

INLAND LAKES UNITY AREA
INLAND LAKES UNITY COMMITTEE
GUIDELINES

Revised July 2008

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Article One: Name and Boundaries

- 1.01 The name of the Area shall be Inland Lakes Unity Area, hereafter known as ILUA. The name of this Area Service Committee (ASC) shall be Inland Lakes Unity Committee, hereafter known as ILUC.
- 1.02 The ILUC shall service the needs of member groups within the Area by promoting Area Unity.
- 1.03 The ILUC shall consist of Outagamie, Winnebago, Fond du Lac, Waushara, Waupaca, Green Lake Counties and the city of Wisconsin Rapids.

Article Two: Definition

- 2.01 The purpose of the ILUC is to be supportive of its groups and their primary purpose, by linking together the groups in our Area, by helping groups deal with their basic situations and needs, and by encouraging the growth of the fellowship.

Article Three: Operating Functions

- 3.01 The ILUC shall maintain a mailing address and a bank account.
- 3.02 The ILUC shall donate all monies over the monthly prudent reserve to Region and World in the amounts of 75% to Wisconsin Region Service Committee (WSRC) and 25% to Narcotic Anonymous World Service (NAWS).
- 3.03 ILUC financial polices shall include:
 - A. The ILUC shall maintain a prudent reserve of \$1,000, plus the total of working reserves that have not been dispersed at the end of each ASC.
 - B. The Current working reserves are as follows:

1. Activities Subcommittee	\$ 200 (facilities/entertainment)
	\$ 150 (misc. activities)
2. Regional Conference Member (RCM) or Regional Conference Member Alternate (RCMA)	\$ 200 per cycle
3. Campout/Retreat Subcommittee	\$ 50
4. General Fund	\$ 200
5. Hospitals & Institutions Subcommittee	\$ 50
6. Hospitals & Institutions Subcommittee	\$ 150 for Literature
7. Merchandise Subcommittee	\$ 500
8. Merchandise Subcommittee	\$ 30 to make change*
9. Newsletter Subcommittee	\$ 75
10. Outreach Subcommittee	\$ 50
11. Policy & Administration	\$ 30
12. Public Relations Subcommittee	\$ 50
13. Rent for ASC meeting facility	\$ 25
14. Secretary	\$ 80

- C. When bad checks are passed to the ILUA, the person shall be contacted and if he/she fails to make arrangements for repayment, the treasurer shall notify the chairpersons of WRSC and Wisconsin State Narcotics Anonymous Convention (WSNAC).
- D. The ILUC Chairperson, Vice Chairperson, Treasurer, Vice-Treasurer, Secretary, RCM, RCMA, P&A Chairperson, Activities Chairperson and Merchandise Chairperson are designated as co-signers on the ILUC Bank account.
- E. Money must be in the bank to write a check.
- F. ILUA shall pay the whole cost of a room for Friday night for ILUC Subcommittee chairpersons to attend subcommittee meetings on the Saturday of Regional, when Regional are held at a distance greater than 100 miles from an ILUC subcommittee chairperson's home, this expenditure must be pre-approved at an ASC prior to the WRSC.
- G. All ILUC monies received by subcommittees shall be submitted to the Treasurer within 48 hours and all appropriate disbursements per policy shall be paid with an ILUA check written by the Treasurer.
- H. All expenses over a subcommittee's working reserve must be pre-approved before the expense is incurred at an ASC.
- I. All funds shall be combined into one account, to be managed by the ILUC Treasurer.
- J. Reimbursements, excluding mileage, shall not be given if there is not a receipt submitted at the time that the reimbursement is requested.
- K. All trusted servants that are either required or requested to travel as outlined in the duties and responsibilities shall be reimbursed for fuel expense at the rate of \$.21 per map mile, by submitting an ILUC Expense Report.
- L. Reimbursements will be made only at Area Service Committee meetings.
- M. The RCM and RCMA shall each be allowed one room per WSRC if the RCM and RCMA are of the opposite sex.
- N. The ILUC Treasurer shall present an annual report every January to the ASC.
- O. The ILUC shall pay rent or donate literature to all facilities that hold the ASC.
- P. No two signers of the ILUC bank account may reside in the same Household.
- Q. The Treasurer may fund expenses for the mailing of the ILUC meeting minutes, stationary, copies, and ILUC post office box expenses without a vote at the ASC.

