

PROPOSED BYLAWS  
OF THE  
VENTURA COUNTY CENTRAL SERVICE COMMITTEE OF  
NARCOTICS ANONYMOUS

At this point in time of organizing our local Narcotics Anonymous groups we recognize the general ambiguity concerning such terms as GSO, areas, central service committees, etc. In any event, this proposed structure is intended to pertain to any and all NA groups (meetings) in Ventura County. If at some future time Narcotics Anonymous as a whole devises some definitive structure then this present local structure of NA in Ventura County will merge as called for by the collective group conscience.

Name, Purpose, and Election of Officers

1. This body shall be known as the Ventura County Central Service Committee of Narcotics Anonymous.
2. The purpose of this organization shall be the administration and coordination of Narcotics Anonymous activities common to the various groups comprising its membership. These activities include:
  - a. Furthering the Narcotics Anonymous program in accordance with the twelve traditions of Narcotics Anonymous.
  - b. Maintaining a central office as a communications center for Narcotics Anonymous in thi county.

NOTE: Specifically excluded from the objectives of the Central Service Committee are the operation of any club, clubhouse, detox centers, and such related facilities, and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition Six. As with all NA groups and activities, the 12 Traditions of Narcotics Anonymous shall provide the governing rules of this central service committee. Also excluded from the objectives of this committee are activities of a nature which affect NA on a broad scale beyond the jurisdiction of Ventura County, such as area and world conventions. However, this committee is not excluded from offering its proper representation into such broad NA activities.

3. Membership in the Central Service Committee shall be limited to NA members who have been continuously clean and sober at least six months, and maintenance of sobriety shall be required throughout their term in office. This limitation shall also apply to the committee workers selected by the Central Service Committee.
4. Election to the Committee shall be as follows:
  - a. Each NA group (meeting) shall hold elections for representatives and alternates in their first November meeting of each year. The representatives will make up the Central Service Committee and shall each have one vote. The alternates shall fill in for any absent representatives or for any representative who cannot complete his term in office.
  - b. At its first meeting in January, the Committee shall select from its own members a chairman and vice-chairman, who will assume their duties immediately. The chairman shall preside at all committee meetings. Upon his election the chairman shall resign as group representative, enabling his group to elect a new representative, thus insuring all groups equality of representation.

At Committee meetings the chairman may vote only in event of a tie. In the absence of the chairman the vice-chairman shall perform the duties of chairman.

#### How it Functions

1. The Committee shall select committee workers, an office manager and a treasurer-secretary who serve the Committee but are not Committee members, thus having no vote.
  - a. The office manager shall be given the responsibility and the authority to direct the general affairs of the office and postal box of the Committee and shall report there on at each monthly meeting of the Committee. He or she shall refer to the committee matters of major determination of policies, major expenditures or unusual fund committees, and changes in personnel. In addition, the office manager shall handle requests for information about NA from local news media, cooperate with media programs concerning drug abuse, addiction, and NA, and furnish speakers for non-NA organizations.
  - b. The treasurer-secretary will record the minutes of all Central Service Committee meetings. He or she shall also be one of the co<sup>1</sup> signers of the bank accounts and make a report of contributions and expenditures at every regular Committee meeting as well as an annual statement at the end of the year.
  - c. The office manager and treasurer-secretary shall be selected for a term to begin February 1 of each year and terminate January 31 of the following year.
  - d. Any committee worker may be removed during his term in office by a majority vote of the Central Service Committee.
2. Committee members (the group representatives) shall serve for a term of one year, from January 1 to December 31 of each year. Representatives elected from newly formed groups shall serve for the remainder of the year, at which time new representatives shall be elected. All Committee members and workers may succeed themselves in office, but none may serve more than two consecutive terms.
3. The Central Service Committee shall hold regular monthly meetings. Special meetings may be called (1) by a majority of the representatives or (2) by the Committee chairman on being apprised of a matter of special and major determination such as major policy changes or large and unusual expenditures. Reasonable notice of such special meetings must be given to all Committee members by the treasurer-secretary.
4. A quorum at all meetings shall consist of representatives of two-thirds but not less than three of the active groups. A quorum ~~is~~ being present, matters before the committee shall be decided by a simple majority vote, except that withdrawal of funds shall require a two-thirds vote.
5. All group secretaries shall be notified by the treasurer-secretary if their elected representative is not present at two consecutive Central Service Committee meetings. If the group remains unrepresented at the third consecutive meeting, the treasurer-secretary shall notify that group that they are considered inactive.



6. These bylaws may be amended at any time by a majority vote in a special meeting consisting of the Central Service Committee, all group secretaries and all interested NA members as may express a collective group conscience. A two week notice of such a special meeting must be announced at each NA meeting prior to any attempted change in these bylaws.
7. All Central Service Committee meetings shall be open to any NA member ~~who~~ who wishes to attend, but shall be closed to the general public.

December 23, 1975