

1 **TEXAS TRI-COUNTY AREA**
2 **SERVICE COMMITTEE**

3
4 **OF**

5
6 **NARCOTICS ANONYMOUS**
7 **~POLICY~**



16 **ADOPTED JANUARY 2006**

17 **REVISED OCTOBER 2011**

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1 **By – Laws of Texas Tri-County Area Service Committee**
2 **Of Narcotics Anonymous**
3

4 **Boundaries and Purpose** – Texas Tri-County Area Service Committee of Narcotics
5 Anonymous (TTCASCNA) is part of the Tejas Bluebonnet Region of NA (TBRNA). The
6 area was formed to provide services and subcommittees, as deemed necessary by the
7 groups recognized by Texas Tri-County Area of NA (TTCANA). In all its proceedings,
8 the TTCASCNA shall adhere to the 12 traditions and 12 concepts of NA. As such the
9 area is directly responsible to the groups it serves. The area is intended to foster unity
10 and the common welfare of its member groups.

- 11 • Refer to the guide to local service and\or The Group IP for further guidance
- 12 • Any member of NA that is interested may attend and participate in TTCASCNA
13 meetings.
- 14 • Area Business meetings for the TTCASCNA are closed meetings unless otherwise
15 approved by voting members for a defined purpose.
- 16 • Please see Appendix B for map of Area boundaries (to be added by policy
17 subcommittee)

18
19 **Meetings** – The TTCASCNA meets the second Sunday of every month at 11am unless
20 otherwise agreed to by area participants. The meeting location will rotate among various
21 groups within the TTCANA alphabetically according to availability. Area will pass a
22 seventh tradition basket at the meeting for the hosting group. All meetings will be non-
23 smoking.

- 24 • Emergency meetings may be called by the chair or vice chair if a violation of the
25 12 Traditions, 12 Concepts, or misappropriation of NA funds has been identified
26 by a member of the area and the consensus of the groups supports the need for
27 an emergency meeting. 2 weeks notice should be given before the emergency
28 meeting can be conducted.

29
30 **Policy Changes** – Any change to policy should be sent back to the groups to be
31 resolved at the following area. An 80% agreement of voting GSR's is required to pass a
32 policy change.
33

34 **Opening** –

- 35 • Readings
- 36 • Roll Call
- 37 • New Group Recognition – Any new group of NA may ask to be recognized by the
38 area at any regular meeting of TTCANA provided they follow the 12 Traditions.
39 The TTCANA will provide a literature startup kit to the new group if needed. The
40 group will not be a voting member of TTCANA until they attend their second area
41 meeting as a group.

1 **Article 6**
2 **Officers**

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4 The Administrative Committee Officers of the TTCASC are the

- 5 • Chairperson
- 6 • Vice Chairperson
- 7 • Secretary
- 8 • Treasurer
- 9 • Policy Chair
- 10 • 2 Regional Service Members
- 11 • Convention Liaison

12
13 These individuals are responsible for administrating the general affairs of the entire area
14 committee. Because of that, it is important that great care be taken in their selection. A
15 substantial amount of clean time and personal maturity should be the first consideration,
16 along with experience with the steps, traditions, and concepts of service. It is further
17 suggested that each Administrative Committee member become a member of a
18 TTCASC Standing Sub-committee. This action promotes the resources that
19 experienced Administrative Committee members can bring to a Standing
20 Subcommittee. We suggest each TTCASC Officer and Chair:

- 21 • Provide a written report of activities, expenses, future plans at each TTCASC
22 meeting
- 23 • Keeps archives of their position (s) and pass them to their successors – (archives
24 should explain what the committee/officer did and how they accomplished it)
- 25 • Prepare a statement explaining how they have best found to do their duties’
- 26 • Pass collective archives on to the next committee officer to further our work in the
27 most productive manner.

28
29 **Article 7**
30 **Election of Officers**

31
32 The Officers shall be elected by the present GSRs either by written ballot or by show of
33 hands at the Chairpersons discretion. Each term of office begins when elected, and
34 lasts two (2) years in length. Officers and Sub-Committee Chairs of the TTCASC shall
35 be elected as follows:

- 36 • Literature, Treasurer and Vice-Treasurer will be elected in October of ending
37 commitment year
- 38 • All other Administrative and Sub-Committee Chairs will be elected in December
39 of the ending commitment year

40
41 No officer shall be eligible to serve more than two (2) full consecutive terms in the same
42 office unless approved by consensus by present GSRs. The extended term of office
43 shall be no more than one year in length and shall be used to find a qualified candidate
44 for the position and / or training a new person for that position. There is no automatic
45 placement for second terms and re-election is still required.