- R. The Campout/Retreat Subcommittee monies shall be list separately on the ILUC Treasurer's report, and will not be included when calculating the donations to WSC and WRSC, until the final disbursement to the facility is made.
- S. The ILUC shall issue a check for Hospitals & Institutions literature upon receipt of a completed Literature Order Form from the H&I Subcommittee. Any orders exceeding \$150 per month shall be approved by the ILUC at an ASC.
- T. Speakers requested to travel from outside the ILUC Area to speak in the ILUC Area shall be reimbursed at a rate of \$.21per map mile.
- U. The Merchandise Subcommittee shall submit a quote or estimate by motion at the ASC prior to any purchases. The quote shall include:
 - 1. Description of the merchandise
 - 2. Quantity being purchased
 - 3. Unit price
 - 4. Total price for all merchandise
 - 5. The items will be sold reflecting a 25% markup
- V. ILUC expenditures shall be dispersed in accordance with the following list of priorities:
 - 1. Any outstanding invoices
 - 2. Replenish working reserves
 - 3. "Old Business" financial motions
 - 4. "New Business" financial motions
 - 5. Donations as per policy 3.02
- W. The bank statement submitted for inclusion in Area minutes shall have the account number removed. Additionally, any deposits made between the dates on the statement and the ASC shall also be included in the minutes.
- X. When using ILUA money from working reserves, a receipt signed by the subcommittee chair must be submitted to the ILUC Treasurer.
- Y. All facility rental and DJ services be paid for by a check from the ILUA Account written by the Treasurer or Vice Treasurer.
- Z. When money from a subcommittee working reserve does not balance with the receipts given to the Treasurer at the end of the ACS, the Treasurer or Vice Treasurer will notify the ILUC at the next ASC. Any dollar amount over \$5 that is unaccounted for, a police report will be filed with Winnebago County and further action will be considered on a case-by-case basis, led by group conscience.

Article Four: ASC Meeting

- 4.01 The ILUC shall meet every month on the second Sunday at 12:30 p.m.
- A. If the ASC meeting falls on Mother's Day, Father's Day, or any national holiday, the ASC is to be switched to meeting on the first Sunday of the month.
 - B. All ILUC monthly business is to be completed in three (3) hours if possible.
 - C. All GSRs shall meet for a GSR Meeting to be held one-half (1/2) hour before the ILUA ASC.
 1. The ILUA ASC's GSR meeting to be presided over by a GSR who is elected by the GSR's to a 3 month term by a simple majority vote at the GSR's meeting.
- 4.02 Any business directly pertaining to the welfare of any ILUC groups shall be dealt with on a priority basis.
- 4.03 All ILUA ASC meetings shall take place in Oshkosh, except June through August, which has the option of being held in a separate city within the ILUA for three consecutive months, which would be determined at the February ASC.
- 4.04 The ILUA ASC shall be open to all members of Narcotic Anonymous.
- 4.05 The format for the ILUA shall be as follows:
- A. Service Worker's Prayer
 - B. Reading of the *Twelve Concepts of Narcotics Anonymous*
 - C. Reading of the *Twelve Traditions of Narcotics Anonymous*
 - D. Roll Call
 - E. Group reports
 - F. Subcommittee Reports
 - G. Executive Committee Reports (Except Treasurer)
 - H. Elections
 - I. Old Business
 - J. Treasurers Report
 - K. New Business
 - L. Agenda items for next month
- 4.06 There will be no 7th tradition collected at the ILUC monthly meeting and the monthly rent will be taken out of the Area Treasury.
- 4.07 A Loose version of "Roberts Rules of Order" shall be used at each ILUC ASC.
- A. A copy of these "Rules of Order" shall be given:
 1. to each GSR
 2. to any Trusted Servant elected to a new position who needs one.

