating Functions

- 3.01 The ILUA shall maintain a mailing address and a bank account.
- 3.02 The ILUA shall donate any excess funds over the working reserve after funds have been distributed to past and current bills and subcommittees in the amount of 50% to Wisconsin Region Service Committee (WSRC) and 50% to the World Service Office (WSO) every March, August, and November.
- 3.03 ILUA financial policies shall include:

- A. The ILUA shall maintain a prudent reserve of \$300
- B. The current working reserves are as follows:

| | |
|---|----------------|
| 1. Activities Subcommittee | \$400.00/month |
| 2. RCM and/or RCMA | \$90.00/month |
| 3. Hospitals & Institutions Subcommittee (Literature) | \$275.00/month |
| 4. Merchandise Subcommittee | \$325.00/month |
| 5. Merchandise Subcommittee (Change) | \$30.00/year |
| 6. Outreach Subcommittee | \$50.00/month |
| 7. Policy and Administration | \$30.00/year |
| 8. Public Relations Subcommittee | \$40.00/month |
| 9. Public Relations Website | \$120.00/year |
| 10. Rent for ASC Meeting Facility | \$25.00/month |
| 11. Secretary | \$40.00/month |
| 12. Storage of ILUA Property | \$35.00/month |
| 13. Insurance Coverage | \$35.00/month |
| | \$288.00/year |

- C. Theft of NA Funds: If theft is detected:

a. Where all accounting procedures and safeguards followed? If “Yes,” see Article 3.03, D. If “No,” see Article 3.03, C.a.i., below.

i. When accounting procedures and safeguards have not been followed, there should be a thorough review of all accounting records and financials reports conducted by the Executive Committee to make sure the funds were actually stolen.

ii. Once the theft has been confirmed through the review of the accounting records and financial reports, the amount of funds stolen and the individual that stole the funds can be detected. The handling of these stolen funds will be addressed as detailed in Article 3.03, D thru H

iii. If any accounting practices need to be addressed to avoid future theft, the ILUC Chair will appoint an adhoc committee to address revision of accounting practices.

D. Procedures to Address Stolen Funds:

a. Once theft has been detected, the Executive Committee will schedule a meeting, ensuring that the individual(s) that stole the money is informed of the meeting and given the opportunity to present his/her side of the incident.

b. The meeting will follow a format that allows enough time for everyone involved to express their feelings and concerns. Thus, allowing input from everyone as well as providing the opportunity for a defusing process.

c. After everyone has been heard, there will be a break in the meeting to allow all present enough time to absorb the information, get in touch with their Higher Power, and focus on spiritual principles, before coming back to the meeting to decide on the best course of action.

E. Admission and Agreement of Restitution:

a. When the individual admits to the theft and agrees to pay back missing funds, a restitution agreement will be created. The restitution agreement will include, but not be limited to:

i. Payments at a regular interval, such as monthly, that is acceptable by the Executive Committee;

ii. A set amount that will be paid at the determined interval;

iii. The restitution agreement will be signed by the individual(s) that committed the theft as well as at least one witness;

iv. The restitution agreement can be a legal document that is drafted by a lawyer at the descension of the Executive Committee; and/or

v. The individual(s) that committed the theft will be informed that if the restitution agreement is not followed, ILUC will take legal action based on the signed and witnessed restitution agreement.

