

GOLD COAST AREA OF NARCOTICS ANONYMOUS

BYLAWS

I. ORGANIZATION

The organization (“Organization”) shall function under the name GOLD COAST AREA OF NARCOTICS ANONYMOUS. The location of its principal offices is 3561 NW 9th Avenue, Oakland Park, FL 33304. The Organization is a fellowship of recovering addicts whose primary purpose is to carry the message of recovery to the addict who still suffers as well as supporting one another in recovery from addiction. The Organization provides support and encourage through the study and applications of the Steps and Traditions of Narcotics Anonymous, planning and execution of recovery-related events and activities, and education and ongoing development within the tradition of anonymity. The Organization does not provide professional counseling, therapy or treatment. The Organization intends to operate in a manner appropriate for qualifying as a nonprofit organization.

II. MEMBERSHIP

The Organization is guided by an Area Service Committee (“ASC”). An ASC is a committee made up of representatives (“GSR” or “GSR's”), an administrative committee and subcommittee chairpersons. The ASC meets monthly for the express purpose of serving the specific needs of its members' groups. Voting participation in the ASC is limited to any recognized elected GSR within the Area (or Alternate GSR in his/her absence), only one (1) vote per GSR. A GSR can represent only one (1) group at the ASC. The Chairperson has a vote only in the case of a tie, at his/her discretion. GSR's and Alternate GSR's are elected by groups within a designated area. There are no dues or membership fees for any member of the Organization. There is no compensation or remuneration of any kind payable to any member or Director of the Organization.

III. BOARD OF DIRECTORS

The Board of Directors for the Organization shall be identical to the ASC's administrative committee and is comprised of the following officers who are qualified and responsible as follows:

1. Chairperson: Nominated and Elected by the ASC.

1. Four (4) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and knowledge of the Gold Coast Area Service Policy
3. One (1) year prior involvement as ASC Vice-Chairperson, Subcommittee Chairperson or GSR
4. Organizational skills

Presides over the ASC meeting. Should refrain from expressing his/her opinion during discussion of a motion. Formulates the ASC agenda. Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all ASC meetings. Is one of the signatures on the ASC's bank account. Will appoint someone at the end of the ASC to check on groups that have missed two (2) or more meetings to report back at the next ASC. Should acquaint him/herself with the Gold Coast Area Service Policy.

2. Vice-Chairperson: Nominated and elected by the ASC

1. Three (3) years clean time
2. One (1) year prior involvement * as Subcommittee Chairperson or GSR
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

There is a two year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC meetings. Presides over the ASC meeting in the absence of the Chairperson. Is responsible for coordinating the Subcommittees. Communicates frequently with each of the Subcommittee Chairpersons and acts as a resource to the Subcommittees in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of an absence or resignation of a Subcommittee Chairperson. Holds a mandatory meeting before the ASC meeting with all Subcommittee Chairpersons. Assists in tabulating votes. Should acquaint him/herself with the Gold Coast Area Service Policy. The Vice-Chairperson will become the Chair for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the Vice-Chair will become a nominee for the position of Chair. Should be one of the cosigners on the ASC's bank account.

3. Secretary: Nominated and elected by the ASC.

1. Two (2) years clean time
2. General office or secretarial skills and some organizational ability
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Six (6) months prior involvement as secretary to a group or to an ASC Subcommittee

It is essential that he/she possess a good sense of order about what transpires at ASC meetings. Drafts concise minutes to reflect the essence of what is conducted at the meeting. The pages of the minutes will be numbered. A literature distribution form will be included in each month's minutes. The secretary will be provided with One Hundred Fifty Dollars (\$150.00) at the beginning of his/her term for the mailing of the next month's minutes. Then every month, he/she will be reimbursed the amount of the receipt from the Post Office. At the end of his/her term will turn in the \$150.00 to the ASC. Takes roll call at the ASC meetings. Gives a list of groups that have missed two (2) or more ASCs to the ASC Chairperson. Maintains a file system for all information generated by the ASC, including certain materials created by the Subcommittees or Groups, as well as a record of motions, reports and correspondence for the ASC archives. Prepares letters and communications for the officers. Types and mails minutes of the ASC meeting (after the Chairperson reviews) along with an agenda for the next meeting, to all ASC officers, group services representatives, sub-committee chairs, adhoc committee chairs and regional activities chair, within fourteen (14) days following the ASC meeting. Should follow the ASC format and agenda in compiling minutes and number accordingly. Is responsible for utilizing the most effective method of preparing and distributing minutes (i.e.: hand-copying, collating, stapling, etc.) Must attend the meeting with the ASC Vice-Chairperson prior to the ASC, take accurate minutes and include them in the Area's minutes. Should acquaint him/herself with the Gold Coast Area Service Policy.

