

Houston Area Service Committee (ASC) of Narcotics Anonymous (NA) Policy

Adopted October 29, 2006

In keeping with the spiritual nature of Narcotics Anonymous (NA), our structure should always be one of service, never of government (12th Concept for NA Service).

I. Purpose of the Area Service Committee (ASC)

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers.” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery — “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live” (Tradition 5). The Houston Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, “the final responsibility and authority for NA services rests with the NA Groups” (2nd Concept).

- A. The name of this assembly shall be the Houston Area Service Committee of Narcotics Anonymous (HASCONA), hereafter referred to as either “HASCONA” or “ASC.”
- B. The purpose of the ASC is to support the Houston-area groups in fulfilling our primary purpose, to carry the message to the addict who still suffers.
- C. The ASC receives its direction from the NA groups of the Houston area. The ASC shall be directly responsible to the groups of HASCONA in all its actions.
- D. The ASC, its officers and subcommittees shall not make any decision, pass any proposal, or take any action that conflicts with the Twelve Traditions (Appendix A), Twelve Concepts (Appendix B), or Twelve Steps of Narcotics Anonymous (Appendix C).
- E. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
 1. The Twelve Concepts , Twelve Traditions, and Twelve Steps of Narcotics Anonymous
 2. The current ASC Policy
 3. A Guide to Local Services in NA and conference-approved service handbooks

II. Membership and Committee Members

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, HASCONA, and NA as a whole. Therefore, membership in the ASC is limited to those trusted servants elected by the groups to represent them.

- A. Any Narcotics Anonymous member or interested person may attend the ASC meeting.
- B. ASC members consist of the GSR, Alternate-GSRs, or a Group Member designated by its Group, ASC Officers, and Subcommittee Chairs. ASC officers include the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, and Regional Committee Members (RCM 1 and RCM 2). These officers shall perform their duties as described by this policy and A Guide to Local Services in NA.

III. Area Service Committee Meetings

The ASC is a resource for groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on.

- A. The ASC shall meet the last Sunday of each month unless changed by ASC consensus (e.g.: holiday and NA function conflicts).
- B. Workshops, Learning Days, or any other major HASCONA committee meetings or events will be established and approved by the ASC.
- C. All permanent subcommittee meetings (Hospitals and Institutions, Public Information, Activities, Outreach, Policy,) shall meet each month with the time and place to be scheduled by the individual subcommittee.
- D. The ASC shall include a GSR orientation conducted as needed by the RCM 1 or RCM 2 at the ASC meeting (Appendix D).
- E. All HASCONA meetings and functions are non-smoking.
- F. If the Area Facilitator is unable to facilitate the ASC meeting, the Co - Facilitator shall fulfill those duties for that ASC (A Guide to Local Services). If the Co - Facilitator is unable to facilitate the ASC meeting, the RCM1 shall fulfill those duties for that ASC.

G. Our group starter is the kit available from Narcotics Anonymous World Services (NAWS). We will give this kit to new groups as they join the Area. The kit includes the following:

1. PI Folder
2. Group Treasurer's Workbook (Item Number 2110)
3. Group Booklet (1600)
4. 2 NA White Booklets (1500)
5. 2 of IP #1, "Who, What, How, and Why" (3101)
6. 2 of IP #5, "Another Look" (3105)
7. 2 of IP #6, "Recovery and Relapse" (3106)
8. 2 of IP #7, "Am I an Addict?" (3107)
9. 2 of IP #8, "Just for Today" (3108)
10. 2 of IP #9, "Living the Program" (3109)
11. 2 of IP #11, "Sponsorship" (3111)
12. 2 of IP #12, "The Triangle of Self-Obsession" (3112)
13. 2 of IP #13, "By Young Addicts, for Young Addicts" (3113)
14. 2 of IP #14, "One Addict's Experience with Acceptance, Faith, and Commitment" (3114)
15. 2 of IP #16, "For the Newcomer" (3116)
16. 2 of IP #19, "Self-Acceptance" (3119)
17. 2 of IP #22, "Welcome to Narcotics Anonymous" (3122)
18. 2 of IP #25, "Self-Support: Principle and Practice" (3125)
19. Literature Order Form
20. NA Way Magazine
21. New Group Registration Form
22. New Group Checklist
23. Group Update Form

E. ASC Meeting Format

Call to Order

Reading of the Serenity Prayer

Reading of the Service Prayer

Reading of the Twelve Concepts and/or Twelve Traditions for NA Service

Roll call

"Are there any new GSRs?" (if so, an RCM conducts GSR Orientation during the break)

Recognition of new groups and returning groups

Approval of last month's minutes (additions or corrections are made)

Reports

Administrative officers' reports

Group reports
Special (ad hoc) committee reports
Standing subcommittee reports

Sharing Session

General discussion of group concerns and issues raised by reports.

Old Business

Proposals are in order regarding business left over from previous meetings
Elections are conducted during old business

New Business

Proposals are in order regarding business that is new to this committee.

Announcements

Adjournment

IV. Decision-Making

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event that we cannot reach consensus, we utilize a simplified version of Roberts Rules of Order as printed in A Guide to Local Services in NA (pages 104-110) to reach our decision. One of the reasons we try to achieve consensus is that it ensures we follow our 9th Concept, "all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC. The reason all committee members are allowed to vote on some decisions is the 7th concept, which states, "all members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." The reason we limit voting to GSRs on old business, policy changes, and proposals to refer or table to groups, is to adhere to the 2nd and 3rd concepts which state, "the final responsibility and authority for NA services rests with the NA groups," and "the NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it." We believe that when a decision needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member

can participate in their home group's conscience ensuring that their voice is heard through their GSR.

- A. All Area proposals and decisions except elections will first be considered using consensus-based decision-making (Appendix F). For the ASC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC. If at the end of discussion the ASC has not reached agreement (this is defined as having seventy-five percent of eligible voting members in agreement), those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using this policy and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
- B. Any decision goes back to the groups when 25% of the GSRs present feel they cannot carry the conscience of their group.
- C. All policy changes, old business (including CAR motions), and proposals to refer or table to groups for a group conscience will be decided by GSR's only.
- D. All committee members except the member acting as Facilitator may participate in decision-making during new business, , and all other ASC decisions except those exceptions listed in this section.
- E. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent.
- F. The order of succession for GSR's at the ASC shall be:
 - 1. Group Service Representative (GSR);
 - 2. Alternate GSR;
 - 3. A member of the group designated by the group.
- G. A group will no longer be considered a voting member if its designee is not present and has been absent from the last two consecutive ASC meetings. When a returning group has been present for two consecutive ASC meetings, their GSR or group representative may vote at the second meeting in which they are in attendance. New groups become voting members as of their second consecutive ASC.
- H. A 3/4 majority vote of those eligible is required to change or accept policy
- I. The Facilitator or Acting Facilitator shall act as a neutral party and refrain from active debate on all proposals. However, if the Facilitator or Acting Facilitator wishes to participate in the discussion of a proposal, he/she must step down as Facilitator during that discussion.

- J. Any member of Narcotics Anonymous may make a proposal or nomination and participate in discussion.
- K. New proposals may not be submitted after the beginning of new business. Proposals may be amended or withdrawn at any time.
- L. All proposals must be submitted to the Facilitator in writing to ensure accuracy (Appendix G). The Policy Facilitator will keep a copy of all passed or failed proposals in a proposal log.
- M. A two-thirds majority vote of voting members present at the ASC is required to pass a proposal for removal of a trusted servant from office.

V. Elections

During our election process, we focus on the 4th concept, which states that effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

- A. Elections shall be held annually in January for all ASC positions except RCM1 and RCM2 which are held in October and Treasurer which is held in June. Nominations for RCM1 and RCM2 are taken in August and September. Nominations for treasurer are taken in April and May. Nominations for all other positions are taken in November and December.
- B. Any positions vacated prior to the end of the elected term will be filled by the Executive Committee Members until nominations and an election is held at the following ASC. When a position becomes open, a group must have thirty (30) days to bring nominations to the ASC for election.
- C. All ASC Officers except RCM1 and RCM2 are elected for a term of one year. RCM1 and RCM2 will be elected for two-year terms. RCM1 will be elected in odd years; RCM2 will be elected in even years. The senior RCM (the RCM who has served in the position longest) is responsible to carry the area conscience to the RSC.
- D. No ASC member shall hold more than one ASC office except where a member of the Executive Committee (Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, RCM1 and RCM2) may temporarily fill the vacant position until an election can be held and the position filled.
- E. No ASC Subcommittee Facilitator shall facilitate more than one ASC subcommittee; however, they may be a member of another subcommittee.
- F. No member shall be allowed to serve as a Group Service Representative (GSR) and Area Officer or permanent Subcommittee Facilitator simultaneously.

