

**Guidelines For UCASC
Newsletter Subcommittee
Accepted by UCASC December 18, 2005**

Article I

Definition

We are an operating subcommittee of the Upper Cumberland Area Service Committee (UCASC) of Narcotics Anonymous (NA). We are supported by the UCASC and are accountable to that committee.

Article II

Purpose

- A.** To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
- B.** To be a forum to inform groups in the Upper Cumberland Area of news and events at the Area, Regional and World levels, and to give groups of the Upper Cumberland Area the ability to inform others of news and events occurring within their groups.
- C.** To be an open forum for individual members of Narcotics Anonymous to share their experience, strength and hope with others, in accordance with the guiding documents.

Article III

Spiritual Guidance

In all of its endeavors, the Newsletter Subcommittee will comply with the following:

- A.** The Twelve Traditions of Narcotics Anonymous.
- B.** The Twelve Concepts of Service for Narcotics Anonymous.
- C.** The current publication of A Guide to Local Service.
- D.** The current publication of the Handbook for Narcotics Anonymous Newsletters.
- E.** UCASC Guidelines.
- F.** Any special rules of order adopted by this subcommittee.
- G.** In the case of a conflict, the Newsletter Subcommittee will turn to the UCASC for guidance.

Article IV

Responsibilities

- A.** To become a resource of information for the Upper Cumberland Area of Narcotics Anonymous concerning news, events and personal stories.
- B.** To maintain a close working relationship with the groups comprising the Upper Cumberland Area.
- C.** To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

Article V

Function

- A.** To publish and print a monthly newsletter for the UCASC, to be distributed at the UCASC meeting each month.
- B.** To make copies of the newsletter available online each month on the UCASC website.

Article VI

Membership/Submissions

- A.** Membership is open to any NA member.
- B.** Submissions may be made by any interested member of Narcotics Anonymous.
- C.** The Newsletter subcommittee will have final say on acceptance of submissions, using the guiding documents to make their decision.
- D.** The Newsletter subcommittee will retain the right to edit any submissions for size and content, insuring that the message of Narcotics Anonymous remains intact.

Article VII

Meetings/Membership

- A.** This subcommittee shall consist of a Chairperson, Vice Chairperson and Secretary, as well as any other position deemed necessary by the subcommittee.
- B.** All meetings are open to interested members.
- C.** The Chairperson will be nominated by the UCASC and elected by the UCASC to serve a one (1) year term.
- D.** All other Newsletter positions will be elected by the subcommittee to serve a one (1) year term.
- E.** All nominees for positions must be present at the time of nomination.
- F.** No member shall hold more than two (2) consecutive terms of any one position.
- G.** The committee will meet at least once a month, with a consistent time and place, determined by the Chairperson. The members of the subcommittee shall be notified of any changes in meeting time or location at least one (1) week prior to the meeting.

Article VIII

Removal From Office

Subcommittee officers may be removed from office for noncompliance, which includes but is not limited to:

- A.** Loss of abstinence.
- B.** Non-fulfillment of the duties of their position.
- C.** Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.

The Chairperson may be removed from office for non-compliance as

follows:

D. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove then may be submitted to the UCASC Admin.

E. Upon receipt of said written request, the UCASC Admin. may remove or investigate the officer.

All other Subcommittee officers may be removed from office by a two thirds (2/3) vote of the Subcommittee.

Article IX

Officer Qualifications And Duties

Chairperson:

A. Requirements

1. At least three (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide To Narcotics Anonymous Newsletters.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

B. Duties

1. Arrange times and agendas for subcommittee meetings.
2. Initiates all necessary correspondence, including communications between subcommittee members and other interested parties.
3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
4. Is ultimately responsible to insure newsletter is compiled, printed and distributed each month, including taking copies to monthly UCASC meeting each month for distribution, and making a copy available to the website each month.
5. Attends all UCANA-Newsletter Subcommittee meetings.
6. Attends all monthly UCASC meetings.

Vice Chairperson

C. Requirements

1. At least two (1) year abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide To Narcotics Anonymous Newsletters.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

D. Duties

1. To assume responsibility for the subcommittee in the Chairperson's absence.

2. To work closely with and assist with all duties of the Subcommittee.
3. Carry out responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all UCANA-Newsletter Subcommittee meetings.
5. Attends all UCASC meetings.

Secretary

E. Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience.
3. Willingness to serve, the time and initiative to commit for the length of time involved.

F. Duties

1. Record minutes of each Subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attends all UCANA-Newsletter Subcommittee meetings.

Article X

Amendments To Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote is needed. The proposed change must then be submitted and approved by the UCASC.