

**OFFICIAL BY-LAWS OF THE SOUTH-
CENTRAL KENTUCKY AREA OF NARCOTICS
ANONYMOUS**



**SERVING THE SOUTH-CENTRAL KENTUCKY AREA OF
NARCOTICS ANONYMOUS**

2022 Policy In Revision

The South-Central Kentucky Area of Narcotics Anonymous

Table of Contents:

| | |
|---|------------|
| Twelve Traditions..... | Page 4 |
| Purpose and Scope..... | Page 5 |
| Twelve Concepts..... | Page 6 |
| Service Prayer..... | Page 7 |
| Tradition Nine..... | Page 8 |
| Area Service Committee..... | Page 9 |
| ASC monthly meeting format..... | Page 9-10 |
| Area Minutes..... | Page 11 |
| New Groups..... | Page 12 |
| Quorum and Voting: | Page 12-13 |
| Nominations, Elections, and Voting:..... | Page 13-14 |
| Election of Trusted Servants..... | Page 14-15 |
| Qualifications for the ASC positions:..... | Page 16-17 |
| Letter of Concern, Impeachment, and Resignation..... | Page 18 |
| Motions and Discussion Limits:..... | Page 18-19 |
| Reports:..... | Page 20 |
| Adhoc Subcommittees:..... | Page 21-22 |
| Activities & Entertainment Adhoc Subcommittee..... | Page 22 |
| Hospitals & Institutions Adhoc Subcommittee..... | Page 22-23 |
| Literature Adhoc Subcommittee..... | Page 23 |
| Outreach Adhoc Subcommittee..... | Page 23-24 |
| Policy & Procedure Adhoc Subcommittee..... | Page 24 |
| Public Relations Adhoc Subcommittee..... | Page 25 |
| Web Site Adhoc Subcommittee..... | Page 25 |
| Purpose..... | Page 25 |
| Statement of Quality..... | Page 25-26 |
| Function and Responsibilities..... | Page 26 |
| Membership..... | Page 26 |
| Web Site Adhoc Subcommittee Chairperson..... | Page 26-27 |
| Finances & Ownership..... | Page 27 |
| Decision-Making..... | Page 28 |
| Web Site Adhoc Subcommittee Meetings..... | Page 28 |
| Web Site Content..... | Page 28 |
| Technical Guidelines..... | Page 29 |
| General Guidelines & Policies..... | Page 29-30 |
| Public Relations..... | Page 30 |
| Privacy Policy..... | Page 30 |
| Cookie..... | Page 31 |
| Communications..... | Page 31 |
| Contributions..... | Page 31 |
| Personal Requests..... | Page 31 |
| Web Site Operating Policy..... | Page 32 |
| General Principles..... | Page 32-33 |
| Specific Policies..... | Page 33 |
| Individual Administrators as Assigned Chairpersons..... | Page 33-34 |

| | |
|--|--------------------|
| Password Storage & Encryption | Page 34 |
| Changing Passwords | Page 34 |
| Password Composition | Page 34 |
| Recording Changes | Page 35 |
| Accessibility & Compliance | Page 35 |
| External Links | Page 35 |
| Badging | Page 35 |
| Change Requests | Page 35 |
| Event Changes | Page 36 |
| Meeting List Changes | Page 36 |
| New Meeting Requests | Page 36 |
| Yearly Budget Breakdown | Page 37-38 |
| Area Reimbursements | Page 38 |
| Regional Policy Affecting SCKANA | Page 38-41 |
| Rotation Schedule | Page 38 |
| Regional Banners | Page 38 |
| Regional Function Rotation Schedule | Pages 39-40 |
| Amendments of the SCKASC By-Laws | Pages 41 |
| SCKASA Articles | Pages 42-43 |
| Robert’s Rules of Order | Pages 44-47 |

The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our Leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A..
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. N.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Purpose and Scope

The purpose and scope of the SCKA Service Committee is to be supportive of the N.A. group and its primary purpose by associating the groups locally and by helping the group deal with its day-to-day problems and needs.

In all areas not covered by specific by-laws, the guidelines will be covered by the 12 Traditions, the appropriate approved N.A. Service Manual, and Robert's Rules of Order. The SCKA Service Committee will create and maintain an active archive to be kept by the sitting chairperson.

All committees elected by the SCKA Service Committee will be autonomous in carrying out assigned functions except for money expenditures.

The SCKA Service Committee shall give aid to floundering groups and help new groups get started.

The SCKA Service Committee may hold workshops or seminars to train trusted servants.

The SCKA Service Committee will regularly elect trusted servants to coordinate its services. These trusted servants will include Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA). Other trusted servants will consist of chairperson for the following Adhoc sub-committees:

*Activities

*H&I (Hospitals and Institutions)

*Literature

*Outreach

*P&P (Policy and Procedure)

*P.R. (Public Relations)

Web Site Manager

*Other Adhoc subcommittees according to need.

The Twelve Concepts of Narcotics Anonymous

- 1. To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of N.A. as whole.**
- 2. The final responsibility and authority for N.A. services rests with the N.A. groups.**
- 3. The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
- 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
- 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**
- 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**
- 8. Our service structure depends on the integrity and effectiveness of our communications.**
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.**
- 10. Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.**
- 11. N.A. funds are to be used to further our primary purpose and must be managed responsibly.**
- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

Service Prayer

"God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction."