- G. No Area Officer shall be eligible to serve more than two consecutive full terms in the same ASC office.
- H. Nominees must be present on the day of elections in order to still be considered for the position for which they are running.
- I. In the event of a tie during an election, the executive committee will serve as additional voting members in an effort to break a tie. These members consist of the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, and the Policy Facilitator. The Facilitator would only vote if their vote were necessary to assure an odd numbers of votes.
- J. An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the ASC Facilitator or designee stating that concerns about their fulfillment of service responsibilities have been raised (Section IV.M.). If a member who is the subject of a proposal to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes any of the following but is not limited to:
 - 1. Loss of abstinence from drugs.
 - 2. Failing to perform the duties of the position.
 - 3. Two consecutively missed ASC meetings.
- K. During elections of the ASC trusted servants the nominees shall leave the room following all discussion and prior to voting.

VI. Subcommittees

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of subcommittees is based on the 9th tradition, the creation of “service boards or committees directly responsible to those they serve.” The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by this policy, ASC-approved subcommittee policy, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any subcommittee handbooks approved by the World Service Conference of Narcotics Anonymous. Permanent subcommittees shall be formed by approval of the voting members of the ASC.

- A. The permanent subcommittees shall include the following:
 - 1. Hospitals & Institutions (H & I)
 - 2. Public Information (P.I.)
 - 3. Activities (see appendix E.)
 - 4. Outreach
 - 5. Policy

- F. The ASC Facilitator may appoint special subcommittees or they may be formed by an approved proposal of the voting members of the ASC. These special subcommittees include but are not limited to the following:
 - 1. Ad-hoc (specific situation)
 - 2. Select (usually research)
- G. All subcommittee Facilitators shall attend and submit a **written report** at the regular ASC meeting and all subcommittees must reserve and announce meeting times and places at least one (1) month in advance.
- H. HACNA (Houston Area Convention of Narcotics Anonymous) is an ad-hoc subcommittee.
- I. HASO (Houston Area Service Office) is a standing committee and will submit a written monthly report to the ASC.

VII. Financial Responsibility

The basis of this section is the 11th concept which states “NA funds are used to further our primary purpose, and must be managed responsibly.” We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly

- A. HASCONA will establish only one ASC business checking account for all funds.
- B. HASCONA will use a calendar year (January thru December) for its fiscal year.
- C. All monies accumulated from group contributions, activities, and all other sources shall be maintained and deposited in the HASCONA ASC checking account.
- D. All deposits to the ASC checking account shall be made within 48 hours of receipt of funds.
- E. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other ASC trusted servant should be present to receive the money.
- F. The ASC checking account shall require a minimum of two signatures on any check. Checks must have “Two Signatures Required” preprinted on the checks.
- G. All expenditures from the HASCONA account will require one of the following documents to be presented to the Treasurer:

1. A bill from an approved vendor for regular monthly bills approved in the ASC budget.
 2. An approved budget request form. Subcommittee budget requests should be signed by the Subcommittee Facilitator or Subcommittee Co-Facilitator whenever possible.
 3. A check request form for non-budgeted expenses. These should be accompanied by receipts unless the ASC approves pre-payment of expenditures.
 4. Reimbursements will only be made for receipts presented to the ASC which are 60 days or less in age.
- H. HASCONA checking account access
1. The signers for the HASCONA checking account shall consist of the Area Facilitator, the Co-Facilitator, Treasurer, and Co-Treasurer.
 2. There shall be no more than one signer per household on the HASCONA account.
 3. Internet access for account review only will be available to all ASC Officers if it is available.
- I. HASCONA shall not obtain an ATM or check card. HASCONA shall not use online bill pay.
- J. The bank statements for the HASCONA account will be mailed to the ASC P.O. Box to be reviewed by, reconciled and maintained for the purpose of record keeping by the Area Treasurer. These records will be available to any ASC officer immediately upon request.
- K. A prudent reserve for the ASC, Activities income, area convention start-up funds, and all other income will be maintained in the ASC checking account.
- L. The ASC checking account will be audited quarterly by the financial subcommittee and annually by an auditor outside of the ASC. The auditor will prepare an opinion.
- M. HASCONA shall utilize the following spending guidelines and pay expenses as prioritized below:
1. Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
 2. Replenish the ASC Prudent Reserve to its fixed cap.
 3. Payment of approved budgets of ASC subcommittees and officers.
 4. All other expenses approved by the ASC.
- N. The Area Treasurer is responsible for insuring that the HASCONA complies with all Federal, State, and local laws and tax regulations.
- O. The Area Treasurer shall reconcile the area checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all current fund balances and bank statements with the account number blacked out. The Treasurer shall also submit an annual financial statement for the preceding year at the January ASC meeting summarizing all income and expenses from

the previous fiscal year (The ASC fiscal year is defined as a calendar year, beginning January 1st and ending December 31st). A copy of the bank statement should be submitted with and reconciled to the annual report.

- P. The Area Treasurer shall provide a receipt for all donations made to the Area.
- Q. HASCONA shall adopt a budget for the coming fiscal year at the January ASC meeting. The ASC will disperse moneys based on the “pie percentages.”
- R. The Area financial meeting will be held quarterly and thereafter any proposed changes in “pie percentages” or changes in current expenditures will be made to the ASC. This meeting will take place in February, May, August, and November. All those which are required to attend the ASC are required to attend the Area financial meetings.
- S. A prudent reserve will be established at the January ASC for the coming fiscal year. The prudent reserve will equal either \$2,500 or three months’ total budgeted expenses whichever is greater.
- T. Each standing HASCONA Subcommittee Facilitator and each HASCONA officer shall submit a written budget request at the January ASC meeting.
- U. The ASC shall use approved budgets for all standing HASCONA Subcommittees, HASCONA Officers, and any other HASCONA expenses. The ASC shall determine a projected monthly budget amount for the current fiscal year.
- V. An amount equal to the balance of the general fund (after all current financial obligations have been met), plus the total of the group contributions from the previous fiscal year shall be used as a guideline in determining the amount of the budget for the current fiscal year.
- W. All funds set aside for the Tejas Bluebonnet Region of Narcotics Anonymous as determined by the Pie System shall be passed on to them quarterly following the December, March, June and September ASC or mail monthly at the treasurer’s discretion.

VIII. Trusted Servants

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a HASCONA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). We trust our trusted servants.

A. Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy and A Guide to Local Services in NA.
2. Demonstrated ability to run a business meeting using consensus-based decision making.
3. The Area committee Facilitator is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The Facilitator's primary tools are the short-form rules of order, which appear at the end of A Guide to Local Services in NA, a firm hand, a calm spirit, and a clear mind. The Facilitator can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.
4. Attend and facilitate monthly ASC meeting.
5. Prepare agenda for ASC meetings.
6. Call for quarterly and annual financial audits.
7. Submit written report at ASC meeting.
8. Approve meeting recordings within 24 hours of receipt.
9. Minimum of 5 years clean.

B. Co-Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Concepts, Area Policy and A Guide to Local Services in NA.
2. Assist in coordinating subcommittee activities and attend their meetings when possible.
3. The primary responsibility of the area committee Co - Facilitator is the coordination of the area subcommittees. The area Co - Facilitator keeps in regular touch with the facilitators of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Co - Facilitator helps find solutions to them. The Co - Facilitator works closely with subcommittee facilitators when they prepare their annual reports and budget proposals.
4. The Co - Facilitator is also responsible to assist the Facilitator in conducting area committee meetings.
5. Attend monthly ASC meeting.
6. Facilitate monthly ASC in absence of Facilitator.
7. Review bank reconciliations and monthly bank statements at each monthly ASC.
8. Monitor Area Checking account for unusual activity.
9. Co-Facilitator is a signer on the checking account.
10. Submit written report at ASC meeting.
11. Approve meeting recordings within 24 hours of receipt.
12. Minimum of 5 years clean.

C. Treasurer¹

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy and A Guide to Local Services in NA.
2. Demonstrated ability to perform basic bookkeeping functions.
3. The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall (7th Tradition taken), reimburses officers and Subcommittee Facilitators for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.
4. Perform all Area Treasurer duties listed in the HASCONA financial policy (Section VII).
5. Attend monthly ASC meeting.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other ASC trusted servant should be present to receive the money.
7. Submit written report at ASC meeting.
8. Approve meeting recordings within 24 hours of receipt.
9. Minimum of 5 years clean.

D. Co-Treasurer

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy and A Guide to Local Services in NA.
2. Willingness to learn and follow all area financial procedures.
3. Demonstrated ability to perform basic bookkeeping functions.
4. Learn to perform all Area Treasurer duties listed in the HASCONA ASC Policy.
5. Attend monthly ASC meeting.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other ASC trusted servant should be present to receive the money.
7. Automatically becomes nominated to be Treasurer following annual Area

¹ The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

- administrative officer elections.
- 8. Approve meeting minutes within 24 hours of receipt.
- 9. Minimum of 5 years clean.