- 4.08 Group reports will be submitted on an ILUC Report form and will be printed in the minutes. During the Group reports section of the meeting only those groups with a special issue will be encouraged to give a verbal report.
- 4.09 Monthly reports by all Officers (except the Treasurer) and subcommittee chairpersons need to be clearly written and turned in to the Secretary before the end of the ASC or the minutes will state that no report was given.
 - A. The ILUC Merchandise Inventory Report Form shall be used by the Merchandise Subcommittee and submitted at each ASC.
 - B. The ILUC Activities Report Form Shall be used by the Activities subcommittee and submitted at each ASC.
- 4.10 If minutes are distributed at least two (2) weeks before the next monthly ILUA ASC, it will not be necessary to read them before they are amended and/or approved.
- 4.11 The key or other means of entry for the meeting place is to be held by the ILUC Chairperson.

Article Five: Participants

- 5.01 Members must be clean to participate in the ILUC ASC.
- 5.02 GSRs form the voting body of the ILUC ASC.
 - A. In the event of a GSRs absence, that group's duly elected Group Service Representative Alternate (GSRA) shall have all of the rights and responsibilities of the GSR.
 - B. Duly appointed group representatives may vote on group conscience questions if the GSR or GSRA are unable to attend a meeting.
- 5.03 GSRs shall be given first priority by the ILUC Chairperson in the discussion of any motions that come before the ASC.
- 5.04 Other members of Narcotics Anonymous may be recognized by the Chairperson, however, they are encouraged to use a regular ILUC member as a channel through which to communicate to other the ILUC members.

Article Six: Trusted Servants

- 6.01 ILUC Trusted servants shall be defined as any member of the Executive Committee and Subcommittee Chairpersons and duly appointed Ad Hoc Subcommittee persons. These positions are elected by the GSRs, GSRA or the meeting's representative.
- 6.02 No Trusted servant elected by the ILUC shall serve more than two (2) consecutive terms in the same position.

- 6.03 Holding concurrent positions:
- A. Any member of the Executive Committee cannot hold a group GSR position while he/she is serving on the Committee.
 - B. The subcommittee chairpersons and executive committee cannot hold an executive position i.e., chairperson, vice chairperson, secretary or treasurer on another subcommittee.
 - C. GSRs can hold any subcommittee chair positions.
- 6.04 Any members of Narcotics Anonymous who meet the qualification for a Trusted Servant position (see Article Seven) may be elected to that service position.
- 6.05 Trusted Servants of the ILUC shall fall into two (2) groups;
- A. Executive Committee
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Secretary
 - 4. Treasurer
 - 5. Vice Treasurer
 - 6. RCM
 - 7. RCMA
 - B. Subcommittee Chairpersons
 - 1. Public Relations
 - 2. Hospitals & Institutions
 - 3. Policy & Administration
 - 4. Activities
 - 5. Literature
 - 6. Outreach
 - 7. Merchandise
 - 8. Campout/Retreat
 - 9. Newsletter
 - 10. Ad Hoc
- 6.06 Subcommittee Chairpersons and Executive Committee shall, on an annual basis, review their corresponding ILUC Guidelines and submit any suggested amendments to the Policy & Administration Subcommittee in February.

Article Seven: Qualifications for Trusted servants

- 7.01 It is recommended that all potential candidates for ILUC positions follow these general qualifications:
- A. The willingness and desire to serve.

- B. An understanding of the Twelve steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous through practical understanding.
 - C. The time and resources to be an active participant.
- 7.02 All service positions are one (1) year commitment.
- 7.03 Specific qualifications for ILUC Officer positions are:

A. **Chairperson**

1. A minimum of three (3) years continuous clean time.
2. A minimum of two (2) years of NA service experience.
3. A working knowledge of ILUC Guidelines and rules of order.

B. **Vice Chairperson**

1. A minimum of two (2) years continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.

C. **Secretary**

1. A minimum one (1) year continuous clean time.
2. The ability to take notes of proceedings and to type.
3. A willingness to learn ILUC Guidelines and rules of order.