Basic Text page xxvi.

Tradition Nine

N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

The Ninth Tradition explains how we, as a fellowship, structure ourselves to provide the services of N.A. What is N.A. as such? N.A., as such, is; addicts meeting together in groups for the sole purpose of recovery from the disease of addiction, having no outside affiliations or outside support. The basic units of N.A., as such, are the individual members and groups. It is not N.A., as such, that is organized, but rather the service structure we create.

N.A. groups are unorganized in the sense that there is no authority within them. No individual runs any group or otherwise governs anything. Our groups adhere to the spiritual principles of the Traditions for their "authority". The service boards and committees we create make it possible for us to be a unified fellowship. However, even they are not an organization in the sense of being an authority or having power. Our experience has shown that addicts do not take orders well, especially from someone viewed as an "authority". These boards and committees simply make suggestions and act in ways which are directly responsible to aid in carrying the message to the addict who still suffers.

Area Service Committee

The Area Service Committee (ASC) is a committee made up of the Group Service Representatives (GSR'S) from all groups within the South-Central Kentucky Area, which meets monthly for the purpose of serving the specific needs of its groups' members. The South-Central Kentucky Area Service Committee serves three basic functions:

1. The primary function of the ASC is to "carry the message of recovery through its various subcommittees.
2. The secondary function of the ASC is to unify the groups within its Area, and to provide help and support to individual groups.
3. The third function of the ASC is to contribute to the growth of, and enhance the quality of, Narcotics Anonymous by helping to support the Regional and World Service Committee.
4. Whenever vacant, a designated representative to attend Regional meetings on a monthly (bi-monthly) basis will be chosen until said position of RCM/RCMA is filled. 06/19/01 4-0-0.

ASC Monthly Meeting Format

1. Call to order with a moment of silence followed by Serenity Prayer.
2. Read the Twelve Traditions.
3. Read the purpose and scope of the ASC.
4. Read the Twelve Concepts.
5. Read the Service prayer from the introduction of the Basic Text.
6. Roll Call (Executive committee, Adhoc subcommittees, Regional Committee Member (RCM), Alternate (RCMA), and Home Group Service Representatives).
7. Identify new and/or returning home group's second meeting which establishes voting privileges.
8. Voting members established. Quorum (# of home groups needed to conduct Area business) is 4.
9. Identify second or third absence for any member home group. Secretary sends letter of concern.
10. Secretary's report: The reporting Secretary will read the minutes from the previous ASC meeting and move to 1) to accept the minutes as read, 2) entertain motion from the floor; and/or 3) move to accept the minutes with said changes.
9. Treasurer's report: The treasurer will give a report and move to (1) accept the report as read, or (2) entertain motion from the floor; and/or 3) move to accept the report with said changes.
10. GSR reports followed by discussion of reports only. (Rotates monthly) Sum of total group donations.
11. RCM/RCMA report.
12. Area Adhoc Subcommittee reports (rotated monthly).
13. Call for 15-minute break (per policy).
14. Money Expenditures for the day followed by old business.
15. Election of trusted servants, if necessary.

- 16. New business (prearranged agenda will have priority).**
- 17. Announcements.**
- 18. Review of the business of the day, this includes all money transactions thus far at the committee's discretion.**
- 19. Discuss regional donation (30% or above PR divided between Region and WSO)**
- 20. Plans for next meeting discussed.**
- 21. Seventh Tradition collected.**
- 22. Close meeting with a group hug and Serenity Prayer.**

Area Minutes

An agenda has been established for each ASC meeting and is attached to each set of minutes and posted on the website for easy access via copy/download at sckana.net.

The ASC information posted will be as follows; updated SCKASC meeting agendas, the current month SCKASC recorded minutes, all trusted servant reports, blank motion forms, blank service resumes, and literature order forms for both Group and Area use. Trusted Servant personal contact information will not be posted but will be maintained by the acting Secretary. New Group registration forms, and group update forms shall be provided at the monthly meeting as well as maintained on the website. Hard copies of the minutes and the most recent agenda will be provided by request and sent out to any Group unable to access the web site for copying and/or downloading.

All reports given by sitting Trusted Servants and GSR's must be submitted in writing to the ASC and will be added to the minutes in their ORIGINAL form for posting on the Area website and maintained by the ASC Secretary. If no written report is submitted, materials will be provided so that the report can be completed and submitted by the end of the Area meeting. Written reports submitted to the sitting Secretary will be maintained for no more than one (1) year from submission date before disposal. Subsequently, copies one (1) year or older can only be found on the website.

Minutes will no longer include personal identification information but will include information about service positions, resumes, nomination, election results, and their dates of tenure. The service position, trusted servant, and dates of the service term will also be posted on the website and maintained by the ASC Secretary. Any personal information will be redacted.

The Area Service Committee can no longer maintain storage facility costs.

Within ten days after every SCKASC meeting, the acting Secretary shall post a copy of the minutes to the website and only disperse copies of the minutes recorded at the SCKASC meeting to all eligible officers and GSR's when requested. One copy of each set of minutes can be maintained by the ASC secretary for no less than one (1) year before their disposal.