E. Recorder

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy and A Guide to Local Services in NA.
2. Strong computer skills and a demonstrated ability to take accurate notes.
3. Handle all paperwork.
4. Take clear, accurate recordings of area committee meetings and distribute those recordings.
5. Attend monthly ASC meeting.
6. Record and send accurate meeting recordings to executive committee for approval within 5 days of each ASC and immediately upon approval to the remaining committee members.
7. Maintain an up-to-date contact list of ASC members. With the ASC's permission, the Recorder should mail copies of these lists once a year to the NA World Services. These lists will make it possible for NAWS to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.
8. E-mail approved minutes to web servant within 24 hours of approval.
9. Minimum of 2 years clean.

F. Regional Committee Member (RCM1 and RCM2)

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy and A Guide to Local Services in NA.
2. Ability to clearly communicate Regional and World Services information orally and in writing.
3. Serve as the core of the Regional Service Committee (a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly).
4. Keep the ASC in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.
5. Be well-versed in NA service practices and principles.
6. Be closely acquainted with the fundamentals of service in NA.
7. Familiar with published service manuals and bulletins.
8. Carefully study the reports from their own areas' groups, officers, and subcommittee facilitators so that they can pass their areas' experience on to others at the regional meeting. Take time to talk personally with other participants in their area committees and get a better idea of what needs and concerns the regional committee should address.
9. Attend and represent HASCONA at the Regional Service Committee meeting.
10. Attend monthly ASC meeting, quarterly RSC, Regional Assembly, and Conference Agenda Report (CAR) workshop.

11. The RCM who has served longest will be responsible to carry the Area conscience to the RSC.
12. Verify that the NAWS website schedule information is accurate.
13. Compile and report all NA member votes on CAR motions to Regional Assembly.
14. Facilitate monthly ASC in Facilitator and Co-Facilitator's absence.
15. Submit written report at ASC meeting.
16. Minimum of 3 years clean

G. Hospital & Institutions (H&I) Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy, A Guide to Local Services in NA, ASC-approved H&I Policy and H&I Handbook.
2. Attend monthly ASC meeting.
3. Attend quarterly RSC.
4. Facilitate H&I subcommittee meeting.
5. Perform duties as described in the H&I Policy.
6. Provide expenditure report at each ASC.
7. Submit written report at ASC meeting.
8. Minimum 1 year H&I experience.
9. Minimum of 3 years clean.

H. Public Information Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy, A Guide to Local Services in NA, ASC-approved PI Policy and PR Handbook.
2. Attend monthly ASC meeting.
3. Attend quarterly RSC.
4. Facilitate PI subcommittee meeting.
5. Perform duties as described in the PI Policy.
6. Submit written report at ASC meeting.
7. Minimum 1 year PI experience.
8. Minimum of 3 years clean.

I. Outreach Facilitator

1. Minimum of 90 days clean.
2. Have an NA Sponsor
3. Schedule & Facilitate a monthly subcommittee meeting.
4. Attend Monthly ASC meeting
5. Submit a written report at the ASC meeting
6. Coordinate Outreach monthly meeting calendar
7. Visit groups on schedule that do not attend ASC.
8. Visit group that attend the ASC requesting support.
9. Visit at least two groups minimum a week.

J. HASO Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area

- Policy, A Guide to Local Services in NA, and currently-approved HASO by-laws.
2. Understanding of HASO by-laws and ability to communicate that to the ASC effectively.
 3. Attend monthly ASC meeting until closing of financial accounts.
 4. Facilitate HASO subcommittee meeting.
 5. Perform duties as described in the HASO by-laws.
 6. Submit written report at ASC meeting until closing of financial accounts.
 7. Minimum of 3 years clean.

K. HACNA Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy, and A Guide to Local Services in NA.
2. Attend monthly ASC meeting.
3. Facilitate HACNA subcommittee meeting.
4. Perform duties as described in the HACNA Policy.
5. HACNA shall maintain a separate bank account from HASCONA during convention years.
6. Submit written report at ASC meeting.
7. Minimum of 5 years clean.

L. Activities Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, and Area Policy and A Guide to Local Service in NA.
2. Organize and conduct events to promote unity at the Area, Region, and World levels.(see Appendix E)
3. Attend monthly ASC meeting.
4. Facilitate Activities subcommittee meeting.
5. Submit written report at ASC meeting.
6. Minimum of 3 years clean.

M. Policy Facilitator

1. Working knowledge of Twelve Concepts, Twelve Traditions, Twelve Steps, and Area Policy and A Guide to Local Service in NA.
2. Suggest new policy modifications to existing policy for the ASC to consider.
3. Should regularly update a log of area policy actions. The log lists proposal the committee has passed regarding the activities of administrative officers and subcommittees. These proposals should be listed chronologically under a heading for the officer or subcommittee they affect. Maintain a record of policy changes and major proposals and update policy regularly.
4. Implement and expedite revisions to existing policy.
5. Attend monthly ASC meeting.
6. Facilitate Policy subcommittee meeting.
7. Perform duties as described in the ASC Policy.
8. Submit written report at ASC meeting.
9. Minimum of 3 years clean.

Appendix A

Twelve Concepts of Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Appendix B

Twelve Traditions of Narcotics Anonymous

Our common welfare should come first; personal recovery depends on NA unity.

For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

The only requirement for membership is a desire to stop using.

Each group should be autonomous except in matters affecting other groups or NA as a whole.

Each group has but one primary purpose — to carry the message to the addict who still suffers.

An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

Every NA group ought to be fully self-supporting, declining outside contributions.

Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.

NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Appendix C

Twelve Steps of Narcotics Anonymous

We admitted that we were powerless over our addiction, that our lives had become unmanageable.

We came to believe that a Power greater than ourselves could restore us to sanity.

We made a decision to turn our will and our lives over to the care of God *as we understood Him*.

We made a searching and fearless moral inventory of ourselves.

We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

We were entirely ready to have God remove all these defects of character.

We humbly asked Him to remove our shortcomings.

We made a list of all persons we had harmed, and became willing to make amends to them all.

We made direct amends to such people wherever possible, except when to do so would injure them or others.

We continued to take personal inventory and when we were wrong promptly admitted it.

We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.

Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

Appendix D

GSR Orientation

Here is some stuff that I've learned along the years that has helped me. *This is not official NA literature.* A Group Service Representative (GSR) is the representation - the voice of your meeting at the Area level. The next level is the Regional Committee Member (RCM) - they do the same thing - represent our Houston Area in voice and vote at the Regional level. So with that said...

Learn to know the lingo and acronyms: IPs (Information Pamphlets), RSC (Regional Service Committee), NAWS (NA World Services), RCM (Regional Committee Member), GSR (Group Service Representative). Know that this lingo is ours and isn't always clearly understood to newcomers or those outside the program. Use the abbreviations accordingly.

Learn what the subcommittees do, where they meet, and who the facilitators are. Ask the subcommittee facilitators about their subcommittees. Attend a subcommittee meeting. Have a GSR alternate that you keep under your wing and encourage to come to Area with you. In a perfect NA world, an alternate attends meetings regularly and fills in when needed for the GSR for a year, then steps up into the GSR position.

Know the difference between recovery and business. As addicts we have often burned bridges and lived in lies and manipulation. We often compensate, identifying these issues in others; but if others are making an effort, we often are too free with the benefit of the doubt. Trusted servant positions are just that - trusted (and hopefully egoless). Be careful on giving too much benefit of the doubt for positions. When voting someone in for a position, ask questions, get definitive answers, and when in doubt follow the lead of those whose time and recovery, and mental facilities you respect. Not every one who is of service is doing it well or for the right reasons. Not everyone who is in the program is clean. If someone is up for a position and there is lots of discussion and lots of concerns, know that you don't have to vote that person in just because no one else is willing to step up. If a position doesn't get filled, NA will still exist. Learn a little about the people who have been around and of service. If one of them is asking a lot of questions, listen and ask some too. If the Facilitator of the Area is having an issue with someone or something, you can bet there is a good reason. Back those you trust if you don't have the time or energy to dig deeper.

Pick up flyers at the Area meeting and display them at your group. Take only as many as you think you need. If it is an out of town event one or two may be enough. Remember there are over 24 groups in the Houston Area. Many may not be represented at the Area meeting, but there still needs to be enough flyers

and directories to go around.

Take good notes during the Area meeting. Note how many panels are open, how many phone slots are open, which activities are coming up if they need help. Keep aware of any business happening on the Area level that should be reported or discussed in your meeting. Sometimes issues come up and the GSR must spend many consecutive months discussing the issue before they come to a solution. This is the info that you should be bringing to your meeting so that your vote at Area is truly your groups vote your vote should represent what the group wants. Of course, they have given you their group - conscious, they already have faith in your judgment. Most issues don't need to be taken back to your meeting, but stay aware that sometimes there are ones that do need to be taken back. Often you will be told outright, "take this back to your meeting." Other times it's just a matter of good communication and you keeping your meeting up to date on what is going on at the Area level.