D. **Treasurer**

1. A minimum two (2) years continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. The ability to balance an account and keep records.
4. Personal financial stability.
5. Must be eighteen (18) years of age or older.
6. A willingness to learn ILUC Guidelines and rules of order.

E. **Vice Treasurer**

1. A minimum two (2) year continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. The ability to balance an account and keep records.
4. Personal financial stability
5. Must be eighteen (18) years of age or older.
6. A willingness to learn ILUC Guidelines and rules of order.

F. **Regional Conference Member (RCM)**

1. A minimum of two (2) years continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.
4. The ability to attend The WRSC and to travel as directed by the ILUC or as requested by any group in the area.

G. **Regional Conference Member alternative (RCMA)**

1. A minimum of 18 months continuous clean time.
2. A minimum of one (1) year of NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.
4. The ability to attend The WRSC and to travel as directed by the ILUC or as requested by any group in the area.

H. Subcommittee Chairpersons

1. A minimum one (1) year continuous clean time.
2. A minimum of six (6) months NA service experience.
3. A willingness to learn ILUC Guidelines and rules of order.

Article Eight: Duties and Responsibilities of ILUC Officers

8.01 Chairperson

- A. Presides over all ILUC ASCs.
- B. Uses ILUC Rules of Order to maintain order and facilitate committee procedure.
- C. Follows the established ILUC agenda, suspending the order of the day when necessary to accommodate special business.
- D. Recognizes participants to the floor.
- E. States and puts to a vote all motions that legitimately that come before the assembly.
- F. Refrains from discussing any motion while presiding over the meeting.
- G. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly for a decision.
- H. Responds to inquiries pertaining to committee procedure of a factual nature on committee business.
- I. Facilitates ILUC meetings with fairness and impartiality.
- J. Expedites business in every way compatible with the rights of all participants and observers.
- K. Appoints all ILUC special and Ad Hoc committees.
- L. Is a non-voting member of all ILUC subcommittees.
- M. Is a co-signer on the ILUC bank account.
- N. Maintains a written synopsis of responsibilities for each subcommittee to be available at each ASC.
- O. Maintains a current mailing list of all trusted Servants.

8.02 Vice Chairperson

- A. Performs all the duties and responsibilities of the chairperson, with

all the rights and powers held therein, in the absence of the ILUC Chairperson.

- B. Maintains lines of communication between the ILUC and all GSRs in the Area throughout the year.
- C. Acts as a liaison between all ILUC subcommittees.
- D. Is an *ex officio* non-voting member of all ILUC subcommittees
- E. Coordinates the functions of a subcommittee in the absence of it's chairperson and vice chairperson.
- F. Advises the ILUC in matters concerning Area Guidelines.

8.03 **Secretary**

- A. Is responsible for written records of all ILUC meetings.
- B. Maintains a mailing list of all ILUC members and groups.
- C. Takes notes and develops minutes for each ILUC meeting:
 - 1. Will print up the needed copies of the minutes each month, they will be distributed to the GSRs or to the meeting they represent, ILUC Trusted Servants, WRSC's Regional Service Delegate (RD), WRSC H&I Chairperson and WRSC Outreach/Unity Chairperson.
 - 2. Anyone else who would like a copy of the minutes needs to request a copy from the ILUC Secretary.
 - 3. To report in the minutes the donations to Area and literature order amounts from WRSO, to act as a receipt.
 - 4. That the minutes of the ILUC; when addressing policy changes, state the current policy and also what the new policy would state.
 - 5. A bullet sheet to go as a top sheet on the minutes that would list:
 - a. new motions
 - b. time, date, location and phone number of subcommittee meetings and help needed at those meetings
 - c. directions to the ILUC ASC.
 - 6. That a motion be listed verbatim in the minutes, state that it was moved and seconded, and list the vote count. (yes/no/abstain)
 - 7. Include in the minutes a list of attendance at the last ILUC ASC, which first names and last names, addresses, phone numbers, email addresses, and position held. (At the discretion of the committee member)
 - 8. The secretary is a co-signer on the ILUC bank account.