1 **Article 8**
2 **Vacancy and Removal of Officers**
3

4 The TTCASC of NA may declare vacant the office of any elected officer who has been:

- 5 • Absent at two (2) consecutive TTCASC meetings without contact or
6 representation
- 7 • Found unable, by the committee as a whole, to perform their duty to the position
- 8 • Fails to meet requirements and duties as described in Article 10 of the By-Laws

9 No officer shall be removed without cause. Any officer who feels he or she is removed
10 without cause may enact the Tenth Concept: 'Any member of a service body can
11 petition that body for the redress of a personal grievance, without fear of reprisal.' A two
12 thirds (2/3) majority vote of all voting participants shall be required in the removal of any
13 officer.
14

15 In the case of a vacancy in the office of Chairperson, RCM or any Standing
16 Subcommittee Chairperson, the Vice-Chairperson or second RCM shall assume the
17 duties of the vacated position until the start of the regular TTCASC of NA meeting
18 following the election for the vacant position. An election to fill a vacancy in any area
19 committee office shall occur within two (2) regular meetings of the TTCASC after the
20 vacancy arrives. Even if the Vice-Chairperson or second RCM step up, elections are still
21 required. There is no automatic placement. Notice of intent to fill a vacancy shall be
22 provided to GSRs for the groups. The acting TTCASC Chairperson may appoint an AD-
23 hoc nominating committee if the GSRs vote this is appropriate or necessary.
24

25 When an Administrative Committee position is vacated early, the addict voted into that
26 position may begin the two (2) full years consecutive terms in the month elected. An
27 officer or standing Subcommittee Chair may resign by providing written notice to the
28 TTCASC NA Chairperson thirty (30) days in advance of vacating an office or position.
29 Administrative Committee members being assigned a chair-ship or membership on an
30 Ad-hoc Committee on an Ad-hoc committee are done at the discretion of the TTCASC
31 Chair. However, this appointment can be overturned by a two thirds (2/3) majority vote
32 of the GSRs. All addicts nominated for any position serving the TTCASC of NA must be
33 present to officially accept the nomination and qualify for the position. **There will be no**
34 **exceptions.**
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1 **Article 9**
2 **Parliamentary Authority**

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4 The rules governing the TTCASC monthly meetings shall be Consensus Based
5 Decision Making, unless otherwise stated, as is recommended by NAWS (See appendix
6 A for a full description of Consensus Bases Decision Making).
7

8 Any proposal, along with its intent, being brought to the TTCASC of NA is to be written
9 on the correct form, using the exact words, and read to the TTCASC at the appropriate
10 place in the agenda. The TTCASC Chair reads each proposal to the TTCASC. For the
11 purpose of clarity and explanation after a brief presentation of the proposal by its maker,
12 the body will then proceed to discussion as described in the Consensus Based Decision
13 Making. All proposals containing policy changes, concerning the NA fellowship, must be
14 sent back to the groups for a vote and put in the minutes under Old Business for the
15 next TTCASC meeting.
16

17 **Article 11**
18 **Duties of Administrative Committee Officers**

19
20 **Chairperson** – The Chairperson presides over the TTCASC of NA monthly meeting
21 and must show the ability to facilitate in a firm and understanding manner. At TTCASC
22 meetings, the Chairperson can only vote in case of a tie on elections and/or Policy
23 changes. The Chairperson may solicit minority opinion if applicable or table the proposal
24 to the next regular meeting of the TTCASC. This will give the groups time to clarify their
25 vote and needs.

- 26 • It is suggested that the TTCASC Chairperson have:
27 ○ Minimum of three (3) years continuous clean time
28 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
29 Concepts for NA Service
30 ○ The ability to present a history of completed NA service positions, preferably
31 at the area level
32 • It is the duty of the TTCASC Chairperson to:
33 ○ Open the TTCASC meeting
34 ○ Recognize members or observers who are entitled to the floor
35 ○ Set a written agenda available for each regular TTCASC meeting
36 ○ State and put to vote, if appropriate, all legitimate proposals and announce
37 the results of each consensus based decision
38 ○ Direct Consensus Based Decision Making process
39 ○ Enforce the Twelve Concepts of NA Service at the TTCASC
40 ○ Be one of the signers on the TTCASC bank account
41 ○ Submit a written report of monthly activities as Chairperson at each TTCASC
42 ○ Appoint Ad-hoc Subcommittee Chairpersons as needed
43 ○ Conduct the TTCASC meeting with impartiality and fairness
44 ○ To expedite business in every way compatible with the rights of members and
45 observers
46 ○ Adjourn the meeting

1 **Vice Chairperson** – The Vice Chairperson coordinates all Standing Subcommittee
2 functions. In the absence of the Chairperson, the Vice Chairperson shall perform the
3 duties of the Chairperson.