Listen when other GSRs deliver their meeting reports, take notes on which meetings need support or have positions open. Bring questions or concerns or ideas, when they arise, from you meeting to Area for discussion and clarification.

Know that we only use NA literature at NA meetings and only display upcoming flyers for NA activities. The 1st Tradition states, "personal recovery depends on NA unity." And remember in Tradition 10 it states, "we have no opinions on outside issues." Luckily we have these guidelines. You can share your political leanings or quest to save animals, or show off the products you are selling, but you can't do it at the flyer table. Talking to one member is different than talking to a group.

Check out our website occasionally. Check your meeting info and make sure it's right. Drop an email of praise or any corrections to the website coordinator. Check your meeting info on the printed directory regularly.

Also, know that it is important to your recovery and to the fellowship for members to be of service. If you have a meeting commitment, do it. Be at the meeting every week and attend the business meeting. The strength and organization of NA is maintained by its members. Less than 1% of the members do 100% of the work. If every able member was stepping up to do a little service, the pleas for people to take phone slots, fill panels, organize events, make merchandise, be GSR, alternate GSR, RCM, join the literature committee, etc... would be nonexistent. What have you been doing lately to make sure NA is still here for the newcomer, the relapser, and person with time? You are NA. Traditions 2 and 10 "It Works How and Why."

Appendix E.

Facilitator duties to include four specific events as follows:

Spring Picnic

Unity Day

Halloween Event

NewYears' Eve

All Area Activities will have a member sit at the entrance doorway of the Activity accepting donations. This is done with the understanding that we will not turn away members without funds.

Appendix F

Consensus-Based Decision Making

Consensus is a decision making process that works creatively to include all persons making the decision. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power.

In short consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion, or block a proposal if they feel strongly enough about a decision.

Basic Consensus F.A.Q.

What Exactly Is Consensus?

Consensus is a decision making process which equalizes power over a group of people. Instead of simply voting for an item, and having the majority of the group get their way, the group has to sit down and get a solution to a problem that EVERYONE is okay with. People take different ideas and we see how we feel about them. The solution that the group thinks is the most positive gets chosen, unless a member of the group finds the solution totally unacceptable. Consensus is based on compromise, and the ability to find common ground.

Why Would We Want to Use Consensus?

Consensus is a system that promotes participation because each person has the power to make changes in the system, and to prevent changes that they find unacceptable. People are often inactive because they feel that they have no power in the system and their voice won't be listened to. (Isn't that why so few people vote in most industrial democracies?) Imagine if corporations had to have consensus from a community to build a plastic factory near them, or an incinerator. Shouldn't this be what happens regularly? Since consensus would give everyone power to have their voice be heard, it would force people to listen to each other, and answer their concerns instead of moving past them.

But What's Wrong with a Majority Rule System?

The majority rule system is set up to have a winner and a loser. This promotes conflict, and lends itself to steamrolling an idea over a minority that dissents with the majority opinion. People in a majority rule system don't need to listen to the dissenting minority, or take their opinion seriously because they can simply outvote them. Majority rule systems say that the majority is infallible and they have nothing to learn from the minority. There is no moral system at work with a majority rule system, and there is nothing to say that the majority of people will come up with a morally acceptable system.

Be Honest, What Are the Bad Things About Consensus?

Since it is a lengthier process to hash out ideas until all objections are resolved, your group meetings might be a bit longer and some proposals might regularly take more than a week to decide. Also, since some proposals may be just shot down without hope of compromise, consensus sometimes favors the status quo.

How it works...

1. Presentation

The proposal is presented as clearly as possible by its author.

2. Clarifying Questions

Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.

3. Discussion or Reservations

The proposal is discussed and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.

4. Take general feelings on the proposal _ Do we have a consensus?

Assent - I agree and/or go with it. (Yes vote.) Shown with silence.

Assent with Reservations - I don't like this but I trust the Group and the process. It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.

Stand Aside - I don't agree. (No vote.) It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.

Block - Blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objectionable to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates a tradition or spiritual principle or concept, and here's why..."

Does the Proposal Pass?

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee, or withdrawn and reworked and represented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. Decide to drop the proposal;
2. Move onto approval voting of specific options within the proposal, or;
3. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.

Ground Rules

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75% of voting members are in agreement
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion
6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

This will take a lot of cooperation from everyone to make this a true consensus. Consensus is a broad agreement among members of this body and consensus-based decision - making is any of a number of techniques to adopt proposals that the body can broadly agree on; this agreement is reached through both discussion and willingness to modify proposals.

Appendix G

Proposal Form

Date Submitted:

Date Decided:

Proposal:

Proposal Made By: (Name and Group Representative)

INTENT OF PROPOSAL:

Consensus reached? Consensus Reached? Yes _____ No _____

Moved to Vote? Moved to Vote? Yes _____ No _____

Number For: Number For: _____

Number Against: Number Against: _____

Number of Abstentions: Number of Abstentions: _____

Proposal Passes _____ Proposal Fails _____ Proposal Tabled

Appendix H

HOUSTON AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS
("HASCONA")

HOSPITALS & INSTITUTIONS ("H&I")
POLICY

Revised May 2011

INTRODUCTION:

The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local NA community, is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee and as such they are directly accountable to that committee in all matters. Subcommittee are not autonomous; they are established by areas and regions to serve a specific need. Budget, new guidelines, and reports of the subcommittee's work should be submitted for approval to the appropriate subcommittee.

The panel system has a "panel coordinator" who oversees several different H&I commitments to assure that communications between the facility and the H&I subcommittee's are going well. Each H&I meeting has a panel leader, who makes all necessary arrangements to put on the meeting itself. "Panel members" are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

PURPOSE:

We shall maintain an active liaison and keep the spirit of cooperation with HASCONA. We abide by all the rules of the facility that we enter, so far as it allows us to freely carry the message of recovery in Narcotics Anonymous. Created in harmony with Tradition Nine, to instill unity in our own Twelve Step work, our concept is to insure that no addict seeking recovery need die without finding a better way of life. This should always be our primary purpose.

The H&I initiates, coordinates, and conducts all H&I meetings/presentations in the HASCONA area, but may use other methods such as distribution literature and meeting lists so as to make recovery more accessible to the addicts in those facilities.

FUNCTION:

Be a resource for providing information, literature, and to share experience, strength, and hope where needed.

To provide a list of all active H&I meetings for this subcommittee.

To conduct a monthly subcommittee meeting.

To maintain communications with the HASCONA and Regional Service Committee.

Maintain a current list of all facilities served.

The HASCONA H&I subcommittee's function is to carry the message of recovery through meetings held in facilities whose residents are restricted in

their access to regular NA meetings.

COOPERATION:

Since NA is a program of attraction rather than promotion, H&I serves an institution at the invitation of the institution's administration.

****We share only our personal experience, strength, and hope.****

Each member must be cautioned to act responsibly, relative to the requirements of the institution and the Twelve Traditions of NA. as individual members of the H&I subcommittee of HASCONA we must always keep in mind our primary purpose and maintain the integrity of NA as a whole.

H&I Subcommittee Positions

In the event of a subcommittee member's relapse of when asked to step down we respectfully ask that the position be surrendered.

All commitments are for a period of one year with a maximum of two consecutive terms. Partial terms are not counted as part of the commitment period.

All position members are expected to attend the subcommittee meetings.

FACILITATOR: (elected by ASC)

Three years clean time; minimum one year of H&I experience.

Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions, Area Policy and Guide to Local Services in NA.

Abides by the ASC's decision-making process.

Provides an agenda for subcommittee meetings.

Coordinates and is responsible for all work done by the H&I subcommittee.

Available to NA members regarding questions or concerns.

Maintains contact with facility representatives to insure that their needs are being met and also to inform them of changes to the meeting schedule or changes involving trusted servants relevant to their facility.

Works with the Public Relations subcommittee when making H&I presentation to facilities.

Provides a report to the ASC and makes motions on behalf of the H&I subcommittee at the meeting.

Maintains communication with the ASC and RSC.

Prepares an annual budget.

Appoints an ad hoc committee to formulate H&I workshops as needed.

CO-FACILITATOR: (elected by subcommittee)

Two years clean time; one year H&I experience.

Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.

In the absence of the Facilitator, or in the event of the inability of the Facilitator to perform, or upon the resignation of the Facilitator; assumes all the responsibilities normally carried out by the Facilitator until the ASC has an election for the position.

Assist Facilitator in preparing annual budget.

Liaison to PR subcommittee.

Assist Facilitator with maintaining contact with all facilities and informing them of changes involving trusted servants relevant to their facility.

Is involved in changes additions, and deletions of the subcommittee's guidelines along with the Facilitator, and Recorder of the subcommittee, for submission to the committee for review and approval.

RECORDER:

One year clean time; 6 months H&I experience.

Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions

Takes an accurate set of minutes at each monthly meeting and distributes them to the subcommittee members prior to the next meeting

Records maintenance

Maintains an ongoing files or correspondence and minutes.

Has available, for reference, a NAWS H&I Handbook.

Takes attendance at monthly subcommittee meeting and notifies the committee if any member becomes inactive.

Is involved in changes, additions, and deletions of the subcommittee's guidelines along with the Facilitator, and Vice Facilitator of the subcommittee, for submission to the committee for review and approval.

Literature Coordinator: (elected by subcommittee)

Six months clean time; Ninety days H&I experience.

Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.

Prepares monthly literature budget with Facilitator and/or Vice- Facilitator.

Submits monthly reports of literature distribution, ordering and inventory on hand.

Maintains a current list of literature used by the individual H&I facilities lists to be provided on a monthly basis by the meeting Facilitator s with the H&I Inventory Sheet.

Facilities Coordinator: treatment facilities and half way houses (elected by subcommittee)

One year clean time; 6 months H&I experience.
Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
Maintains, updates, and distributes the subcommittee member contact list.
Maintains facilities rules and/or guidelines.

Prisons Coordinator: (elected by subcommittee)

One year clean time; 6 months H&I experience.
Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
Approved by TDC.
Make sure panel members know the OD's and Don'ts of the prison and H&I.
Maintains, updates, and distribute the facilities list.
Talk with contact at prison for literature needs.
Confirms panel members and contacts prison personnel of who will attend the meeting and when.
Make sure a sign-in sheet is available for inmates.
Maintains, updates, and distributes the subcommittee member contact list.
Maintains facilities rules and/or guidelines.

Panel Coordinator: (elected by subcommittee, six month commitment)

One year clean time requirement.
Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
Follows chosen meeting format provided by H&I subcommittee.
Attends and submits a report at the monthly subcommittee meeting.
Invites members of the fellowship to be panel leaders and members (in accordance with H&I policies,) with the responsibility of making sure that the meeting has a panel leader and members.
Insures that members going into facility have been properly orientated on the Do's and Don'ts of the facility and the subcommittee.

Panel Leader: (invited by Panel Coordinator)

One year clean time requirement.
Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
Follows chosen meeting format provided by H&I subcommittee.
Invites members of the fellowship to be members (in accordance with H&I policies.)
Insures that the meeting starts and ends on time.
Insures that the meeting starts and ends on time.
Reports any issues to the Panel Coordinator.

Panel Member: (invited by Panel Coordinator or Panel Leader)

Six months clean time requirement and a willingness to share their experience, strengths and hope.

Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.

An understanding of the fellowship and the ability to carry a clean NA message.

Has been orientated on the Do's and Don'ts of H&I policy and willing to comply with all of the subcommittees and facilities requirements.

Voting:

Members who have missed **two unexcused meetings consecutively** are **ineligible** to vote. Voting status may be regained by attending two consecutive meetings.

Voting members are defined as: Members who attend subcommittee meeting two (2) consecutive times. At the third (3rd) subcommittee may vote.

Newcomers to subcommittee may vote after attendance requirement is fulfilled as described above.

Members who are re-establishing their subcommittee membership will also adhere to the above attendance requirement described above.

Any officer, with the exception of the Facilitator, can be removed by a 2/3-majority vote.

All members are voting members except the Facilitator. If in the event of a tie the Facilitator may vote.

General Information:

All commitments are for a period one year with a maximum of two consecutive terms. Partial terms are not counted as part of the commitment.

Any members of the subcommittee not conforming to these requirements or who refuses to abide by the rules and regulations of the facility may be relieved of their commitment after review by this subcommittee.

In the case of a member resignation or relapse, or becoming unable to complete term, the member will surrender the position. (Being clean is defined as complete abstinence from all drugs.)

Any subcommittee member, who has either a professional or personal connection with a given facility, shall not be permitted to participate with the H&I meeting at that facility. This is intended to avoid possible conflict and resulting damage to the inmate or patient inside, and the working ability and privilege of the H&I subcommittee to carry the message inside facility.

No subcommittee member will interfere with or use influence in any manner relative to clients, residents, inmates, staff, etc. H&I members will not make any comments or promises regarding employment, parole, probation or medical issues. **NO EXCEPTIONS UNDER ANY CIRCUMSTANCES.**

H&I Do's and Don'ts shall be furnished to and read by all panel members prior to attending an H&I meeting.

Revised September 26, 2011

The Panel Coordinators and leaders will review the facility and speaker list every six months to ensure that a healthy NA message is being presented.

All H&I members will work with the Facilitator to ensure the H&I subcommittee guidelines are being adhered.

Books may be sold to individuals at cost with the facilities permission.

Appendix I

Houston Area of NA
Public Information
Subcommittee Guidelines
Original (10/28/08)
Revised (07/2011)

A. Purpose

To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery.

B. Functions/Responsibilities

To act as the resource and coordinating body for group and area P.I. efforts.

To maintain close working relationship with other subcommittees, and to consult and assist other Houston area subcommittees who may interact with the public, within the area, thereby insuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Steps, Twelve Traditions and the Twelve concepts.

To respond to any P.I. requests that originates from within the Houston Area.

To maintain close communications with other area, regional, and/or World Committee, utilizing their resources and providing assistance when requested

In order to accomplish the above, this committee shall assign members to develop the following:

- A listing of all community agencies, organizations, and other groups for information packet mailings.
- A contingency plan to handle requests from within the area that may have to be referred to the region and / or World Service body needs to be updated.
- A listing of committees and contacts from surrounding areas

- Regular inventory of supplies used for PI presentations including the PI booth.
- To have available written and recorded P.I. materials for use by this committee. These will be obtained through the World Service body.
- To have available a listing of all media agencies.
- To provide A PI binder with all pertinent information required by this subcommittee.

C. Description of Area P.I. Committee

The committee should consist of a Facilitator, Co-Facilitator, Secretary, Phone Line Facilitator, Newsletter Facilitator, Web Servant or representatives as deemed necessary by the committee, and members of N.A. who have a desire and willingness to serve. All meetings of this committee are open to interested members of N.A. This committee is a subcommittee of the Houston Area Service Committee and as stated in our Ninth Tradition is “directly responsible to those they serve”.

D. Participants

1. All participants must maintain clean time throughout their term of office or Participation.
2. All Public Information meetings are open to interested members of Narcotics Anonymous.

E. Voting Procedures

All matters before this committee shall be directed by a majority consensus of regular participants within the subcommittee. This committee will operate by group conscience and that conscience will be carried at the area and regional levels. Policy/guideline changes are contingent on Area approval. All subcommittee positions, with the exception of PI Facilitator, will be nominated and elected by the PI Committee.

Terms of office shall coincide with Area Service Committee elections. No trusted servant may hold their position for more than two consecutive terms. No Co-Facilitator or other alternate type of representative shall automatically assume the next higher position. Although these positions may be filled by alternates during temporary absences, all positions in this committee are filled by members who have been voted in by the committee. The Facilitator shall be elected by the ASC.

All officers of this committee shall be elected from current regular participants of the P.I. committee and must be present at the time of the nomination and election. Any trusted servant may be removed from office by a 2/3 majority vote.

F. Requirements and Duties

1. All participants of this committee shall have:
 - a. Personal time and ability to perform their duties
 - b. The ability to be in contact with other PI members through the phone and email on a regular basis
 - c. Willingness and desire to serve
 - d. Clean time and experience as stated herein
- e. Understanding of experience with The Twelve Steps, Traditions and Concepts of NA
- f. Working Knowledge of Area Guidelines, Area PI Guidelines and PR Handbook.

Facilitator: (TERM: 1 Year)

- a. Three years clean time.
- b. Previous service experience. (Preferably P.I.)
- c. Ability to organize, give direction and incentive to the committee.
- d. A legal source of income.

Duties:

- a. Arrange times and agendas for meetings.
- b. Initiate all necessary correspondence, including communication between area, region and world.
- c. Create and maintain the yearly P.I. budget.
- d. Ability to operate and coordinate computer related materials.
- e. Keep ASC / RSC informed of all ongoing P.I. activities.
- f. Report to ASC / RSC any plans for major projects or expenditures.
- g. Accountable for files, records and overall functions of the committee.

Co-Facilitator: (TERM: 1 Year)

- a. Two years clean time.
- b. Prior service experience and regular committee participant.
- c. Ability to assume responsibilities in the Facilitator's absence.

Duties

- a. To work closely with and assist in the duties of the committee.

- b. Carry out responsibilities assigned by the facilitator and / or the committee.
- c. Track all potential policy/guidelines changes during term.

Secretary: (TERM: 1 Year)

- a. One year clean time.
- b. Prior service experience
- c. Ability to develop written service material in a clear and concise manner.