The Area Secretary will maintain a list of each active trusted servant's service period as part of the official record. Two months prior to the end of each service period the secretary will inform the ASC and the GSR's of the upcoming availability of the soon-to-be vacated position so that interest can be explored, and nominations can be encouraged.

New Groups

Newly recognized groups are eligible to vote at the Area Service Meeting following the month of their initial appearance and recognition.

A newly recognized group may receive a starter kit provided by the ASC as purchased from the WSO after attending their second consecutive ASC meeting. In order to ensure that this is carried out, this practice should be included in the Agenda following "Recognition of New Groups" so that no new group overlooked. The starter kit shall contain the following;

1 group booklet

2 each of the service pamphlets

2 each of the IP's

1 group treasurer workbook

1 NA Way Magazine

1 White Booklet

1 Blank Order Form

Quorum and Voting

1. A simple majority vote is used in the voting procedures of the ASC.
2. The ASC must have a Quorum of no less than four (4) groups with active voting status present at the ASC to conduct business.
3. Voting is the responsibility and privilege of the following committee members:
 - a) GSR
 - b) GSR Alternate, or other representative designated by the group in the absence of their elected GSR.
 - c) The Chairperson or Vice Chairperson; only in the absence of the chairperson in casting a

tie-breaking vote.

4. Newly recognized home groups are eligible to vote at the Area Service Meeting at their second consecutive area meeting.

5. A vote of abstention will be a non-factoring vote. The abstaining vote will have no direct impact on the voting process. It will be accepted as a decision not to vote on the matter at hand. Motions will move forward by simple majority.

SPECIAL NOTE: Although a simple majority voting procedure is used at the ASC, a unanimous vote is necessary for the following: 1) a vote of acclamation to place a willing addict into a trusted servant position under special circumstances for example in the event of a relapse or a long-term vacant position, or 2) to impeach or call for the involuntary resignation of a trusted servant of the ASC.

Nominations, Elections, and Voting

1. Nominations for ASC positions should come from the following:

- a) GSR (Group Service Representative).
- b) Area Trusted Servant.
- c) The floor of the Area Service Committee Meeting.

2. All groups represented at the ASC meeting shall be recognized and eligible to vote, if they have active voting status and a group appointed representative is present at the ASC meeting. Any group missing three consecutive ASC meetings without physical representation will need to re-establish their group voting status. Newly recognized home groups are eligible to vote at the second consecutive Area Service Meeting.

3. The election of a trusted servant requires only a simple majority of votes by groups represented at the ASC.

4. Trusted servants shall be elected for yearly terms (one (1) year commitment), with no member to serve more than two (2) consecutive terms at the same position.

5. Any officer or subcommittee chairperson may be removed from office due to failure to perform assigned duties and/or relapse after written notification from a group representative (GSR) or officer of the ASC in the form of a motion requiring a simple majority vote at the ASC.

6. Voting on all SCKA motions shall consist of a one- group, one-vote, system and seconds must

be entered by any of the following:

- a) GSR or Group Appointed Representative
- b) Executive Committee
- b) Vice Chair
- c) Secretary
- d) Treasurer
- e) RCM and/or RCM Alternate
- f) Subcommittee Chair and/or Vice Chair

9. ELECTION OF TRUSTED SERVANTS

- a) Nominations can be put forth by any NA Group in the South-Central Kentucky Area with a current active status.
- b) Responsibilities and duties of any open position will be read to the nominee(s) of that position from the currently approved service manual communicating the service body's clear expectation for that role. An explanation from the approved service manual is read to establish each positions responsibilities and duties for office.
- c) All open positions are announced, and nominations are taken from the floor. All nominees must be present at the time of nomination.
- d) Each person nominated is given the opportunity to accept or decline the position he/she is nominated for. If the nomination is accepted the individual must submit their qualifications in writing explaining their willingness to serve the fellowship as a whole, their clean time and their past service experience. Their resume is taken back to the groups with the Area minutes for GSR's to present to their home group. Nominee should state their clean time, past service experience, and why he/she wants to serve the fellowship.
- e.) In the event of only one nomination for any nomination for any position, a vote of acclamation is taken. If the vote is not unanimous the position goes back to Groups for further nominations.
- f) After accepting nominations from groups at the ASC, the ASC Chairperson will open the floor for further nominations.
- g) A motion must be made and seconded to close nominations for each open position.

h) Voting is done by show of hands, unless otherwise waived by group representatives to use paper ballots and tallied by the Chairperson, Vice Chairperson, or Secretary, and results are to be shown in the minutes.

i) A simple majority vote is all that is necessary to elect an individual to a trusted servant position.

j) The voting procedure is repeated until all positions with nominees are voted upon.

k) All persons nominated for positions at the Area level MUST be present to be voted into that position.

l) When elections for a new Chairperson of the ASC and/or Regional Committee Member are at issue, the Vice Chairperson and the Regional Committee Member Alternate are automatically nominated for a vote of acclamation only. If the vote is not unanimous, the issue is sent back to the groups for further nominations as described in "E".