1. Request that the secretary place all pertinent information with each regional vote. i.e. behind the motions, attach any attachments that pertain to the motions. The secretary will not re-type all information, but will type the motion on a separate sheet and then have the information following the motion, RCM will supply the secretary with pertinent information.

4. Treasurer: Nominated and elected by the ASC

1. Four (4) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Bookkeeping or accounting experience
4. One (1) year prior experience as a group treasurer and prior participation in the ASC.

Responsible for the management of ASC funds. Maintains checkbook; should not be signature on bank account. Responsible for all incoming and outgoing monies through the ASC. Presents a detailed report of finance at each ASC meeting. Includes a monthly income statement showing fixed and all other expenses of the Gold Coast Area. Keeps a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report. During this report, he/she should encourage the GSRs to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group. Explains briefly what this money goes to provide. Maintains fiscal yearly budget from September through August. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances of the Subcommittees with their

Chairpersons. He/She will report these monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. All monies must be turned in to the ASC Treasurer within Forty-Eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit these received funds within Twenty-Four (24) hours. All funds are under one set of books. The Treasurer makes disbursements upon direction of the ASC. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Should acquaint him/herself with the Gold Coast Area Service Policy. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. Treasure will pay invoices only after OK'd by appropriate chairperson. The treasure oversees a prudent reserve of five thousand dollars (5,000) and informs the ASC. The treasurer to donate up to 20% of the gross income received at area to the region after expenses have been paid. This donation should be made monthly for the income received last month. The treasurer will make a motion monthly at the ASC as to what money is available to be sent to the next level of service. The GSRs will vote on how much money will be sent to the RSC. Prudent reserve: Funds kept available and set aside to meet liabilities and for unforeseen emergency needs. Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. No cash disbursements for payments or reimbursements will be made. All payments will be made by check only. The Treasurer shall include his /her report in the ASC minutes. In August, the Treasurer will pull a report on each Sub-Committee from the Area's computer on monies spent from August through July and distribute to all new Subcommittee Chairs at the August ASC which will also include last year's budget so a comparison will be available for voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line figure for comparison. A pre-paid credit card in the amount of \$780.00 will be purchased and used only to pay for Helpline phone service and Gold Coast Area website. To establish direct checking debit with authorized vendors of the ASC.

5. RCM: Nominated and elected by the ASC

1. Four (4) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Prior fulfilled commitment as a GSR
4. Six (6) months prior experience in the ASC as a GSR or Subcommittee Chairperson
5. Time and resources to perform the responsibilities of the position
6. Six (6) months prior involvement at the Regional level

As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASC's. The RCM

represents the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for both the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report to the ASC of the RSC meetings and will read all Regional Motions referred to ASC during Area meeting. May serve on one or more of its ASC and RSC Subcommittees, but not as a chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM ASC Alternate, as they present the WSC Conference Agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items. Should acquaint him/herself with the Gold Coast Area Service Policy. The RCM position is a one year commitment.

All Directors shall serve for a one (1) year term commencing on September 1 of each year, except for the Vice-Chairperson as noted above.

IV. SUBCOMMITTEES

The following Subcommittees, each with its own Chair and Vice Chair that are elected by the Voting Members, shall furnish monthly reports to the Organization regarding their various activities and efforts in fulfilling the Organization's primary purpose. Subcommittees may be created, dissolved or modified if so approved by the Voting Members.