8.04 **Treasurer**

- A. Is custodian of all ILUC funds.
- B. Signs all ILUC disbursement checks, along with the other approved ILUC Trusted Servants.

- C. Keeps an accurate record of all transactions.
- D. Presents at each ILUC ASC a monthly Area financial report and a copy of the corresponding bank statement for inclusion in the minutes.
- E. Collects and deposits into the ILUC bank account all donations from individuals and groups.
- F. May not sign a check to him/her self.

8.05 Vice Treasurer

- A. Assist in the preparation of Treasurer's Reports, organization of records, and the handling of receipts when requested by the ASC Treasurer.
- B. In the absence of the ASC Treasurer, performs all duties and responsibilities of that office during the ASC meeting.
- C. Is a co-signer on the ASC bank account, with the same restriction on signing the checks as the Treasurer, that being that he/she may not sign a check to him/her self.

8.06 Regional Committee Member

- A. Strives to embody and express the group conscience of the ILUC in all NA service activities.
- B. Represents the ILUC at the WRSC, presenting a report at every WRSC meeting.
- C. Presents a report to the ILUC covering all relevant business that transpired at the previous WRSC meeting.
- D. Attends all ILUC ASC meetings and when requested and possible, any group in the Area.
- E. Compiles and maintains a list of all acronyms used at the Area, Regional, and World level of Narcotics Anonymous to be given to the ILUC Secretary. This list will be given to all present and future ILUC members and groups.
- F. Provides the ILUC with information from neighboring Areas and their activities (conferences, dances and functions, etc.)
- G. Attend as many ILUC and Regional functions as possible.
- H. Performs all duties and responsibilities in the absence of the chairperson and vice-chairperson.
- I. The RCM is a co-signer on the ILUC bank account.

8.07 Regional Committee Member Alternate

- A. Performs all the duties and responsibilities of the RCM at the ILUC ASC and WRSC, in the absence of the RCM.
- B. Works closely with the RCM in preparation of becoming RCM (if elected).
- C. Assists the RCM in attending ILUC group meetings, when requested

- and possible.
- D. Attends the WRSC, working together with the RCM in representing the group conscience of the ILUC.
 - E. Assists the communication between the ILUC and other service boards and committees of Narcotics Anonymous.
 - F. Attends as many ILUC and Regional functions as possible.
 - G. The RCMA is a co-signer on the ILUC bank account.
 - H. Strives to embody and express the group conscience of the ILUC in all NA service activities.

Article Nine: Voting Procedure

- 9.01 Voting at ILUC meetings will be by GSRs, with the Chairperson voting only in the event of a tie.
- 9.02 In the absence of a GSR, the duly elected GSRA carries the group's vote.
- 9.03 When voting on meeting motions each GSR is entitled to one vote, when voting on policy motions a GSR has one vote for each meeting he/she represents.
- 9.04 A quorum (5 GSRs) must be present for any voting to occur.
- 9.05 Voting shall be cast by the show of hands. Unless a GSR, GSRA or designated group representative request that voting occur by ballot. A 2/3 majority of present GSRs (or their designee) is needed for the motion to pass.
- 9.06 An abstaining vote shall be reflected in the vote count, but will not count as a "yes" or "no" vote.
- 9.07 All motions must be submitted to the P&A Chair in writing before the motion is voted on.
- 9.08 The ILUC Treasurer shall be consulted before any budgetary expenditure are voted on.
- 9.09 Any changes, additions, or deletions in policy requires a 2/3 majority vote of those GSRs present, after the GSRs have taken the motion back to their groups for a group conscience vote.
- 9.10 Only GSRs, GSRAs or ILUA Trusted Servants may make or second motions.
- 9.11 Motions submitted by any subcommittee shall not require a second at the ASC.

Article Ten: Elections

- 10.01 Nominations shall be open to members of Narcotics Anonymous as long as they meet the qualifications stated in Article Seven.
- 10.02 All nominees must be present at the time of their election to be elected.
- 10.03 When the RCM election comes up, the RCMA shall be given priority consideration by a vote of acclamation; 2/3 vote of the GSRs present do not vote yes,

nominations are open to the floor.