- 4 • It is suggested that the TTCASC Vice Chairperson have:
 - 5 ○ Minimum of two (2) years continuous clean time
 - 6 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
7 Concepts for NA Service
 - 8 ○ Ability to present a history of completed NA service positions, preferably at
9 the area level.
- 10 • It is the duty of the TTCASCNA Vice Chairperson to:
 - 11 ○ Temporarily serve as the Chairperson in the absence of the Chairperson
 - 12 ○ Be one of the signers on the TTCASC bank account
 - 13 ○ To temporarily serve as Chair of a Standing Subcommittee in the absence of
14 the Chair and Vice Chair of said Committee
 - 15 ○ To oversee all Standing Subcommittees
 - 16 ○ Attend or obtain a verbal report from each monthly Standing Subcommittee
17 meeting prior to the regular TTCASC meeting
 - 18 ○ Submit a written report of monthly activities as Vice Chairperson at each
19 TTCASC meeting
 - 20 ○ Assist the Chairperson in any duties as may be mutually agreed upon, learning
21 from the Chairperson those duties inherent in that position
 - 22 ○ Attend every regular TTCASC monthly meeting

23
24 **Secretary** – The Secretary keeps accurate minutes of each TTCASC business meeting,
25 types and distributes copies to each member no later than two (2) weeks prior to the
26 next TTCASC meeting. The Secretary is also responsible for maintaining the TTCASC
27 archives.

- 28 • It is suggested that the TTCASC Secretary have:
 - 29 ○ Minimum of eighteen (18) months continuous clean time
 - 30 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
31 Concepts for NA Service
 - 32 ○ The ability to present a history of completed NA service positions, preferably
33 at the area level
- 34 • It is the duty of the TTCASC Secretary to:
 - 35 ○ Keep accurate records of all the proceeding of the TTCASC of NA
 - 36 ○ Keep on file all committee reports
 - 37 ○ Keep the TTCASC official GSR / Standing Subcommittee / Administrative
38 Committee roll and calls the roll when it is required
 - 39 ○ Make the minutes and records available to members upon request
 - 40 ○ Have on hand at each meeting a list of Standing Subcommittees
41 Chairpersons; their names, phone numbers and time/location of their
42 meetings
 - 43 ○ Send a notice of special meetings as directed by the TTCASC
 - 44 ○ Send or deliver minutes to members and all who request them no later than
45 two weeks prior to the next TTASC meeting
 - 46 ○ Make available at each TTCASC meeting:

- 1 ▪ Group report forms
- 2 ▪ Proposal forms
- 3 ▪ A Guide to Local Services in Narcotics Anonymous
- 4 ▪ Current set of TTCASC of NA By-Laws
- 5 ○ Mail any forms, letters and so forth as requested by the service body
- 6 ○ Submit all records, information, forms and archives to the next Secretary
- 7 when term of office is done
- 8

9 **Treasurer** – The Treasurer will make a report of all the contributions and expenditures
10 at every TTCASC meeting as well as an end of term of office report.

- 11 • It is suggested that the TTCASC Treasurer have:
 - 12 ○ Minimum of three (3) years continuous clean time
 - 13 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
 - 14 Concepts of NA Service
 - 15 ○ Ability to present a history of completed NA service position, preferably at the
 - 16 area level.
- 17 • It is the duty of the TTCASC Treasurer to:
 - 18 ○ Be the custodian of the TTCASC funds
 - 19 ○ Be one of the signers on the TTCASC bank account
 - 20 ○ Report income and disbursements at each regular TTCASC meeting,
 - 21 followed by a written report in the minutes
 - 22 ○ Disburse funds as directed by the TTCASC
 - 23 ○ Keep all receipts for all contributions and disbursements
 - 24 ○ Disburse funds only if submitted in writing on the correct form and approved
 - 25 by the TTCASC
 - 26 ○ Disbursements by check will not be made for amounts of less than five (\$5)
 - 27 dollars. In this case of such minimal expenditure, cash, which is receipted, will
 - 28 be given.
 - 29 ○ Disburse automatically those expenditures made on a continuous and
 - 30 approved basis by the TTCASC
 - 31 ○ Write checks directly to businesses or those providing services to the
 - 32 TTCASC except in special circumstances as approved by the TTCASC
 - 33 ○ Enforce that all members, groups, committees and subcommittees utilizing or
 - 34 requesting TTCASC funds provide the Treasurer with an itemized financial
 - 35 report including all receipts
 - 36 ○ Enforce that all persons requesting reimbursements provide a written receipt
 - 37 before being reimbursed – **no exceptions**
 - 38 ○ Deposit all checks received by the TTCASC into the TTCASC bank account
 - 39 within six (6) working days
 - 40 ○ Attend every regular TTCASC monthly meeting
 - 41 ○ Submit all records, information, forms and archives to the next Treasurer
 - 42 when term of office is done

1 **Vice Treasurer** – The Vice Treasurer assists the Treasurer in carrying out any
2 requirements of that office as coordinated with the Treasurer. In the absence of the
3 Treasurer, the Vice Chairperson shall perform the duties of the Treasurer.