ACTIVITIES:

Coordinates and plans activities which promote unity and fellowship in the NA program as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

ARTS & GRAPHICS:

Assists the Gold Coast Area Service Committee and its Subcommittees in the designing and production of Area merchandise.

CONVENTION:

Holds an annual convention to bring our fellowship together in the celebration of recovery.

HELPLINE:

Establishes, maintains and coordinates an effective 24-Hour/7 Days a week answering service. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information. The subcommittee will also maintain a 12 Step list to provide members available for 12 Step Calls. The service will also provide appropriate referrals.

HOSPITALS & INSTITUTIONS:

Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

LITERATURE:

All Conference Approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals but true group conscience is obtained initially through the efforts of the Area Subcommittee. Can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.

LITERATURE DISTRIBUTION:

Procures from the Regional Service Office all literature and related items and distributes them at the group level. Procures and distributes meeting lists from the Newsletter Subcommittee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

NEWSLETTER: Publishes a bimonthly newsletter for the Area.

POLICY:

Considers any input referred by the ASC that affects the policy of the ASC, and, upon deliberation, gives recommendations to the Area. When necessary, the vote count is included. Also, gives a written response to any issues regarding tradition violations. When a unanimous decision cannot be reached, the issue will be forwarded to the Board of Trustees. The Administrative Committee of the Policy Subcommittee will update the policy as needed.

PUBLIC INFORMATION:

Informs the public that Narcotics anonymous exists, offers recovery from addiction and provides information about how and where to find it, including maintaining and printing accurate meeting lists. All activities are directed toward that purpose and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

YOUTH SUBCOMMITTEE

A committee that works together to strengthen NA by encouraging more youthful participation..

V. AMENDING BYLAWS

These procedures for amending these bylaws are set forth in the Organization's Areas Service Policy Manual in the sections entitled "Motions and Voting Procedures" and "Parliamentary Procedures," both incorporated herein by reference.

VI. FINANCIAL

The Organization's fiscal year shall begin each September 1 and end each August 31. In the event the Organization is dissolved, disorganized, or liquidated, any remaining assets including not limited to cash, supplies, literature and any and all other materials shall be distributed to South Florida Region of Narcotics Anonymous, located in , for their sole and exclusive benefit.

The Treasurer of the Organization shall maintain all financial records, including records of all receipts, disbursements and tax filings. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances of the Subcommittees with their Chairpersons. He/She will report these monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. All monies must be turned in to the ASC Treasurer within Forty-Eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit these received funds within Twenty-Four (24) hours. All funds are under one set of books. The Treasurer makes disbursements upon direction of the ASC. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Should acquaint him/herself with the Gold Coast Area Service Policy. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. Treasure will pay invoices only after OK'd by appropriate chairperson. The treasure oversees a prudent reserve of five thousand dollars (5,000) and informs the ASC. The treasurer to donate up to 20% of the gross income received at area to the region after expenses have been paid. This donation should be made monthly for the income received last month. The treasurer will make a motion monthly at the ASC as to what money is available to be sent to the next level of service. The GSRs will vote on how much money will be sent to the RSC. Prudent reserve: Funds kept available and set aside to meet liabilities and for unforeseen emergency needs. Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. No cash disbursements for payments or reimbursements will be made. All payments will be made by check only. The Treasurer shall include his /her report in the ASC minutes. In August, the Treasurer will pull a report on each Sub-Committee from the Area's computer on monies spent from August through July and distribute to all new Subcommittee Chairs at the August ASC which will also include last year's budget so a comparison will be available for voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line figure for comparison. A pre-paid credit card in the amount of \$780.00 will be purchased and used only to pay for Helpline phone service and Gold Coast Area website. To establish direct checking debit with authorized vendors of the ASC.

VII. INDEMNIFICATION OF DIRECTORS

No Director shall be personally liable for the debts, liabilities or obligations of the Organization, and any lawsuits against any Director of the Organization shall be defended at the cost of the

Organization, including reasonable expenses and attorney fees, provided that the Court finds that the conduct of such sued Director was such to merit indemnity and in such sums as the Court finds reasonable.