Duties

- a. Record the minutes of each meeting and have them published and distributed to the PI committee members in a timely manner and re-submit with any changes as necessary.
- b. Handle all correspondence as directed by the Facilitator of the committee.
- c. Collects reports from all PI members making them available for the monthly PI report for the ASC.
- d. Make photocopies of materials for distribution.
- e. Monthly inventory and purchase of supplies for the PI committee.
- f. Maintain an archive box filled with all reports and minutes categorized by month.
- g. Ability to operate and coordinate computer related materials.
- h. Track all guideline changes during term

Phone Line Facilitator: (TERM: 1 Year)

- a. One year clean time required.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.
- d. Internet experience helpful.

Duties

- a. Coordinate volunteers for staffing the phone line.
- b. Maintain materials for volunteer orientation.
- c. Attend all PI sub – committee meetings.

Newsletter: (TERM: 1 Year)

- a. Two years clean time.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.
- d. Internet experience helpful.

Duties

- a. A working knowledge and understanding of English grammar, spelling, punctuation and sentence structure.
- b. A working knowledge of editing software and computer skills..
- c. To produce a quarterly newsletter with a clear NA message and to submit to PI Subcommittee for approval and review prior to publication.
- d. Attend all PI sub – committee meetings.

WebServant: (TERM: 1 Year)

- a. Two years clean time.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.
- d. Internet Access mandatory.

Duties

- a. Maintain updated information on the Area Website.
- b. Interact with the PI subcommittee, and attend all PI sub – committee meetings.
- c. Keep schedule of all fees required for the web Hosting and domain name for the Area web site.

G. Special Task Forces

Certain members shall be assigned special tasks by this committee to assure availability of materials needed to carry out our purposes and functions. These materials shall be uniform in style and message and may be obtained through contact with the Regional or World Board. Any new material developed in the Houston Area P.I. Committee shall be reviewed and approved by the committee as a whole before distribution.

These assignments may include but are not limited to the following:

Speaker Pools

Written press release / press kits

Taped messages for radio and T.V.

Material for community postings i.e. Flyer Hanging.

Letters, including introductions, follow-ups (professional mailings), and thank yours.

Written formats for P.I. presentations to schools, diversion classes etc.

Video tapes for T.V.

H. Helpful Suggestions

Over enthusiasm can be potentially harmful to achieving goals. Establish priorities and work toward accomplishing them in a fully informed manner that is consistent with our Twelve Steps and Twelve Traditions.

Always keep in mind our Eleventh Tradition “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films”.

It is through group conscience that service work is best accomplished, and NO INDIVIDUAL EFFORTS should be undertaken. Keep in mind our First Tradition: “Our common welfare depends on N.A. unity”. It is imperative that all PI members be flexible to the dynamic demand of various PI tasks being undertaken at any time. Constant communication within the PI committee is required; not just at PI service meetings, but in between them as well. The Houston Area Service PI committee relies heavily on email and phone communications to accomplish its job.

The Houston Area PI Sub-committee wishes to extend a debt of gratitude to the Katmandu Area PI Sub-committee for their assistance with these guidelines.

Appendix J

BY-LAWS OF

HASO INC.

A NONPROFIT TEXAS CORPORATION

SECTION 1. OFFICES

PRINCIPAL OFFICE.

The Principal Office for the transaction of the activities and affairs of the Corporation (“Principal Office”) is located at 600 West Gray, Suite 133, Houston, Texas, 77019.

1.02

The State of the Corporation’s Principal Office can only be changed by amendment of the Articles of Incorporation of the Corporation and not otherwise. The Board of Directors (“Board”)

May, however, change the Principal Office from one location to another within the State by nothing the changed address and effective date below and such change of address shall not be deemed an amendment of these By-Laws:

DATE _____ LOCATION

1.03

The Board may at any time establish branch of subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

SECTION 2. OBJECTIVES AND PURPOSES

The objectives of this Corporation shall be to provide services to the public and to the members of the Fellowship of Narcotics Anonymous. The purposes are to help make available the program of recovery that has been developed by the Fellowship of Narcotic Anonymous. This may be accomplished through public information efforts, the distribution or selling literature and such ancillary activities as may make it possible to help spread the message of recovery from addiction as found in the program of Narcotics Anonymous.

SECTION 3. NONPARTISAN ACTIVITIES

No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes described above.

SECTION 4. MEETINGS

4.01 PLACE.

Meetings shall be held at the Principal Office of the Corporation unless otherwise provided by the Board. Regular meetings shall be held at such time and place as may be designated by resolution of the Board. Special Meetings of the Board may be called by the Chairperson, or if he is absent or unable, or refuses to act, by the Vice- Chairperson, or by any two Directors, and such meetings shall be held at such place within or without the State of Texas, designated by the person or persons calling the meeting and in the absence of such designation at the Principal Office of the Corporation.

4.02 SPECIAL MEETINGS.

Special meetings of the Board for any purpose may be called at any time by the Chairperson of the Board or the Vice- Chairperson, the Secretary, or if unwilling or unable to act, by any two Board members.

(a). Notice of the time and place of special meetings shall be given to each director by one of the following methods:

- 1.) by personal delivery or written notice;
- 2.) by first class mail, postage prepaid;
- 3.) by telephone communication, either directly to the home who would reasonable be expected to communicate such notice promptly to the Director (s); or
- 4.) by telegram, charges prepaid. All such notices shall be given or sent to the address or telephone of record in the Corporation records.

(b). Notice sent by first class mail shall be deposited into a United States mail box at least twenty (2) days before the time of the meeting. Notices given by personal delivery, telephone, or telegraph shall be delivered at least seven (7) days before the meeting.

4.03 CONTENTS OF NOTICE.

Notice of meetings of the Board not hereby dispensed with shall specify the place, the day, and the hour of the meetings. The notice need not specify the purpose of the meeting or the place of the meeting if it is to be held at the Principal Office of the Corporation.

4.04 QUORUM.

A quorum shall consist of one half (1/2) plus one (1) of the existing Board of Directors.

4.05 ADJOURNMENT FOR LACK OF QUORUM.

In the absence of a quorum any meeting of the Board of Directors may be adjourned from time to time by a majority of the board present but no other business shall be transacted.

4.06 NOTICE OF ADJOURNED MEETING.

When a meeting becomes, by action of the Board of Directors present, adjourned to another date, notice requirements in Section 4.02 or 4.03 must be followed.

4.07 LOSS OF QUORUM

The Board of Directors present, duly called at a meeting at, which a quorum was present when roll was taken, may continue business until adjournment notwithstanding the withdrawal of sufficient Directors to leave less than a quorum.

4.08 VOTING AT MEETINGS.

Each Director is entitled to one (1) vote on each matter submitted to a vote of the Board of Directors, voting at a duly held meeting of the Directors. Votes shall be by voice vote, except as otherwise expressly provided in these By-Laws. No single vote shall be split into fractional votes. Cumulative voting for the election of Directors or otherwise shall not be authorized. The candidates receiving the highest number of votes up to the number of Directors to be elected are elected. Members of the Board are entitled to a vote in person. No member may utilize a proxy to fulfill their participation as a member of the Board of Directors.

4.09 CONDUCT OF MEETINGS.

Meetings of the Board shall be presided over by the Chairman of the Corporation, or in his absence by the Vice-Chairman, or, in the absence of both, by a chairman chosen by a majority of the Board present. The Secretary of the Corporation shall act as Secretary of all meetings of the Board provided that in his or her absence the presiding Director shall appoint another person to act as Secretary of the meeting. Meetings shall be governed by Roberts Rules of Order, (newly revised), insofar as such rules are not inconsistent with or in conflict with these By-Laws, with the Articles of Incorporation, or with the laws of the State of Texas or of the United States.

4.10 ACTION WITHOUT MEETING.

Any action which may be taken at a meeting of the Board may be taken without a meeting if authorized in writing, signed by all the Directors who would be entitled to vote of such action at a meeting and filed with the Secretary of the Corporation, except as otherwise expressly provided in these By-Laws.

SECTION 5. MEMBERS

5.01 MEMBERS PROHIBITED.

This Corporation shall not have any members.

5.02 EFFECT OF PROHIBITION.

Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval by the Board. All rights which would otherwise vest under the Non-profit Corporation Law in the members shall vest in the Board.

SECTION 6. DIRECTORS

6.01 NUMBER.

The Corporation shall have seven (7) Directors and collectively the shall be known as the Board of Directors. The number may be changed only by amendment of these By-Laws.

6.02 POWERS.

The Directors shall exercise the lawful powers of the Corporation, manage its property, and conduct Its affairs, except as otherwise provided by law and subject to the limitations contained in the Articles of Incorporation and these By-Laws.