F. Report of Theft Publishing:

- a. A summary report of the Executive Committee meeting shall be submitted to the Secretary for submission in the monthly Minutes, while protecting the anonymity of the individual(s) involved.
 - b. Monthly reports on the status of the restitution agreement will be submitted for the monthly Minutes until the restitution agreement is satisfied, discussed under Old Business as Restitution Agreement stating if or if not the payment was made.
- G. No Appearance at Special Meeting: If the individual does not show up for the Executive Committee meeting, the Executive Committee will ensure that every effort to contact the person has been made. This contact should be registered mail with a letter explaining that review of the financial records has been completed and shows facts that the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter.
- H. Refusal to Pay: If the individual refuses to repay the money or agrees to a restitution agreement but does not follow through with the agreement, or the individual has disappeared. The Executive Committee will report such incident(s) to GSR's at next ASC. The GSR's can vote to take legal action. Legal action can include, but not be limited to:
- a. Reporting the theft to law enforcement; and/or
 - b. Seeking restitution through Small Claims Court.
- I. Bad Checks: When bad checks are passed to ILUA, the same procedures as theft of funds should be followed.
- J. All ILUA monies received by subcommittees shall be submitted to the Treasurer by the following month's ASC and all appropriate disbursements per policy shall be paid with an ILUA check written by the Treasurer or Vice Treasurer.
- K. All expenses over a subcommittee's working reserve must be pre-approved by the ASC before the expense is incurred.
- L. All funds shall be combined into one account, to be managed by the ILUA Treasurer.
- M. Reimbursements, excluding mileage, shall not be given if there is not a receipt submitted at the time that the reimbursement is requested.
- N. 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 ILUA Expense Report.
- O. Reimbursements will be made only at Area Service Committee meetings.
- P. The ILUA Treasurer shall present an annual report of yearly income and expenses every January to the ASC.
- Q. The ILUC shall pay rent to all facilities that hold the ASC.
- R. No two signers of the ILUA bank account may reside in the same household.
- S. The ILUA shall issue a check to WRSO for Hospitals & Institutions literature upon receipt from WRSO at the ASC.

- T. Speakers requested by the ILUA to travel from outside the ILUA to speak in the ILUA service body shall be reimbursed at a rate of \$0.21 /map mile.
- U. ILUA expenditures shall be dispersed in accordance with the following list of priorities:
 - a. Any outstanding invoices;
 - b. Replenish working reserves;
 - c. “Old Business” financial motions;
 - d. “New Business” financial motions; and
 - e. Donations as per policy 3.02.
- V. The bank statement submitted for inclusion in ASC Minutes shall have the account number removed. Additionally, any deposits made between the dates on the statement and the ASC meeting shall also be included in the ASC Minutes
- W. When using ILUA money from working reserves, a receipt signed by the subcommittee Chair must be submitted to the ILUA Treasurer.
- X. When money from a subcommittee working reserve does not balance with the receipts given to the Treasurer at the end of the ASC, the Treasurer or Vice Treasurer will discuss the differences with the subcommittee Chair. If the subcommittee Chair is not able to reconcile the difference, the Treasurer or Vice Treasurer will notify ILUA at the next ASC.
- Y. ILUA shall carry annual liability insurance. Any changes to the ILUA liability insurance policy must be voted on at the ILUA by GSRs.
 - a. Single point of accountability for the liability insurance will be the ILUA Treasurer/Vice.
 - b. Treasurer/Vice Treasurer is responsible to obtain a security “code” with the insurance provider to access policy requirements when contacting the insurance company.
 - c. Copies or certificate of insurance (COI) will be held by Activities Chair and original with Treasurer.

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 GSRs to a 3 month term by a simple majority vote at the GSR Meeting.
 - 2. Training for GSRs, GSRAs and Reps. A facilitated training meeting will take place every odd month during the GSR meeting. To be lead by the Policy and Administration chair or a duly appointed representative and to include information on the ILUA Guidelines, Roberts Rules of Order, The Guide to Local Service, etc.
 - 3. A facilitated training for all GSRs and GSRAs will take place every 3 months prior to the

monthly GSR meeting. The session is to be led by the RCM and/or RCMA and to include information on ILUA Guidelines, Robert's Rules of Order, the Guide to Local Service, and other topics as selected by the RCM/RCMA.