m) In the event that a position at the ASC cannot be expediently filled, the incumbent remains in a lame duck capacity not to exceed three months. If there is still no nomination or the position is vacated by resignation; the executive committee may appoint a temporary officer.

n) Waiving of clean time requirements for ANY Area Service position must go back to home groups for approval.

o) Nomination for a Trusted Service Position can be closed no more than one month prior to the end of the out-going Trusted Servant term provided the opportunity to apprentice the incoming Trusted Servant is present.

p.) Trusted Servants serving in a lame duck capacity or service positions with temporary officers that have been open for 3 months or greater may receive a nomination for that position unless that Trusted Servant has served two consecutive terms at the same position and then nominations can be closed on the same day. A vote can be held to elect with GSR agreement. All other voting procedures should be followed including submission of resume.

q) The election of a new trusted servant for an Area position may be held in the last month of that position's term, allowing the newly elected trusted servant to begin his/her term when the previous servant's term is over. (Chair, Vice- Chair, RCM, RCMA service terms are to run con-current).

r) A current resume must be on file with the SCKA Committee and maintained by the acting Secretary and may be sufficient for three years with the provision of uninterrupted service

at the ASC. An updated resume must be provided after three years of uninterrupted service or in the event of no service preceding the new service position.

Qualifications for the SCKASC Positions

1. Executive committee:

- a. Willingness and desire to serve a one-year commitment.
- b. Minimum one-year clean time.
- c. Minimum six months active NA Service involvement.
- d. Understanding of the Twelve Steps, Twelve Traditions, and the Twelve Concepts through demonstrated application.
- e. The time and resources necessary to be an active participant.
- f. Consistent attendance at the ASC meeting.
- g. Upon election the Chairperson must resign any and all other positions.
- h. The Vice Chair and RCMA position have variable time-frame commitments, which includes an automatic nomination for Chairperson and RCM. Both require unanimous votes of acclamation. Otherwise, the position goes back to the groups for further nominations. This can be necessary as both the chairperson and the RCM may complete their service term before the Vice Chair and RCMA have completed a full year.

NOTE: All above qualifications pertain to the Chairperson, Vice Chairperson, Secretary, and Treasurer with the exception of item "g", which applies only to the Chairperson, and item "h", which applies only to the Vice Chairperson.

2. Regional Committee Member (RCM):

- a. Willingness and desire to serve.
- b. A one-year commitment.
- c. Minimum one-year clean time.

- d. Minimum one-year active NA Service involvement.**
- e. Understanding of the Twelve Steps, Twelve Traditions, and the Twelve Concepts through demonstrated application.**
- f. The time and resources necessary to be an active participant.**
- g. Consistent attendance at and reporting to the ASC meeting.**
- h. Regular attendance at Regional Service Committee Meetings serving as a representative and voice for the South-Central Kentucky Area.**

3. Regional Committee Member Alternate (RCMA):

- a. Willingness and desire to serve.**
- b. Variable time-frame commitment.**
- c. Minimum one-year clean time.**
- d. Minimum 6 months active NA service involvement.**
- e. Understanding of the Twelve Steps, Twelve Traditions, and the Twelve Concepts through demonstrated application.**
- f. The time and resources necessary to be an active participant.**
- g. Consistent attendance at the ASC meeting and reporting in the absence of the RCM.**
- h. The position is a one-year service commitment, which includes an automatic nomination of the Regional Committee Member, contingent upon unanimous vote of acclamation. Otherwise, it goes back to the groups for further nominations.**
- i. Regular attendance at Regional Service Committee Meetings serving as a representative and voice for the South-Central Kentucky Area.**

4. Adhoc Subcommittee Chairperson:

- a. Willingness and desire to serve.**
- b. A one-year commitment.**
- c. Minimum one-year clean time.**
- d. Minimum six months active NA service involvement.**

- e. Understanding of the Twelve Steps, Twelve Traditions, and the Twelve Concepts through demonstrated application.
- f. The time and resources necessary to be an active participant.
- g. Consistent attendance at and reporting to the ASC meeting.

Letters of Concern, Impeachment, and Resignation

1. Any group or Area Trusted Servants that misses two consecutive ASC meetings shall be sent a letter of concern and the offer of assistance following the second consecutive ASC miss and before the third ASC meeting.
2. When a member of the executive committee or a subcommittee Chairperson fails to respond to letters of concern or fails to perform their respective duties; following the letter, the person can make a rebuttal. Impeachment is determined by a unanimous vote at the ASC meeting.
3. Relapse constitutes an automatic and immediate resignation, or removal from office. Relapse is defined as "failure to perform duties." Majority rule voting is used to call for impeachment; however, the vote to impeach must be unanimous. Voting is done in accordance with voting procedures outlined in the SCKA Policy and Procedures Guidelines of Narcotics Anonymous.
4. Groups that do not physically attend the ASC meeting for three consecutive months and have failed to respond in some manner to the Area's letter of concern shall be removed from the roll call at the ASC. However, the group will remain on the meeting schedule and phone-line unless the ASC is notified that the meeting is no longer being held. Group removal must be verified by the ASC Committee.
5. Groups removed from the roll call must be present at the ASC meeting and be recognized as a returning home group in order to be placed back on the roll call. The home group is not eligible to vote at the initial meeting of their return, but rather the second consecutive meeting after their physical return.
6. Voluntary resignation is to be given in writing to the Area Service Committee at the start of the meeting in which the resignation is to take effect and read during reports.

