

Narcotics Anonymous of Southern Utah

Cedar City Growth Committee

Guidelines and Procedures

Article I. Definition and Purpose

The Cedar City Growth Committee of Narcotics Anonymous is a standing subcommittee of the Narcotics Anonymous of Southern Utah Area Service Committee (ASC.) It is made up of volunteer members from Narcotics Anonymous groups specifically for the fellowship of Cedar City. This body should be known as CCGC. Our purpose is to create unity inside our NA fellowship as a whole. To carry the message of NA to our members and attract the new comer. To provide area entertainment and show that fun can be found in recovery. Because events are sponsored by service committees of Narcotics Anonymous, they should always conform to NA Principles and Traditions and reflect on our primary purpose.

Article II. Meetings (Regular, Special, Voting)

- Meetings will be held the first Monday of each month BEFORE the Area Business Meeting and at other times as deemed necessary. Meetings may be canceled or rescheduled by a majority vote of all Members present in a given meeting.
- Time of meeting shall be from 7:00 P.M. and shall not last longer than one and one half hours, except by vote to extend this time limit by the members present.
- In the month of February, the Annual Meeting shall be held in conjunction with the regular business meeting, at which time new officers will be nominated and elected with the officers taking over in March, excluding Chairperson, who is elected at the ASC Elections.
- A full and complete Annual Accounting of the financial condition of the Subcommittee shall be made to the Members.
- Special meetings may be called at any time by the Presiding Member. Also, any TWO Members may request a special meeting through the Presiding Member, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all Members.
- A majority of Members shall be present at any regular, special, or Annual Meeting before the election of officers or amendments to the Subcommittee Bylaws can commence. A majority vote of the Members present is needed to approve amendments to the Subcommittee Bylaws, or to elect officers.
- Each Member shall have one vote in all matters with the Chairperson carrying the deciding vote in a draw.
- Any Elected Member who fails to attend TWO of the last THREE regular meetings without being excused by the Presiding Member from attending, will be considered for removal.
- Any Member having attended previous business meetings within the past THREE months is eligible to vote at business meetings.

Article III. Meeting Format

- I. OPENING: Begin with moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions and Twelve Concepts.
- II. Introductions and Attendance (excused and unexcused absences)
- III. Chairperson's report (review progress to date and relay recent information)
- IV. Treasurer's report (update on expenses and new balance)
- V. Committee reports
- VI. Old Business/motions
- VII. Open Forum
- VIII. New Business
- IX. CLOSING: Next meeting information and 3rd step prayer

Article IV. Committee

Membership in the Growth Committee should be open to all members of the fellowship. The Growth Committee consists of an Executive committee, Growth Representative, and attending members. Requirements and qualifications for the administrative committee and members are as follows: (Minimum of years clean):

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|------|---------------------------------|-------------------------|
| I. | Chairperson..... | Two years clean |
| II. | Co-Chairperson..... | One year clean |
| III. | Secretary..... | Six months clean |
| IV. | Treasurer..... | Two years clean |
| V. | Growth Representative (GR)..... | Thirty Days clean |
| VI. | Committee members..... | Twenty-four hours clean |

- Working knowledge of the Twelve Steps and Twelve Traditions of NA.
- Willingness to give the time and resources.
- Ability to exercise patience and tolerance.
- Active participation in Narcotics Anonymous.
- Growth Committee will use the Twelve Concepts when considering voting members into the committee.
- The term for Executive Committee chairs will be one (1) year.