10.04 In the event of an unexpected vacancy on the ILUC, the position will be filled by the Vice Chairperson (if there is one) or a willing addict. Elections will be held the following month.

10.05 Elections for ILUC members will be staggered in the following manner:

March: Treasurer, Activities, Outreach, H&I, Vice Treasurer

June: RCM, RCMA, Secretary, Policy and Administration

September: Chairperson, Merchandise, Campout/Retreat

December: Vice Chairperson, Literature, Public Information, Newsletter

10.06 ILUC Trusted Servants shall take office at the end of the ASC at which they are elected.

10.07 Subcommittee Vice Chairpersons, Secretaries and Treasurers will be elected by members of those sub-committees.

10.08 In the event that the current chairperson of the ILUC is up for re-election or rotation, the duties and responsibilities shall be turned over to the vice-chair, then the RCM for the duration of that voting process, after which the current chairperson will resume their duties and responsibilities.

Article Eleven: Removal of Trusted Servants

11.01 A 2/3 majority vote of those GSRs present is required for the removal of an ILUC Trusted Servant.

11.02 ILUC Trusted Servants and GSRs will be considered absent if not in attendance for the entire ILUC ASC.

11.03 The ILUC may declare vacant the office of any ILUC Trusted Servant who has:

A. Been absent from two (2) consecutive ASC meetings, even if they are represented.

B. Missed two (2) WRSC meetings in a year, if required to attend.

C. Found unfit as determined by the ILUC as a whole.

11.04 The ILUC may declare vacant any subcommittee chairperson position if the duly elected chairperson misses two (2) subcommittee meetings during his/her term.

11.05 No ILUC Trusted Servant shall be removed from office without cause.

Article Twelve: Subcommittees

12.01 In order to minimize the amount of time spent in debate and to further achieve our primary purpose, a subcommittee system shall be used by

the ILUC.

- 12.02 It is important to note that subcommittees cannot do the day to day work: only members can do this, which means that each subcommittee requires the active participation of members throughout the Area.
- 12.03 Subcommittee members (excluding chairpersons who have additional requirements per Article Seven) need only be clean and have the willingness and desire to serve.
- 12.04 Subcommittees are responsible for the planning and implementation of specific tasks given to them by the ILUC ASC. The initiation and finalization of such projects takes place at the ASC.
- 12.05 Major decisions and matters of group conscience concerning subcommittee activity shall be the responsibility of the ASC as a whole.
- 12.06 Each subcommittee must develop written guidelines and a statement of purpose and submit them to the ILUC ASC.
- 12.07 Each subcommittee is autonomous and may delegate members for certain tasks, but they are directly responsible to the ILUC ASC.
- 12.08 Each subcommittee Chairperson shall establish lines of communication with the corresponding WRSC subcommittee.
- 12.09 Each Subcommittee shall submit a written report at each ILUC ASC consisting of subcommittee meeting minutes, subcommittee plans and proposals, and all financial transactions.
- 12.10 Each subcommittee shall be conducted in accordance with the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 12.11 Subcommittee Chairpersons need to announce the next two (2) subcommittee dates, times and places at the ILUC ASC.
- 12.12 All subcommittees have a set of ILUC guidelines that the meetings can follow.
- 12.13 All ILUC functions being planned by or with a group or subcommittee other than the Activities Subcommittee, should be conducted at an Activities Subcommittee and by the Activities Chairperson.
- 12.14 Duties and responsibilities of specific ILUC Subcommittees are:
 - A. **Policy and Administration**
 1. Shall consist of a chairperson, a vice chairperson and any interested member of Narcotics Anonymous.
 2. Deals with the policies and procedures of the ILUC. General polices are addressed in our Traditions and Concepts, however the applications of these by the ILUC are concern of this subcommittee.
 3. Is responsible for the maintenance and revision of our Area Guidelines.