Motions and Discussion Limits

1. Any motion presented at the ASC must be entered in writing with the intent of that

motion for clarification. Motion forms will be made available for such purposes.

2. The participation of discussion and the discussion on motions entered should be limited to five minutes per participant under the following circumstances:

- a. New Business**
- b. Main Motion - 2 Pro/2 Con**
- c. Amendment to a Motion - 2 Pro/2 Con**
- d. Reconsider a Motion - 2 Pro/2 Con**

3. The Chairperson shall recognize any and all participants to have the floor, only when the participant raises his/her hand, with the exception of:

a. Point of Personal Privilege: A motion made to solve some immediate problem of particular and immediate annoyance to the group. It must be recognized by the chair and does not require a second. Examples of situations that could require a motion of this type is air conditioners set too low or high; noise that prevent a member from hearing; questions about the organization; questions about the conduct of trusted servants; questions about the accuracy of reports.

b. Point of Order: Any member who notices a breach of the rules has a right to call call immediate attention to the fact and insist that the rules be enforced by raising a point of order. If you notice a breach of the rules, especially if that breach impinges on your rights or the rights of others, you rise----quickly even if you interrupt a speaker, or you might be too late----and say, "Point of Order, Chairperson" or "Madame President, I rise to a point of order!" When recognized, you state your reasons for thinking the rules are being followed incorrectly. The chairperson hopefully recognized the validity of your point and goes back to following the rules.

c. Appeal to Chairperson: When the chairperson makes a mistake on a ruling on a matter of procedure, any two members can require that the ruling be decided by the committee through the process of appeal. The proper thing to do is to rise and say, "Chairperson, I appeal the ruling of the chair." If another member seconds the appeal, the procedure is rather simple: the chairperson puts the question to the members, who decide whether to sustain the appeal. Under Robert's Rules; however, the chairperson gets to speak first and last in any discussion about the appeal. It requires a second to move forward.

d. Point of Information: A formal request for information from the current speaker about the points they are making or the information that is being shared. Formally questioning the speaker.

e. **Division of Assembly:** In any situation where there is doubt about the results of a vote or a vote by show of hands, rise quickly and say loud enough to be heard, “Division!” A motion for Division of Assembly; can interrupt a speaker who has the floor; doesn’t need to be seconded; isn’t debatable; can’t be amended; requires no vote to be taken; and can’t be reconsidered.

*See pages 31-34 for further description.

Reports

1. All reports given at the ASC meeting must be in writing and are limited to ten minutes per report. All submitted written and/or typed reports will be posted with the minutes.

Submitted reports by the Executive Committee, Area Chairpersons, and GSR’s should also be provided with all identifying information omitted. When reporting on elected trusted servants and anniversary celebrations, the recommended first name and last initial is appropriate in order to uphold the spiritual principal of our Tradition of Anonymity.

2. All reports submitted to the ASC are to be added to the minutes in ORIGINAL form and maintained by the Secretary.

3. The RCM report should include the complete motion and intent of that motion directly affecting the SCKA Policy.

4. Yearly reports from the ASC Treasurer, subcommittee chairpersons, and GSR's are to be written for the Region at the end of the calendar year.

a. The Treasurer is to compile a yearly report consisting of the past year's activity, including an up-to-date financial statement.

b. Subcommittee chairpersons are to compile a yearly report consisting of the past year's activity, accomplishments, specific problems, situations, and plans for the upcoming year.

c. GSR's are to compile a yearly report consisting of the following information:

i. Size of group membership

ii. Major accomplishments

iii. Specific problems or situations

iv. Plans for the upcoming year

v. A brief summary of what your group would like to accomplish at the Regional and World Service Conference.

Adhoc Subcommittees

*** In order to minimize time spent debating in the ASC meetings, a committee system is used by the SCKA. Adhoc subcommittees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Only the finalization of these projects will occur at ASC by the voting body.**

***Adhoc subcommittee chairpersons shall be nominated and voted on by the Area Service Committee following the process established in the section “Nominations, Elections, and Voting.”**

***Each Adhoc subcommittee chairperson should establish lines of communication with the appropriate Regional and/or World Conference Committee chairperson during the period of operation of this subcommittee. Each subcommittee is autonomous, but responsible to the ASC.**

*** The Adhoc chairperson of any SCKA subcommittee shall announce their next subcommittee meeting by end of the ASC meeting.**

***Adhoc subcommittees shall serve one of two purposes:**

a) to explore an area that may warrant the establishment of an operating committee for a specified short-term period of time clearly outlined by the ASC with an end goal and an end date; or

b) to complete a defined task of previously established committees (i.e., H &I, Public Information, Policy & Procedures) for a period of no longer than one year at which time continued operations will be re-evaluated and Adhoc Chairperson submitting for re-election.