Article V. Positions and Duties

Any member of Narcotics Anonymous may become a member of the CCGC. In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the committee at the next business meeting. Officers may succeed themselves by reelection only one time. Members shall be elected by a majority vote of the Members present, to the following positions and duties with suggested clean times stated:

CHAIRPERSON RESPONSIBILITIES

- Two (2) years clean time.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

- Will help to resolve personality conflict.
- Keeps informed of the activities of the sub-committees, and make sure eves don't conflict with other NASU events.
- Helps prepare a budget for the Administrative Committee functions.
- Votes only to break a tie.
- Executes judgment without giving personal options.
- Because the Cedar City Growth Committee is a sub-committee of Narcotics Anonymous of Southern Utah Area, the Chair should not sit on the Executive Committee of ASC, to avoid spiritual conflict.
- Prepares an agenda for each meeting.
- Chair attends all CCGC meetings in their entirety and if unable to attend, notifies the Co-chair and sends a written report.
- Brings written report to Area.
- Assumes responsibilities for Treasurer in their absence.

CO-CHAIRPERSON RESPONSIBILITIES

- One (1) year clean time.
- Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Will act as Chair when the Chairperson is not available.
- Works closely with Chairperson to delegate responsibilities to GR and committee.
- Will serve as liaison between sub-committees and Executive body.
- A friendly and tolerant personality is recommended.
- Co-chair attends all CCGC meetings and if unable to attend notifies the Chair
- Assumes responsibilities for Secretary in their absence.
- Oversees motions

TREASURER RESPONSIBILITIES

- Two (2) years clean time - should not be waived.
- Previous treasurer experience at Area subcommittee or group level recommended.
- Assists sub-committee with budgets.
- Prepares monthly financial reports to be submitted at monthly CCGC meetings. These reports will cover a time period of "meeting to meeting".
- Responsible for all monies received (i.e. fundraising, registrations, merchandise, activities, etc.)
- Writes pre-numbered, carbon receipts for any cash or checks received. Deposits are made to the NASU checking account within five (5) working days.
- Treasurer should be available during all events.
- They need to be financially stable, have a steady income and never have stolen money from NA.

SECRETARY RESPONSIBILITIES

- Six months clean time.
- Keeps accurate minutes of each meeting.
- Types and distributes copies of the minutes to each member, no later than ten (10) days following each meeting.
- Keeps copies of all minutes during term of office and have available at all meetings.
- Keeps accurate on-going roll call.
- Maintains contact list of all active committee members.

- Distributes agenda for meetings.
- In absence of Chair and Co-Chair, presides over meeting until Chair can be elected.
- Maintains active motion log.

GROWTH REPRESENTATIVE (GR) RESPONSIBILITIES

- Thirty days clean time.
- Take group conscious in the meetings and report back to CCGC.
- Attend group meetings to announce upcoming events.
- Assist the CCGC in the planning and execution of events.

Nominations for officer positions will take place in February of each year. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted before the Annual Meeting to elect Members to serve in officer positions.

Article VI. Removal of an Officer

If an officer of the Subcommittee (Chairperson, Co-chairperson, Secretary, Treasurer, or Growth Committee) does not fulfill duties required as described in Article V, that Partner will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Member may present statements to the Subcommittee in an effort to retain the position. Removal will occur if so voted by majority of the Members present at the meeting.

Relapse is grounds for automatic removal from the subcommittee

Article VII. Annual Accounting

- Each calendar year, a full and complete account of the condition of the Subcommittee shall be made to the Members. The annual accounting shall take place at the Annual Meeting for the preceding year.
- All financial transactions shall be reviewed annually by a Subcommittee Audit Committee in conjunction with the ASC Treasurer.

Article VIII. Other Requirements

Statement of Accountability regarding Funds and/or Merchandise:

As stated in the Twelve Concepts, a single point of accountability should be clearly defined. In keeping with this concept, when funds or merchandise are transferred from one person to another, a written record, such as a receipt will be filled out and kept in a manner which can be readily accessed. The nature of the exchange will be clearly defined in the written record.

MOTION #



**Narcotics Anonymous of Southern Utah [N.A.S.U.]
Cedar City Growth Committee [C.C.G.C.]
Motion Form**

DATE:					
MOTION MAKER:					
SECONDED:					
MOTION					
INTENT					
VOTE: / /		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> TABLED	<input type="checkbox"/> AMENDED
AMENDED					
OTHER					