4. Deals with violations of the Twelve Traditions within the Area. When incident cannot be resolved, this subcommittee will present the alleged violation and circumstances involved to the WRSC Policy subcommittee for further review.
5. This subcommittee acts only when the ILUC ASC charges it to do so.
6. The Policy & Administration Subcommittee shall maintain the ILUC Archives. The Archives shall consist of, copies of all motions for three years.
7. The chairperson is a co-signer on the ILUC bank account.
8. Strives to embody and express the group conscience of the ILUC in all NA service activities.

B. Public Relations

1. Shall consist of a chairperson, vice chairperson and any interested member of Narcotics Anonymous.
2. Acts as a resource for those who wish to carry the NA message through public information activities.
3. Activities that the subcommittee initiates may include:
 - a. supplying information for Area workshops dealing with starting, coordinating and maintaining an Area phone line.
 - b. direct mailings to establish lines of communication between NA groups and area agencies.
 - c. supplying information to Area for radio spots, public service announcements, radio talk shows, etc.
 - d. supplying information and guidance to the Area on press announcements, arranging any interviews, any requesting facility or organization.
 - e. coordinating public speaking engagements with any requesting facility or organization.
 - f. making arrangements for any interested groups within the Area to attend NA meetings for informational purposes.
 - g. setting up displays of NA information (i.e.: meeting lists and IPs) for special open meetings, and Area functions.
4. Is responsible for stockpiling, maintaining and coordinating distribution of all information on all of the above, archives on past experience, guidelines, phone services, help lines, examples of letters used in direct mailing efforts, public service announcements, posters and leaflets for public display, stickers, cards, and contact numbers.
5. Is responsible for compiling, printing and distributing an Area meeting

list quarterly.

- a. to include the WRSC and WSO web page addresses in the ILUA meeting lists.
 - b. to include mailing address for ILUA, WRSO, WRSC and the NA toll free hotline telephone number.
6. Is responsible for getting new meetings registered with the WRSC, WSO, and to make sure they are notified about all meeting changes.
 7. Strives to embody and express the group conscience of the ILUC in all NA service activities.

C. Hospital & Institutions

1. Shall consist of a chairperson, vice chairperson and any interested person who is a member of Narcotics anonymous.
2. Acts as a resource for any NA members and groups who wish to carry the message to those who cannot come to us, who are hospitals and institutions.
3. Provides supplies, information, literature and materials to those persons defined in “2”.
4. Compiles, maintains and updates lists of institutions in our Area (i.e. hospitals, treatment centers, correctional facilities, armed services or related facilities, drug/correctional diversionary programs, etc.)
5. Makes NA available, arranging for forums, and establishing contacts with administrators.
6. Establishes guidelines that H&I meetings can operate under.
7. Strives to embody and express the group conscience of the ILUC in all NA service activities.

D. Activities

1. Shall consist of a chairperson, vice chairperson, and any interested member of Narcotics Anonymous.
2. Is responsible for holding Area activities (dances, parties, picnics, etc.)
3. Has the primary purpose of promoting Area unity, and a secondary purpose of raising funds.
4. Is responsible for providing ILUA and WRSC flyers at all Area functions.
5. Should be able to hold functions at the subcommittee’s discretion in order to avoid function burnout.
 - a. that there be a designated smoking area at ILUC indoor functions. main area, not necessarily outdoors, but away from the main body of people.
 - b. that the September (Service Session) function be an H&I fundraiser

put on by joint cooperation of the H&I Subcommittee and Activities subcommittee.

- c. One function each year shall be designated as a PI fundraiser/awareness function put on by joint cooperation of the PI Subcommittee & Activities Subcommittee.
 - d. that three (3) Basic Text be kept on hand by the Activities Subcommittee for use at Area functions.
6. Is responsible for creation and distribution of flyers announcing Area functions (to be approved by the ILUC)
 7. The Activities Subcommittee will be sole decision maker of whether or not outside Areas, groups or individuals will be able to use ILUC property.
 8. The Activities Subcommittee shall utilize a written contract with each DJ and facility. A copy of each contract shall be maintained in the Activities binder.
 9. The chairperson is a co-signer on the ILUC bank account.
 10. Strives to embody and express the group conscience of the ILUC in all NA service activities.