***Due to the nature of the work being conducted, it is suggested that trusted servants already holding service positions NOT be considered for any Adhoc subcommittee role unless the responsibility is very specific and time limited. Otherwise, the longer term Adhoc subcommittee chairperson positions with a greater number of responsibilities and duties should be served by any willing addict with time and resources to devote appropriate**

attention.

***Adhoc subcommittees developed for the purpose of short-term exploration of potentially new areas shall be re-evaluated at their specified end date to determine continued need. Should the Adhoc subcommittee be extended for a period of no more than two years, it shall either cease or become an Adhoc subcommittee following the same manner as long term Adhoc subcommittees.**

The Southcentral Kentucky Area of Narcotics Anonymous operates the following Adhoc subcommittees on a regular basis;

1. ACTIVITIES AND ENTERTAINMENT ADHOC SUBCOMMITTEE

a. The SCKA Adhoc Activities and Entertainment subcommittee deals with organizing activities and facilitating functions set forth by the ASC for which addicts (newcomers and old timers alike) in recovery may learn to enjoy life in a living and clean environment. The Adhoc Activities and Entertainment subcommittee will help with the planning and implementation of fund-raisers, picnics, campouts, dances, and other activities throughout the South-Central Kentucky Area. The only exception for activities with the Area will be Group Annual Birthday Celebrations or other functions chosen to be held at the group level.

b. The SCKA Activities and Entertainment Adhoc subcommittee no longer carries a prudent reserve within the Area financial budget. A budget projection of expenses should be completed initially for each potential function and provided to the SCKA recognizing that this is merely an approximation of cost. Any requests for funds must be made at the ASC and approved through GSR majority vote. Travel expenses must be approved in the same manner with prior approval obtained at the ASC. A record of receipts should be submitted to the Area for all reimbursements unless otherwise specified.

c. The SCKA Adhoc Activities and Entertainment subcommittee will hold a Conference Agenda Report (CAR) review. The committee has the discretion to have this review in a variety of approaches. This function must occur within sufficient time prior to the voting that is done annually at the Regional GSR Assembly during the KRCNA Convention on Saturday afternoon. The function can include education on Conference Agenda motions and/or collecting votes. Currently it is possible to submit the collected motions directly to the World Service Conference should this option be appropriate.

d. The Adhoc Activities and Entertainment Chairperson is a time-limited position lasting only for the duration of the event being organized. The position requires that subcommittee meetings be held and that reports are made to the ASC on a monthly basis. The position is not successfully completed until a final report including financials are turned in to the ASC.

2. HOSPITALS AND INSTITUTIONS ADHOC SUBCOMMITTEE (H&I)

- a. The SCKA Hospitals and Institutions Adhoc subcommittee will follow World H & I Guidelines primarily. The subcommittee acts as a resource to groups and individual members in their effort to carry the message into institutions such as jails, hospitals, detoxifying centers, and recovery houses where addicts are unable to leave the facility for NA meetings. The goal of the Adhoc H & I subcommittee is to help avoid Tradition violations while carrying our message to those who cannot come to NA meetings.
- b. The SCKA H & I Adhoc subcommittee is responsible to carry the NA message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. An H & I meeting may also be held where such a meeting better suits the needs of the addict within the facility.
- c. The H & I Adhoc subcommittee initiates, coordinates, and conducts all H & I meetings in the Area but may use other methods, such as distributing literature and meeting schedules, to make recovery more available to the addicts in these facilities.
- d. The SCKA H&I Adhoc subcommittee no longer carries a prudent reserve within the Area financial budget. The H & I Adhoc subcommittee will assess each facility that is services to determine its literature needs. This may require assisting facilities with any of the following;
 - I. the means to acquire their own literature,
 - II. request that the SCKA purchase the literature needed in order to supply it to the facility that may not have the means to purchase literature for themselves (this formal request must be submitted with an order form and a specific amount outlining specific items), or
 - III. submit a request that the SCKA form an Activity Adhoc Subcommittee for the purpose of hosting an H & I Learning Day or fundraiser.
- e. Travel expenses must be approved by GSR majority vote at the ASC prior to the occasion.

3. LITERATURE ADHOC SUBCOMMITTEE

- a. The SCKA establishes a Literature Ad-hoc committee at its discretion with the primary purpose of participating with the World Service Office and/or Conference in the development of, review, and/or creation of new literature or the revision of current literature.
- b. Travel expenses must be approved by GSR majority vote at the ASC prior to the occasion.
- c. The SCKA reserves the right to expand or reduce the responsibilities of the Literature Adhoc subcommittee as needed.