- 4 • It is suggested that the Vice Treasurer have:
 - 5 ○ Minimum two (2) years continuous clean time
 - 6 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
7 Concepts for NA Service,
 - 8 ○ Ability to present history of completed NA service positions, preferably at the
9 area level.
- 10 • It is the duty of the TTCASC Treasurer to:
 - 11 ○ Temporarily serve as the Treasurer in the absence of the Treasurer
 - 12 ○ Be one of the signers on the TTCASC bank account
 - 13 ○ Assist the Treasurer in any duties as may be mutually agreed upon, learning
14 from the Treasurer those duties inherent in that position
 - 15 ○ Attend every regular TTCASC monthly meeting

16
17 **Policy** – The Policy Chair maintains updates and edits the TTCASC Policy and
18 Guidelines as changes are decided upon by the TTCASC of NA.

- 19 • It is suggested that the Policy Chair have:
 - 20 ○ Minimum two (2) years continuous clean time
 - 21 ○ Demonstrated a working knowledge of the Twelve Traditions and Twelve
22 Concepts for NA Service
 - 23 ○ Ability to Present a history of completed NA service positions, preferably at
24 the area level
 - 25 ○ Maintain a Policy Subcommittee
 - 26 ○ Possess a basic knowledge of Consensus Based Decision Making
 - 27 ○ Be able to provide copies of the TTCASC Policy to ASC participants
 - 28 ○ Be able to provide a copy of the TTCASC Policy to new groups
 - 29 ○ Attend every regular TTXASC monthly meeting.

30

1 **Regional Committee Member** – The two (2) RCMs are the TTCASCs representatives
2 at the regional level. The RCMs link the TTCASC with other area service committees
3 within the Tejas Bluebonnet Region of NA. The primary responsibility of the RCM is to
4 work for the good of the TTCASC, providing two-way communication between the
5 TTCASC and all TBRSC meetings. They take part in any discussions and in all
6 decisions affecting the region, speaking as the voice of the TTCASC Groups’
7 consciences.

- 8 • It is suggested that RCMs have:
 - 9 ○ Minimum of three (3) years continuous clean time
 - 10 ○ Demonstrated a working knowledge of the Twelve Traditions and the Twelve
 - 11 Concepts for NA Service
 - 12 ○ Ability to present a history of completed NA service positions, preferably at
 - 13 the area level
- 14 • It is the duty of the RCM to:
 - 15 ○ Serve as the TTCASC Chairperson in the absence of the Chairperson and
 - 16 the Vice Chairperson
 - 17 ○ Represent the interests of the TTCASC at the TBRSC and to carry the
 - 18 TTCASCs Group consciences and work for the primary purpose of NA
 - 19 ○ Report to the TTCASC verbally, *and in writing*, the activities of the TBRSC of
 - 20 NA
 - 21 ○ Report to the TBRSC verbally, *and in writing*, the activities of the TTCASC of
 - 22 NA
 - 23 ○ Submit a written report of all monthly activities as RCM and a copy of the
 - 24 information submitted to the TBRSC at each TTCASC meeting
 - 25 ○ Attend all TTCASC meetings, TBRSC meeting and the Tejas Bluebonnet
 - 26 regional assemblies
 - 27 ○ Call a member (preferably the Chair) of the Administrative Committee in case
 - 28 of an emergency and/or an inability to attend the regional meetings and / or
 - 29 assemblies
 - 30 ○ Receive reimbursements of travel expenses to regional meeting and
 - 31 assemblies after submitting receipts to Treasurer
 - 32 ○ Hold workshops for new GSR’s which would welcome and orientate them with
 - 33 the policy and procedures as well as provide information on the service
 - 34 structure as is necessary
 - 35

36 In addition to the requirements listed above, **all** TTCASC officers shall have the
37 following:

- 38 • Willingness and desire to serve
- 39 • Personal time and ability to serve
- 40 • Knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of
- 41 Service for NA
- 42 • Continued abstinence during term of office.
- 43
- 44

1 **Article 12**
2 **Committees**

3 The TTCASC of NA has two (2) types of committees:
4

5 **Ad-hoc Committees** – Ad-hoc Committees are formed to carry out a specific and
6 limited purpose/task for the TTCASC of NA. Ad-hoc committees are appointed by the
7 TTCASC Chairperson and are subject to approval by the GSRs. The Chairperson, upon
8 completion of the intended purpose, dissolves the Ad-hoc Committees.
9