E. Literature

1. Shall consist of a chairperson, vice chairperson and any other interested member of Narcotics Anonymous.
2. Shall seek input on ideas for NA literature, then compiles, reviews and distributes such material.
3. Is responsible for the distribution of Starter Kits to all new meetings if approved by Area.
 - a. The following is to be included in a starter kit for new groups
 - b. (est. cost of \$ 60.60 as of 05-07-06)
 1. 5 of each key tag
 2. 5 of the White books
 3. 5 of each I.P.
 4. 1 of the "Guide to local Service"
 5. 1 of the "Group Booklet"
 6. 1 of the "12 Concepts of Narcotics Anonymous"
 7. 1 Basic Text
 8. New Group Service Information Folder
4. Strives to embody and express the group conscience of the ILUC in all NA service activities.
5. All literature purchases by committees or subcommittees shall come Directly from the WRSO or be charged to the committee or subcommittee that requests them.

F. Outreach

1. Shall consist of a chairperson, vice chairperson, and any interested member of Narcotic Anonymous.
2. This committee is responsible for communication and attendance for meetings that need support or don't represent themselves at Area of the ILUC.
3. Strives to embody and express the group conscience of the ILUC in all NA service activities.
4. The Chairperson of the Outreach Committee will maintain a mileage log.

G. Campout/Retreat

1. Shall consist of a chairperson, vice chairperson and any interested member of Narcotics Anonymous.
2. Is responsible for holding Area campouts and Retreats.
3. Has the primary purpose of promoting Area unity, and a secondary purpose of raising funds.
4. Shall be responsible for putting on the Retreat over Easter Weekend.
5. Is responsible for the creation and distribution of flyers (approved by the ILUC ASC) announcing Area campouts and the retreats.
6. The Campout/Retreat Chairperson shall be required to attend ILUC Committee meetings between the months of February and September.
7. Strives to embody and express the group conscience of the ILUC in all NA service activities.

H. Merchandise

1. Shall consist of a chairperson, vice chairperson and any interested member of Narcotics Anonymous.
2. Is responsible for the development, purchase and sale of ILUC approved merchandise (clothing, pins, cups, etc.)
3. Is responsible to the ILUC in the sale of its merchandise before any other Area.
4. The chairperson is a co-signer on the ILUC bank account.
5. The ILUC must approve donation of any ILUC merchandise.
6. The purpose of this subcommittee is to generate monies for the ILUC.
7. The Merchandise Subcommittee shall sell merchandise at all ILUC sponsored events.
8. Strives to embody and express the group conscience of the ILUC in all NA service activities.

I. Newsletter

1. Shall consist of a chairperson, vice chairperson and any member of

- Narcotics Anonymous.
2. Is responsible for accepting the newsletter submissions and developing the “Basic Times” newsletter.
 3. Shall distribute the newsletter on a bi-monthly basis by:
 - a. mailing the newsletter to people with individual subscriptions
 - b. delivering group subscriptions to GSRs, GSRAs, or group representatives at ASC.
 4. Has the primary purpose of promoting unity and a secondary purpose of raising funds.

 5. Is responsible for editing all submissions to comply with the accepted language (as covered in the Newsletter guidelines editing paragraph) of our Conference Approved literature.
 6. Shall maintain all original submissions until published (per the newsletter disclaimer) and the master copy of all published newsletters.
 7. Strives to embody and express the group conscience of the ILUC in all NA service activities.

Article Thirteen: Miscellaneous

- 13.01 All issues not covered herein will be described in the World Service Conference *Rules of Order*.
- 13.02 ILUC ASC flyer distribution policy shall be as follows:
 - A. ILUC flyers from WRSC shall be distributed at the ASC.
 - B. ILUC flyers shall be given to the RCM for distribution at WRSC.
- 13.03 To accept the shadowed and registered NA symbol as part of our new Area letterhead.
- 13.04 That the decision about how to use the reward flyers be left up to the group.
- 13.05 To adopt the “ILUA broken Puzzle” as our logo for our Area.

**ILUA
POLICY
AND
ADMINISTRATION**