6.03 DUTIES.

It shall be the duty of the Directors to:

- a.) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these By-Laws.
- b.) appoint and remove, employ and discharge, and, except as otherwise provided in the By-laws, prescribe the duties and fix the compensation, if any, of all agents and employees of the Corporation.
- c.) Supervise all offices, agents, and employees of the Corporation to assure that their duties are properly performed.
- d.) Meet at such time and place as required by these By-Laws.
- e.) Require that special meetings of the Board be called whenever and as often as they deem necessary and whenever demanded by the required number of Directors as in these By-Laws is provided.
- f.) Register their addresses with the secretary of the Corporation, and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

6.04 QUALIFICATIONS

Any person of who would qualify for regular membership in the Houston Area Service Committee of Narcotics Anonymous (“HASCONA”) pursuant to applicable requirements set forth in these By-Laws is eligible to be elected a Director of this Corporation. These requirements are:

- a.) Two (2) years of continuous “clean” time.
- b.) One (1) year minimum of prior service experience on an area or group level.
- c.) An understanding of the Twelve Steps and Twelve Traditions as espoused by the Fellowship of Narcotics Anonymous by application.
- d.) Time and resources necessary to fulfill requirements of the office as set forth herein in these By-Laws.
- e.) The presence of any nominee to the Board of Directors at the annual election meeting is required.

6.05 ELECTION (Establishment of Nominee Pool).

All seven (7) directors of the Corporation shall be elected for bi-annual terms as set forth below, by the duly elected Group Service Representatives (GSR's) constituting the Houston Area Service Committee of Narcotics Anonymous (HASCONA).

Annually at the August meeting of HASCONA, the existing Board of Directors may submit a list of nominees for available board positions.

All other nominees shall be selected from nominations solicited from the Area Groups of HASCONA and shall be placed in a “pool” of nominees. It is desirable that each Group should submit one (1) name for the “Pool”.

“Pool” names shall then appear in the regular monthly minutes of the Houston Area Service Committee for not less than one (1) month.

The Board may submit, for the consideration of HASCONA, names of individuals who are not addicts and members of the outside community who may provide insight and direction to the Board of Directors by their service as Directors.

At the following monthly meeting of HASCONA, September of each year, the “pool” shall be reviewed by the ASC for accuracy, additions and deletions.

Elections for the Board of Directors shall occur each October at the Area Service Conference (ASC).

6.06 TERMS OF OFFICE.

Each of the seven (7) Directors who are elected by the ASC pursuant to applicable sections set forth herein, shall serve for two (2) years from the date of his or her election to the Boards of Directors.

Three (3) of the initial Directors designated by the ASC shall serve one (1) year terms to allow for the installation of an alternation term system. On the even calendar year four (4) Board positions shall be filled. On the odd calendar year three (3) Board positions shall be filled.

Any director elected or designated under the provisions of these By-Laws shall be eligible for re-election or appointment, not to exceed three (3) consecutive terms, provided such Director continues to meet the qualifications required by Section 6.04 of these By-Laws.

6.07 COMPENSATION

Directors shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses incurred.

6.08 ACTION BY THE BOARD OF DIRECTORS

Every action or decision by the Board majority present at a meeting duly held by a quorum is the act of the Board unless the Sections of these By-Laws require a greater number. Any action to be taken by the Board may be taken without a meeting if all Directors shall individually or collectively consent in writing to such action, where such action is filed in writing with the Corporation minutes and shall have the same force and effect as a unanimous vote of the Directors and certificate or other document thereof shall be prima facie evidence of the authority thereof.

6.09 REMOVAL AND RESIGNATION OF DIRECTORS

a.) BY THE BOARD WITH CAUSE: The Board of Directors may declare vacant the office of any incumbent Director who has been;

1.) Declared of unsound mind by a court of Law.

2.) Convicted of a felony while serving on the Board.

3.) Found by a final order of judgment of any court to have breached statutory duties relating to a Directors standard of conduct.

4.) Found by the Board to have failed to attend or participate in any other manner provided for herein, two (2) or more consecutive meetings or four (4) meetings in total of the Board of Directors.

PROVIDED: That the removal of any of the Directors here-to-for described as appointed by the Area Service Committee shall be removed pursuant to this section ONLY in conjunction with written consent of such individual as the Area Service Committee may designate for this purpose.

b.) BY THE BOARD WITHOUT CAUSE: No director shall be removed without cause.

c.) PERIOD OF CHALLENGE REMOVAL

An action challenging the validity of any removal of a Director must be commenced within thirty (30) days after removal. After the thirty (30) day period, the removal is conclusively presumed valid, in the absence of fraud.

d.) RESIGNATION

A director may resign by giving written notice to the Chairman of the Board, Vice-Chairman, or Secretary of the Corporation. Resignation is effective upon giving of the notice unless the resignation specifies a later time. If the resignation is effective at a later time, a successor may be elected pursuant to provisions herein, immediately, to take office when resignation is effective.

6.10 VACANCIES

Vacancies in the board shall exist:

- a.) upon death, resignation, or removal of any Director.
- b.) whenever the number of Directors is increased by an amendment of the By-Laws.

The board may vacate the office of Director:

- a.) if he is declared of unsound mind by an order of court.
- b.) if he dies.
- c.) or if after notice of election he does not accept the office in writing within thirty (30) days or by not attending the next scheduled meeting of the Board.

Any reduction of authorized Directors does not operate to remove any Director prior to the expiration of his term of office.

6.11 NON-LIABILITY OF DIRECTORS

No Director shall be personally liable for the debts, liabilities or obligation of the Corporation, and any lawsuit against any Director arising from his activities as a Director of the Corporation shall be defended at the expense of the Corporation, including reasonable expenses and attorney's fees, provided that

the court finds the conduct of the sued Director was to merit such indemnity, and in such sums as the court finds reasonable.

SECTION 7. OFFICERS

7.01 NUMBER AND TITLES

The Officers of the Corporation shall be a Chairman, Vice-Chairman, Secretary and Treasurer. One person may hold multiple offices except for those offices of Chairman and Secretary.

7.02 QUALIFICATIONS, ELECTION AND TERM OF OFFICE

Any individual who would qualify under the terms and provisions of these By-Laws to sit as a Director of the Corporation shall qualify to be an Officer of the Corporation. Officers other than as appointed per Section 7.03 or 7.05 shall be elected annually by the Board at the first Board meeting following the Area Service Committee election in October and each officer shall hold office until he resigns, is removed, or until his successor shall be elected and enters office.

7.03 SUBORDINATE OFFICERS

The Board may appoint or employ such other officers or agents as it may deem desirable and such officers shall serve terms and have such authority to perform such services and duties as may be prescribed from time to time by the Board.

7.04 REMOVAL AND RESIGNATION OF OFFICERS

Any officer may be removed by a majority vote of the Board at any regular time or special meeting of the Board, or as the Board may be qualified to act as otherwise provided in these By-Laws, and such officer shall be removed forthwith or under such terms as the Board may so decide. Any officer may resign by giving notice to the Board, to the Chairman or the Secretary of the Corporation. Said notice shall be in writing. Any such notice, or at such time as specified therein, or upon such date as may be decided by the Board, but in no event later than the date stated in said notice.

7.05 VACANCIES OF OFFICERS

Any vacancy caused by death, resignation, removal, disqualification or otherwise, of any officer, shall be filled by the Board for the unexpired portion of the term. Vacancies occurring offices appointed or employed at the discretion of the Board, may or may not be filled as the Board shall determine to continuing need for such service.

7.06 DUTIES OF CHAIRMAN

The Chairman shall be the chief executive officer of the Corporation and shall in general, subject to the control of the Board, supervise and control the affairs of the Corporation. He shall perform all duties incident to his office and such other duties as may be required by Law, these By-Laws, or which may be prescribed by the Board. He shall preside at all meetings of the Board, except as otherwise expressly provided by Law, the Articles of Incorporation or these By-Laws. He shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks or other instruments which from time to time are authorized by the Board.

7.07 DUTIES OF VICE CHAIRMAN

In the absence of the Chairman or in the event of his or her inability or refusal to act, the Vice Chairman shall perform all the duties of the Chairman, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chairman. The Vice Chairman shall have other powers and perform such other duties as may be prescribed by Law, the Articles of Incorporation, these By-Laws, or as may be prescribed by the Board of Directors.

7.08 DUTIES OF SECRETARY

Subject to the provisions of Section Nine (9) and Ten (10) of these By-Laws, the Secretary shall certify and keep at the Principal Office of the Corporation, or at such other place as the Board may authorize, a book of minutes of all meetings of the Directors, recording therein the time and place of holding, whether regular or special, and if special however authorized, notice thereof, and the names of those present at meetings of Directors. He or she shall see that all notices are duly given in accordance with the provisions of these By-Laws or as required by Law or as required by the Articles of Incorporation. He shall be the custodian of the records of the Corporation, which shall be kept as herein above provided. He shall exhibit at all reasonable times to any Director or to his agent or attorney, on request thereof, the By-Laws, and the minutes of proceeding of the Board.

In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by Law, the Articles of Incorporation, these By-Laws, or which may be assigned to him from time to time by the Board of Directors.