4. OUTREACH ADHOC SUBCOMMITTEE

- a. The Outreach Adhoc subcommittee deals with matters of group support and the support of new groups started within the SCKA. Maintaining the lines of communication between the groups and the ASC is essential to the growth of the South-Central Kentucky Area of Narcotics Anonymous as a whole.**
- b. When a group makes a request for support, the SCKA may select a small group of no less than two addicts to attend the requesting groups meetings. The delegation should at least attend 2-4 meetings per month. Other recovering addicts are welcome to join the delegation who are willing.**
- c. Presenting a monthly report to the Area is vital in order to determine if the support that is being provided is useful and to decide when/if formal support is no longer necessary and can be discontinued.**
- d. The SCKA Outreach Adhoc subcommittee no longer carries a prudent reserve within the Area financial budget.**
- f. Travel expenses must be approved by GSR majority vote at the ASC prior to the occasion.**

5. POLICY AND PROCEDURES ADHOC SUBCOMMITTEE

- a. The SCKA Policy and Procedures Adhoc subcommittee deals with those issues which are the policy of N.A. Although the general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions, the application of these Twelve Traditions at the local level is the concern of this subcommittee.**
- b. The purpose of the P&P Adhoc subcommittee is to:**
 - i. provide input and information to be utilized in a group conscience process of the GSR's for the understanding and application of the Twelve Traditions of NA at the Area level.**
 - ii. provide the ASC and GSR's with documented past actions and recommendations for new procedures when appropriate.**
 - iii. state policy as needed at any ASC business meetings and/or any ASC subcommittee meetings attended by the Adhoc Policy and Procedures chairperson.**
 - iv. provide the ASC with policy change supplements as needed.**
- c. Travel expenses, if any, must be approved by GSR majority vote at the ASC prior to the**

occasion.

d. The SCKA Policy & Procedure Adhoc subcommittee no longer carries a prudent reserve within the Area financial budget. Copying expenses need to be requested prior to printing. Reimbursements should be approved by GSR majority vote at the ASC.

6. PUBLIC RELATIONS ADHOC SUBCOMMITTEE

a. The SCKA Public Relations Adhoc subcommittee will follow World PR Guidelines primarily. The subcommittee acts as a resource to groups and individual members in their effort to carry the message into institutions such as jails, hospitals, detoxifying centers, and recovery houses about what Narcotics Anonymous is and where you can find our meetings. The goal of the Public Relations Adhoc subcommittee is to help avoid Tradition violations while carrying our message to the public.

b. The SCKA PR Adhoc subcommittee deals with how NA interfaces with society (presentations, telephone, and media); Narcotics Anonymous image, and how we can get those on the outside of the fellowship to carry our message to addicts we cannot reach such as doctors/lawyers offices, schools/universities, and commercial businesses.

c. The PR Adhoc subcommittee deals with matters of attraction through the media and other sources (e.g., instigating public information campaigns, etc.).

d. Although the PR Adhoc subcommittee no longer carries a prudent reserve within the Area financial budget, the SCKA Public Relations Adhoc subcommittee is primarily responsible for the printing of 500 meeting schedules bi-annually. The cost for printing and/or distribution need to be requested prior to printing. Reimbursements should be approved by GSR majority vote at the ASC.

7. Web Site Adhoc Subcommittee

Purpose

The Web Site Adhoc Subcommittee is dedicated to our primary purpose by maintaining the South-Central Kentucky Area web site and to update and maintain the Area Meeting lists. The purpose of the SCKA website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing information on Narcotics Anonymous in Kentucky and the World. The site also communicates the activities of the SCKA.

Statement of Quality

- 1) Ever reminding us that the SCKA Web Site is a public information tool, Web Servants will strive to keep all content in a professional manner. This includes all design elements, commentary, and posted information. The Uniform Resource Locator (URL) for this site is <http://www.sckana.net>. The Web Site Adhoc Subcommittee is dedicated to the 12 Traditions and Concepts of Narcotics Anonymous. This committee is accountable to the NA Groups in Kentucky by way of the SCKANA.

Functions and Responsibilities

- The SCKA Web Site is accountable to the NA Groups in South Central Kentucky Area by way of the SCKASC.
- Updates and maintains the South-Central Kentucky Area Meeting list
- Updates and maintains the South-Central Kentucky Area Web Page
- Attends the monthly Area Service Committee meetings.
- The Web Site Adhoc Subcommittee will host an annual meeting to assess, evaluate and problem-solve any Web Site issue which can include any group, member, or committee. Regular meetings will be held at the discretion of the committee throughout each year and the Web Site Adhoc Subcommittee's discretion.
- The Web Site Adhoc Subcommittee will establish and maintain a Zoom link in the event that the Area Service Committee cannot meet in person. Of course, every effort will be made to meet in person.
- These trusted servants should provide proof of access to a computer that can run the latest generation of web browsers and has a suitable connection to the internet. The cost for these requirements is borne by the trusted servants.

Membership

- 1) The Web Site Adhoc Subcommittee should have at least two members to function; the Web Site Chairperson and another trusted servant being either a member of the Adhoc subcommittee or appointed by the ASC. Other recovering addict in the Area Service region can elect to serve on this committee at any time. The Website Chairperson is elected by the SCKASC and leads the Web Site Adhoc Subcommittee. The Website Chairperson is the point of accountability for the subcommittee and is responsible to the SCKASC for the website.

Web Site Adhoc Subcommittee Chairperson

- The minimum clean time requirement for the Web Site Adhoc Subcommittee Chairperson is one year.
- One year commitment.
- An understanding for the 12 Traditions and 12 Concepts is vitally important in this service position as it could involve communications and public relations with non-addicts as well as the still suffering addict.