10 **Standing Committees** – Standing Subcommittees carry on the work of the TTCASC on
11 a continual basis. Standing Subcommittees shall be formed or dissolved by the
12 TTCASC as deemed necessary by the GSRs. Standing Subcommittees of the TTCASC
13 are:

- 14 • Activities
- 15 • Hospitals and Institutions
- 16 • Literature
- 17 • Public Relations
- 18 • Newsletter
- 19 • Outreach
- 20 • Web server

1 **All TTCASC Standing Subcommittees:**

- 2 • Are directly responsible to the TTCASC
- 3 • Will have a Chairperson with a suggested minimum clean time of two (2) years
- 4 and who is elected by the TTCASC
- 5 • Will elect or appoint other committee members or officers as necessary
- 6 • Chairs will attend all TTCASC meetings and their own subcommittee meetings
- 7 • Will provide a written report of all monthly activities as Subcommittee
- 8 Chairpersons to the TTCASC Secretary at each TTCASC meeting
- 9 • Will submit a written final report each December of the yearly activities to the
- 10 TTCASC Secretary for the TTCASC archives and to the newly elected
- 11 Subcommittee Chairperson
- 12 • Will hold regularly scheduled, announced monthly meetings
- 13 ○ **NOTE:** Any subcommittee needing to hold more or less frequent meetings will
- 14 provide the TTCASC with such schedule, which will be published in the
- 15 minutes of TTCASC
- 16 • Will uphold the Twelve Traditions and Twelve Concepts for NA service
- 17 • Will function under the directions contained in this document and in A Guide to
- 18 Local Services in Narcotics Anonymous
- 19 • Will obtain from the TTCASC Literature Chairperson any and all NA approved
- 20 literature handbooks, guidelines, guide or position papers as concerning their
- 21 subcommittee
- 22 • Will function under the directions of any of these world level documents unless
- 23 stated in writing to, and approved by, the TTCASC
- 24 • Will work in conjunction with the TTCASC Vice Chairperson to coordinated
- 25 efforts and needs as well as share subcommittee direction and progress. This
- 26 mutual collaboration can be done by way of verbal / telephone / email
- 27 communications between the TTCASC Vice Chairperson and the Standing
- 28 Subcommittee Chairperson after the subcommittee meeting and prior to the
- 29 TTCASC meeting
- 30 • Will channel all funds to the Treasurer of the TTCASC immediately following any
- 31 event which has generated funds
- 32 • All TTCASC Subcommittee Guidelines are submitted in writing and approved by
- 33 the TTCASC to be included in the TTCASC Policy as Addendums. Updates or
- 34 changes to these guidelines are also presented to and approved by the TTCASC
- 35 • Keeping a file listing contact persons and procedures for the functions it
- 36 performs. This is for the use of future participants and addresses the concept of
- 37 trusted servants training their successors.
- 38 • All TTCASC Subcommittee meetings are non-smoking
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Article 13 Subcommittees

The following represents a statement of purpose for each TTCASCNA Standing Subcommittee

Activities Subcommittee – The purpose of the Activities Subcommittee of the TTCASC is to provide the fellowship in the TTCA with recovery oriented events, activities and merchandise. Funds generated through the subcommittee belong to the TTCASC, thus enabling the TTCASC to fulfill its primary purpose of supporting the Groups in the Texas Tri-County Area.

Hospitals and Institutions Subcommittee – The purpose of the H&I Subcommittee of TTCASC is to carry the message of recovery in NA through literature and presentations to those facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Texas Tri-County Area

Literature Subcommittee – The purpose of the Literature Subcommittee of TTCASC is to purchase literature from NAWS in bulk and have it available for resale to the TTCASC members through the monthly TTCASC meeting. The Literature Subcommittee will add ten (10%) percent of the NAWS cost to every group or individual addict purchase in order to build up a stockpile of literature for the Texas Tri-County Area. All monies generated and literatures bought from and by this subcommittee are the property of the TTCASC and must be accounted for as such by both the Literature Subcommittee Chairperson and the TTCASC Treasurer. Any literature purchases will be paid for by check, cash and / or money order. This Literature Subcommittee, through providing literature, assists the groups in carrying out their primary purpose. The Literature Subcommittee, with approval by TTCASC can afford an opportunity for members in TTCA to input and review and/or approve or disapprove current NA literature seeking to become NAWS approved. This Literature Subcommittee can also develop original materials to be submitted to NAWS, Inc for approval. All such materials must first be presented to TTCASC before being sent to NAWS, Inc.