- 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 Narcotics Anonymous.
- 4.04** The format for the ILUA ASC 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 reports, subcommittee reports, and executive committee reports, except treasurer's report.
 - E. Elections
 - F. Old Business
 - G. Treasurer's report
 - H. New Business
- 4.05** There will be no 7th tradition collected at the ILUC ASC.
- 4.06** A loose version of "Robert's Rules of Order" shall be used at each ILUC ASC.
 - A. A copy of these "Rules of Order" shall be given to any duly elected or appointed representative new to the position who requests 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 subcommittee 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, campout 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 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 the 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 qualifications 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 and Institutions
 - 3. Policy and 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 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 following 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 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) 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.
- 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 (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. Can be 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 communications 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 subcommittees
- E. Shares responsibility for the duties of a subcommittee without a chair or vice-chair with the RCM and RCMA.
- F. Advises the ILUC in matters concerning Area Guidelines, in the absence of the Policy and Administration chairperson.

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 a s 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 ILUA ASC.
 - c. Area meetings that need support
 - d. Three (3) upcoming dates and directions for the ILUA ASC meetings
 - 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 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/herself 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 the 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.
- 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 can be 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 RCM.

Article Nine: Voting Procedure

- 9.01** Voting at ILUC meetings will be by GSRs, GSRA's (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, or a duly appointed group representative carries a 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 $\frac{2}{3}$ 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 motions 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 a 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 expenditures are voted on.
- 9.12** Any changes, additions, or deletions in policy requires a $\frac{2}{3}$ 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, duly 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** ILUC Trusted Servants shall take office at the end of the ASC at which they are elected.
- 10.04** Subcommittee Vice Chairpersons, Secretaries and Treasurers will be elected by members of those subcommittees.
- 10.05** 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 $\frac{2}{3}$ 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 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 policies are addressed in our Traditions and Concepts, however the applications of these by the ILUC are the 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 the 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. The Policy & Administration subcommittee shall maintain the ILUC archives. The archives shall consist of copies of all motions for three years.
 - 6. The chairperson can be a co-signer on the ILUC bank account
 - 7. Strives to embody and express the group conscience of the ILUC in all NA service activities.
 - 8. Is responsible to facilitate, or choose a representative to facilitate, a training for GSR's, GSRA's, and Rep's. This training will take place during the GSR meeting every odd month. It is to include information on the ILUA Guidelines, Roberts Rules of Order, The Guide to local

Service, Etc.

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 mailing 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), at 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 Area meeting lists quarterly.
 - a. To include the WRSC, WSO, and ILUA web page addresses in the ILUS meeting lists.
 - b. To include mailing address and web address for ILUA, WRSO and the WSO in addition to the 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 helpline.
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.
10. Will maintain the ILUA Public Relations contact list.

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 material 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. Activites

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.
 - a. All participants in IUA sporting events, campouts, and retreats will sign a release of liability waiver, to be provided by the activities chair.
 - b. In the event of an incident an incident report will be filled out by the activities chair or their designee immediately following the incident.
 - c. The incident report will be turned in to the “single point of accountability” for liability insurance (per guideline 3.03.A) and will be notified by activities chair with in 24 Hours of the incident.
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 for all area functions.
5. Should be able to hold functions at subcommittee 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. The September Service Session function be an H&I Awareness event put on in joint cooperation of H&I subcommittee and Activities subcommittee.
 - b. One function each year shall be designated as a PR awareness event put on by joint cooperation of the PR subcommittee and Activities subcommittee.
 - c. A Basic Text is kept on hand to give away to the newcomer during clean time countdowns.
 - d. Is responsible to maintain a newcomer scholarship fund program for the Spiritual Retreat over Easter weekend.
 - e. Will pay for and reserve Camp U-Nah-Li-Ya for Easter weekend for the next spiritual retreat prior to the close of each year’s spiritual retreat. Receipt will be collected and turned in at the next ASC with Activities expense report.
6. Is responsible for creation and distribution of fliers announcing Area functions (to be approved by the ILUC).
 - a. All fliers will state “All participants and spectators in attendance are participating at their own risk.”
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.

- c. Items will be sold at a minimal markup at the discretion of the sub-committee with the approval of a minimum of two (2) Executive Committee Members
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 as adopted the unity logo as the ILUA logo. Any use (all inclusive) of the ILUA logo must be approved by the ILUC. The monthly ILUA meeting list template is the exception.