7.09 DUTIES OF THE TREASURER

Subject to the provisions of Section Nine (9) of these By-Laws the Treasurer shall:

- a.) Have charge and custody of, and be responsible for, all funds and securities

of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

b.) Receive, and give receipt for, money due and payable to the Corporation from any source whatever.

c.) Disburse or cause to be disbursed the fund of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.

d.) Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

e.) Exhibit at all reasonable times the books of account and financial records to any Director of the Corporation, or to his agent or attorney, on request thereof.

f.) Render to the Chairman and Directors, whenever he or they request it, an account of any or all of his transactions as Treasurer and of the financial condition of the Corporation.

7.10 COMPESNATION

Officers of the Corporation shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses.

SECTION 8. COMMITTEES

8.01 EXECUTIVE COMMITTEE.

The Board of Directors, by majority vote of its members, may designate three (3) or more of its number to constitute an Executive Committee and delegate to such committee any of the powers and authority of the Board in the management of the business and affairs of the Corporation except the power adopt, amend, or repeal the By-Laws, and provided that the designation of such committee and the delegation thereto of authority shall not operate to relive the Board of Directors of any individual Director, or any responsibility imposed on it or him by law, the Articles of Incorporation, or these By-Laws.

By a majority vote of its members, the Board may at any time modify or revoke any or all of the authority so delegated, increase or decrease but not below three (3) the number of Executive Committee members, and fill vacancies therein from the members of the Board.

The committee shall establish rules and regulations for its meetings that are not

inconsistent with the provisions of Section 4.04, 4.05, 4.06, 4.08, 4.10, 4.11 and 4.12, of these By-Laws and meet at such times and places as it deems appropriate, provided that a reasonable notice of all meetings of the committee shall be valid unless approved by the vote or written consent of the majority of its members.

The committee shall keep regular minutes of its proceedings and report the same to the Board from time to time as the Board may require.

8.02 AD HOC COMMITTEE

An Ad Hoc Committee for each specific purpose or purposes may be designated from time to time by the Board. Each such committee shall be chaired by a Director from the Board.

Members of each such committee shall be appointed either from the Board of Directors or from the General Fellowship of the Houston Area Service Committee of Narcotics Anonymous (HASCONA) determined by the Chair unless otherwise determined by the Board, in such number as the Chair deems advisable unless specified by the Board when such committee is created.

8.02 TERMS OF OFFICE, VACANCIES, QUORUM AND RULES

All members of each committee, including the Chairman thereof shall serve until the next election of Directors or until otherwise removed or the need for the committee is deemed by the Board terminated. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provide in the case of original appointments. A simple majority of each committee shall constitute a quorum at a meeting, shall be the act of the whole. Each committee may adopt rules for its own government and procedure not inconsistent with law, these By-Laws, the Articles or rules and regulations adopted by the Board.

SECTION 9. EXECUTIONS OF INSTRUMENTS, DEPOSITS OF FUNDS

9.01 EXECUTION OF INSTRUMENTS

The Board, except as otherwise provided in these By-Laws, may adopt by resolution authorization for any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and behalf of the Corporation and such authority may be general or confined to specific

instances.

Unless so authorized, no officer, agent or employee shall have the power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or, in any sum.

9.02 CHECKS AND NOTES

Except as otherwise specifically determined by the Board, as provided in Section 9.01 or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Corporation shall be signed by the Treasurer and/or two other agents designated by the Board of Directors.

9.03 DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select and direct.

9.04 GIFTS

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

SECTION 10. CORPORATE RECORDS, REPORTS, AND SEAL

10.01 MINUTES OF MEETINGS

The Corporation shall keep at its Principal Office or at such places the Board may order, a book of minutes of all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice given the names of those present at Director's meetings, and the proceeding thereof.

10.02 BOOKS OF ACCOUNT

The Corporation shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

10.03 INSPECTION OF RECORDS

All Corporation record shall at all reasonable times be open to inspection by any Director. Every Director shall have the absolute right to inspect all books,

records, documents of every kind and the physical properties of the Corporation at any reasonable time. Such inspection may be made in person or by agent or attorney and the right to inspection includes the right to make copies.

10.04 ANNUAL REPORT AND FINANCIAL STATEMENT

An Agent so designated by the Board will provide for preparation and submission of a written annual report, including a financial statement. Such report shall summarize the Corporation's activities for the preceding year and activities projected for the forthcoming year; the financial statement shall consist of a balance sheet as of the close of the business of the Corporation's fiscal year, contain a summary of receipts and disbursements, be prepared in such a manner and form as is sanctioned by sound accounting practices and be certified by a public accountant.

10.05 CORPORATE SEAL

The board may adopt, use, and at will alter, a Corporate seal. Such seal shall be affixed to all Corporate instruments, but failure to so affix it shall not affect the validity of any such instrument.

SECTION 11. FISCAL YEAR

11.01 FISCAL YEAR

The fiscal year for the Corporation shall be the general calendar year.

SECTION 12. BYLAWS

12.01 EFFECTIVE DATE OF THE BY-LAWS

These By-Laws shall become effective upon their adoption. Amendments hereto shall become effective immediately on their adoption unless the Board in adopting them, provides that they are to become effective at some later date.

12.02 AMENDMENT

Subject to any provisions of law applicable to amendment of By-Laws of non-profit Corporations, these By-Laws, may be altered, amended or repealed and new By-Laws adopted as follows: Subject to the power of the Board to change or repeal them, by vote of a majority of Directors at a meeting which a quorum is present, provided that written notice of such meetings and of the intention to change the By-Laws is delivered to each Director at least twenty (20) days prior to the date of such meeting as provided in Section 4.04, or by written consent of all Directors without a meeting as provide in Section 4.12.

12.03 CERTIFICATION AND INSPECTION

The original, or a copy of the By-Laws as amended, or otherwise altered to date, Certified by the Secretary of the Corporation, shall be recorded and kept in a book which shall be kept in the Principal Office of the Corporation.

Such record is and shall be made available to any and all duly authorized member or agents of the Houston Area Service Committee of Narcotics Anonymous.

SECTION 13. AMENDMENT OF ARTICLES

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest funds held by it according to the judgment of the Board, provided however, that no action shall be taken by or on behalf of the Corporation if such action is prohibited under Section 4941 through 4945 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax law or laws.

SECTION 14. DISTRIBUTION OF INCOME AND PROHIBITED TRANSACTIONS

14.01 DISTRIBUTION OF INCOME

Notwithstanding any other provision of these By-Laws, the Corporation shall be subject to the following limitations and restrictions: The Corporation shall distribute its income for each taxable year at such time and in such manner as to not become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or such subsequent enactment dealing with this subject. The Corporation shall not engage in any act of self dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954 ("I.R.C. '54"). The Corporation shall retain any excess business holdings as defined in Section 4943 (c) of the I.R.C. '54.

14.02 PROHIBITION AGAINST SHARING PROFITS OR ASSETS

No member, Director, Officer, Employee or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earning or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation affection of its purposes as shall be fixed by resolution of the Board. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the I.R.C. '54. The Corporation shall not make any taxable expenditures as defined in Section 4945 of the I.R.C. '54.

SECTION 15. AFFILIATION WITH OTHER ORGANIZATIONS

15.01 NARCOTICS ANONYMOUS

This Corporation is a service which serves a function within the totality of an organization known as Narcotics Anonymous Society. In so doing, it endorses the aims, goals and purposes of that organization, and in fact, by special endorsement per Section 15.02, it operates under the guidelines of the “Twelve Traditions” as espoused by the Narcotics Anonymous Society.

15.02 TWELVE TRADITIONS

All members, Directors and Officers of this Corporation shall be, and are subject to, and will abide by, the principles of the “Twelve Traditions” of Narcotics Anonymous Society as set forth in the book identified and entitled as “Narcotics Anonymous” and shall further abide by motions adopted at each Houston Area Service Committee meeting (HASCONA) and implement decisions reach by the Area Service Committee as they pertain to the operation of the Corporation. It is herein specifically acknowledged that the Corporation, acts as a fiduciary in its dealings with the Houston Area Service Committee and the Fellowship of Narcotics Anonymous. Any net proceeds of the Corporation which result from the sale of literature and/or other materials for HASCONA and the fellowship of Narcotics Anonymous shall be for the benefit of the Houston Area Service Committee.

SECTION 16. CONSTRUCTION

16.01 TERMS

As used in these By-Laws:

- (a). The present tense includes the past and the future tenses, and the future tense includes the present.
- (b). The masculine gender includes the feminine and neuter genders.
- (c). The singular number includes the plural, and the plural includes the singular.
- (d). The word “shall” is mandatory and the word “may” is permissive.
- (e). The words “Directors” and “Board”, except in context specifically and expressly made otherwise applicable, shall mean directors of the Board of

Revised September 26, 2011

Directors of this Corporation and none other, as stated in Section 6.01 of these By-Laws.