Newsletter Subcommittee – The purpose of the Newsletter Subcommittee of TTCASC is to provide the fellowship in the Texas Tri-County Area with a recovery oriented newsletter, The Cleaning Ragg, for GSRs to take back to the groups. The newsletter is to be informative about events and activities going on in NA at every level. Also the newsletter may contain any NA recovery based items that have been submitted to the committee chairperson by any member of NA at the discretion of the newsletter subcommittee. The subcommittee shall publish the newsletter quarterly, and shall have 20 copies per Group printed in black and white for distribution to the TTCA Groups. Payment of said copies shall be coordinated between the newsletter chair and the TTCASC Treasurer.

1 **Outreach Subcommittee** – The purpose of the Outreach Subcommittee of the
2 TTCASC is to extend the welcoming hand of the TTCASC to any new group that has
3 recently joined the TTCA. It is also responsible for contacting any group of the TTCASC
4 that has been absent for more than two consecutive TTCASC meetings or any group
5 that is known to be struggling or asking for assistance from the TTCASC
6

7 **Public Relations Subcommittee** – The purpose of the PR Subcommittee of the
8 TTCASC is to provide conference approved NA literature, speakers and information
9 about NA to the public. The PR Subcommittee ensures literature is available to all public
10 requests and oversees special needs. The PR Chair shall coordinate and oversee a toll-
11 free information telephone line for the TTCA, which will be 1-888-955-8282. This
12 Subcommittee keeps the information found on the phone line current in keeping with the
13 policies as found in the PR Handbook of NAWS, Inc and in keeping with the Twelve
14 Traditions of NA.

15 NOTE: See PR Policy in Appendix C
16

17 **Web Server Subcommittee** – The purpose of the Web server Subcommittee of the
18 TTCASC is to provide the fellowship in the Texas Tri-County Area with a recovery
19 oriented website. The maintenance and upkeep of said website is the responsibility of
20 the Web server. All NA related material from the TTCASC should be posted on the
21 website for all addicts to view. This enables TTCASC to fulfill its primary purpose of
22 supporting the Groups in the TTCA.
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**Article 14
Financial Policy**

10 The TTCASC maintains a prudent reserve of \$1,500.00 in its checking account, along
11 with a shared \$500.00 revolving operating fund for both H&I and PR Subcommittees, a
12 \$500.00 revolving account for Activities, as well as a \$3,000.00 convention seed money
13 fund, which is to be handed over to the Ad-hoc Convention Chair every other year. This
14 results in the TTCASC bank account reflecting a \$5,500.00 balance at any time.

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16 Any monies that the TTCASC has above the said \$5,500.00 shall be sent to the Tejas
17 Bluebonnet Region of NA. If the account is under the said \$5,500.00 than all monies will
18 be left in the account until the \$5,500.00 funds are replenished. If the Convention Seed
19 money has been distributed but not replenished, any money above the remaining
20 \$2500.00 held for Prudent Reserve, H&I, PR, and Activities revolving accounts will be
21 donated to the Tejas Bluebonnet Region.

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Netbook and Scanner

28 The netbook/scanner will be the responsibility of the chair. However, the secretary will
29 be the primary user of the equipment. The netbook/scanner will only be used for ASC
30 business. The computer will have software controls, which prevent the computer from
31 being used for illegal/suspect or personal activity.

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**Article 15
Disbursements**

39 No individual TTCASC member can be disbursed a TTCASC check in their name
40 unless approval is granted by the TTCASC. A printed receipt (or a receipt stating 'paid
in full') must accompany all disbursements of the TTCASC funds to insure funds are not
being misappropriated. All checks written by TTCANA require two signatures" to ensure
checks and balances of area finances

There are a few exceptions:

- Funds for halls or room rentals (for learning days or activities)
- Refreshments for a TTCASC event or activity

Receipts must be turned in to the TTCASC immediately upon completion of the event or
activity.

1 **Article 16**
2 **Standing Subcommittee Policy and Guidelines (See attachments)**
3

4 Guidelines for a TTCASC Subcommittee out to include, but are not limited to:

- 5 • Name of Subcommittee
- 6 • Purpose and need
- 7 • Functions
- 8 • Voting procedures
- 9 • Meeting times and place

10
11 Every Subcommittee shall carry out its work in accordance with the Twelve Traditions
12 and Twelve Concepts for NA Service, The Guide to Local Services for NA and the
13 NAWS approved Subcommittee Handbooks.

14
15 **Article 17**
16 **List of TTCASC By-Law Amendments**
17

18 NOTE: Any portion of these by-laws may be waived or amended at any TTCASC
19 meeting by a two-thirds (2/3) majority vote of the TTCASC participants present.

20
21 THESE BY-LAWS OF THE TEXAS TRI-COUNTY AREA SERVICE COMMITTEE OF
22 NARCOTICS ANONYMOUS WERE SUBMITTED JULY 11, 2009

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24 Approved: _____ Date: _____
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4 **Appendix A**
5 **Consensus Based Decision Making**

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31 **What is Consensus?**

32 Consensus is a group process where the input of everyone is carefully considered and an
33 outcome is crafted that best meets the needs of the group. It is a process of synthesizing the
34 wisdom of all participants into the best decision possible at the time. Consensus is based on
35 faith, that each person has some part of the truth, and no one has all of it (no matter how much
36 we like to believe that we, ourselves, know it all). When you consent to a decision, you are
37 giving your permission to the group to go ahead with the decision. You may disagree with the
38 decision, but based on listening to everyone else’s input, all the individuals agree to let the
39 decision go forward, because the decision is the best one the entire group can achieve at the
40 current time. Consensus needs four ingredients – a group of people willing to work together, a
41 problem or issue that requires a decision by the group, trust that there is a solution, and
42 perseverance to find the truth.

43 The heart of consensus is a cooperative intent, where the members are willing to work together
44 to find the solution that meets the needs of the group. The cooperative nature of consensus is a
45 different mindset from the competitive nature of majority voting. In a consensus process, the
46 members come together to find or create the best solutions by working together. Key attributes
47 to successful participation include humility, willingness to listen to others and see their
48 perspectives, and willingness to share your own ideas but not insist they are the best ones. Built
49 into the consensus process is the belief that all persons have some part of the truth in them; or
50 what in spiritual terms might be called, “some part of God.” We will reach a better decision by
51 putting all of the pieces of the truth together before proceeding. There are indeed times when it
52 appears that two pieces of the truth are in contradiction with each other, but with clear thinking
53 and attention, the whole may be perceived, including both pieces or many pieces. The traditional
54 either/or type of argument does not advance this process. Instead, the consensus process is a
55 search for the very best solution – whatever the problem.

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31 **What Consensus is not:**
32 It is not unanimous agreement. Participants may consent to a decision they disagree with, but
33 recognize it meets the needs of the groups and therefore give permission to move forward.
34

35 **Suggested Ground Rules**

- 36 1. Time limit on proposals will be 15 minutes. If the topic needs more discussion, we
37 must agree to continue.
- 38 2. No repeating the same information/opinions (If someone said it already, don’t repeat
39 it!)
- 40 3. No bulldozing majority
- 41 4. Hear the minority opinion
- 42 5. No one can speak twice on the issue until everyone else has had a chance to speak.
- 43 6. Decide ahead of time what we consider a consensus (80%)
- 44 7. Meeting recordings (formally minutes)
- 45 8. Respect one another
- 46 9. Raise hand to be recognized. Chair will write down names of people wanting to
47 speak and will strictly follow this list.
48

1 This will take a lot of cooperation from everyone to make this a true consensus.
2 Consensus is a broad agreement among members of this body and CBDM is any of the number
3 of techniques to adopt proposals that the body can broadly agree on. This agreement is reached
4 through both discussion and willingness to modify the proposals.

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Appendix B
For Forms in use by TTCASC



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TTCANA – PROPOSAL FORM

Maker of proposed policy changes must provide a copy of motion to each GSR and Secretary
Proposed policy changes should include current policy as written, followed by proposed change (Must reference intended Article and page line to be changed.)

16 DATE SUBMITTED: _____ POLICY CHANGE _____
17 MAKER OF PROPOSAL: _____

18
19 PROPOSAL TO BE CONSIDERED (MUST BE EXACT LANGUAGE).

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23 PURPOSE/INTENT

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27 ABSTENSIONS _____ CONS _____ PROS _____

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29 **APPROVED:** _____ **OPPOSED:** _____

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Appendix C
For Sub Committee Policies

TTCANA
Public Relations Sub Committee

PR will follow all requirements of a Standing Sub Committee as follows:

- All TTCASCNA Subcommittees:
 - 1) Are directly responsible to the TTCASC of NA
 - 2) Will have a Chairperson with a suggested minimum clean time of two (2) years and who is elected by the TTCASCNA for a term of two (2) years in January of each year.
 - 3) Will elect or appoint other committee members or officers as necessary
 - 4) Chairs will attend all TTCASCNA meetings and their own subcommittee meetings and the Regional Service Committee as scheduled
 - 5) Will provide a written report of all monthly activities of the PI Subcommittee at each TTCASCNA meeting
 - 6) Will submit a written report of the yearly activities for the TTCASCNA archives and to the new Subcommittee Chairperson
 - 7) Will hold regularly scheduled announced monthly meetings. NOTE: Any subcommittee needing to hold more or less frequent meetings will provide the TTCASCNA with such schedule which will be published in the minutes of the TTCASCNA
 - 8) Will uphold the Twelve Traditions and Twelve Concepts for NA Service
 - 9) Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
 - 10) Will obtain from the TTCASCNA Secretary any and all NA approved literature handbooks, guidelines, guide or position papers as concerned with their subcommittee
 - 11) Will also function under the directions of any world level documents unless stated in writing to, and approved by, the TTCASCNA
 - 12) Will work in conjunction with the TTCASCNA Vice-Chairperson to coordinate efforts and needs as well as share subcommittee direction and progress. This mutual collaboration can be done by way of verbal/telephone/email communications between the TTCASCNA Vice-Chairperson and the Standing Subcommittee Chairperson after the subcommittee meeting and prior to the TTCASCNA meeting
 - 13) Will channel all funds to the Treasurer of the TTCASCNA immediately following any event which has generated funds
 - 14) All TTCASCNA Subcommittee Guidelines are submitted in writing and must be approved by the TTCASCNA. Updates or changes to these guidelines are also presented to and approved by the TTCASCNA
 - 15) Meetings are non-smoking

1 TTCASCNA has provided more specific information of the responsibilities of the PI Sub
2 Committee as follows:

3
4 The purpose of the **Public Relations Subcommittee** (hereafter referred to as PR) of
5 the TTCASCNA is to provide conference-approved NA literature, speakers and
6 information about NA to the public. The PR Subcommittee ensures literature is available
7 to all public requests and oversees special needs. The PI Subcommittee serves as a
8 resource about NA in the Texas-Tri-County Area.

9 The purpose of the phone line of the TTCASCNA is to oversee, review procedures and
10 maintain the information telephone line for TTCASCNA which is known as 1-888-955-
11 8822. This Subcommittee keeps the information found on the telephone line current in
12 keeping with the policies as found in the Phone line Hand-book of NAWS and in
13 keeping with the Twelve Traditions of NA.

14 The purpose of the meeting lists published by the Texas-Tri-County Area Service
15 Committee is to provide (with updates) addicts with information (day, time, location and
16 type) concerning meetings in the Texas-Tri-County Area.

17 WSO has also given PR some suggestions on conduct and responsibilities, which are
18 found in the Public Relations Hand Book which can be ordered through our Literature
19 Bank or made available by our PI Chair to any addict wanting the information.

20 Additionally, TTCA Public Relations Policy will outline specifics needing to be addressed
21 our Area PR Sub Committee.

22 Chair Responsibilities:

- 23 1. Attend all PR sub committee meetings
 - 24 a. Prepare meeting agenda
 - 25 b. Lead the meeting according to the agenda
- 26 2. Assist in creating budget with ASC Treasurer
- 27 3. Attend all ASC meetings
 - 28 a. Give written reports
 - 29 b. Coordinate with ASC Treasurer on budget needs
 - 30 c. Coordinate with ASC Literature bank on literature needs of PI
 - 31 d. Coordinate with Groups needing Workshops, information, etc...
 - 32 e. Be available to assist any volunteer as needed
- 33 4. Attend Regional Assembly every 3 months
 - 34 a. Participate in Regional PR Committee
 - 35 b. Cooperate with Metro Services (if applicable)
 - 36 c. Give written reports
 - 37 d. Ask for assistance from / or offer assistance to other Areas

38 V.C. Responsibilities:

- 39 1. Attend all PR sub committee meetings
- 40 2. Assist the Chair as needed
- 41 3. Lead the meeting in absence of Chair
- 42 4. Assist with Coordinating volunteers
- 43 5. Be available to attend Public Forums as needed

44 Secretary Responsibilities:

- 45 1. Attend all PR sub-committee meetings
- 46 2. Take clear and concise minutes of meeting
- 47 3. Keep an archive of minutes and reports given

- 1 Phone Line Shift volunteers:
- 2 1. Sign on to their shift weekly
 - 3 2. Contact PR Chair or Vice Chair with any questions, concerns or caller needs
 - 4 for presentations, agency information, etc...
 - 5 3. Call in or email a monthly report on approximate number of calls taken, kinds
 - 6 of calls taken, update schedule information, etc...
- 7 Public Speaking / Booth Sitting volunteers:
- 8 1. Give contact information to PR Sub Committee with types of interest.
 - 9 2. Be prepared to be called and trained when the need arises
- 10 Poster Distributors:
- 11 1. Attend the Poster Days of your choice
 - 12 2. Find appropriate locations for Posters, keep track of addresses
 - 13 3. Ask for permission to display Posters, keep track of who you spoke to
 - 14 4. Present to PR Chair how many posters were hung, where and who gave
 - 15 permission.