- The Web Site Chairperson leads the subcommittee meetings and is elected by the SCKASC. The Web Site Chairperson is the point of accountability for the Web Site Adhoc Subcommittee and is responsible to South Central Kentucky Area for the web site.
- These trusted servants should provide proof of access to a computer that can run the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants.
- Must be familiar with web protocols.
- Must have the ability to maintain HTML (Hypertext Markup Language) code, PHP code and administer a web site.
- Must have an FTP (File Transfer Protocol) client and a suitable code editing tools.
- Must maintain all username and passwords that are available to selected members of the ASC.
- All content must be preceded by an official request and approved by the Area Service Committee before being uploaded to the Web Site.

Finances and Ownership

- 1) Cost for web hosting, domain registration and required associated software are the responsibility of the South-Central Kentucky Area of Narcotics Anonymous.
- 2) The Web Site Chairperson is responsible for communicating all financial needs and consequences to the South-Central Kentucky Area Service Committee of Narcotics Anonymous, primarily the Treasurer.
- 3) The South-Central Kentucky Area Service Committee of Narcotics Anonymous is the owner of the domain name “www.sckana.net”. The Web Site Chairperson is responsible for maintaining the ownership of the domain names for the Service Committee.
- 4) The Adhoc Web Site Subcommittee is responsible for investigating and choosing a vendor for hosting the SCKANA website. Final responsibility rests with the ASC for distribution of funds. Budget considerations will be addressed as outlined in the SCKA Policy & Procedure Manual.

Web Page Reporting and Website Communications

- 1) The Web Site Adhoc Subcommittee Chairperson will submit a written report on behalf of the Web Site Adhoc Subcommittee at each Area meeting. This report will communicate all financial, technical, and correspondence related to the operation of the website. The Web Site Adhoc Subcommittee Chairperson is required to attend each Area Service Committee meeting.
- 2) The Web Site Adhoc Subcommittee is responsible for downloading and distributing e-mail and website communications. Emails will be distributed to ASC and at times RSC points of responsibility as needed. It is the responsibility of the SCKANA and its committees to designate their point(s) for distribution. It is also the Areas

responsibility to work out such details with the Web Site Adhoc Subcommittee Chairperson.

- 3) Personal email addresses are not to be posted on the SCKA website for NA communications.

Decision-making

- 1) Decisions by the Web Site Adhoc Subcommittee are made by consensus when possible.
- 2) Consensus decision-making is when after full discussion on a proposed action; no one member of the subcommittee is unwilling to support the proposed action. If consensus cannot be reached, a two-thirds majority is needed for a decision to be carried out.

Web Site Adhoc Subcommittee Meetings

- 1) Meetings of the work group may occur when the group believes a meeting is necessary.
- 2) Most business should be done over the Internet utilizing technologies that are practical and economically feasible.

Web Site Content

The purpose of this section is to outline the baseline content of the SCKANA web site.

The website should have the following content:

- 1) Announcements –A page for announcements, time sensitive communications. –
- 2) Area Activities, Regional Convention and other events—Information and downloads for SCKANA and Area gatherings.
- 3) Area Service Committee-Information on Area Service Committees activities or other requested content; such as Area Minutes, financial reports, group reports, Flyers, Policy and Procedure Manual.
- 4) Southern Zonal Forum—Description and link to SZF website
- 5) Am I an Addict—Information on addiction from NA sources.
- 6) Contact Information—Contact information for NA in SCKA, mailing address, phone line number [if any], website address and can include the Regional Service Committee information as well.
- 7) Contact—Method for contact and questions by website visitors.
- 8) South Central Kentucky Area Service Committee—Vision and Mission statement, contributions, and other requested content.
- 9) Helplines—A listing of all helpline telephone numbers in the Kentuckiana Region.
- 10) Home Page—Entry page to website.
- 11) Links—List of external hyperlinks to NA approved websites.
- 12) Meeting Schedules—Meeting schedules for the South-Central Kentucky Area and the Kentuckiana Region.
- 13) Privacy--Notice for privacy of communications.

- 14) Search—Search component for website.
- 15) Site Index—Table of contents component us for viewing all website pages.

Technical Guidelines

This section describes technical design, philosophy, and guidance information.

- 1) The usernames and user passwords required to access and modify the website will be held by the Web Site Adhoc Subcommittee Chairperson, Subcommittee Vice-Chairperson, Area Chairperson, and Area Vice Chairperson or any variation of the four with the Web Site Adhoc Subcommittee Chairperson being one.
- 2) Internet browser compatibility will be as universal as is possible when considering elements of the website.
- 3) The site should be designed for a browser window of 800 x 600 pixels.
- 4) Files for downloading should be offered in differing formats such as Plain Text with Line Breaks (filename.txt), Rich Text Files (filename.rtf) or Portable Document Format (filename.pdf) whenever possible.
- 5) Files for downloading should be scanned for viruses before posting to the website.
- 6) External hyperlinks should be checked on a monthly basis for integrity and site content examination.
- 7) Registration of the website with major search engines should be reviewed every six months.
- 8) Text font size will be chosen for easier reading for all platforms.
- 9) Alternate text tags will be used for images.
- 10) The Web Site Adhoc Subcommittee Chairperson will make regular and frequent “back-up copies of the website. These back-up copies of the website shall be an agreed to media that can be utilized by the Web Site Adhoc Subcommittee Vice-Chairperson. The purpose for the back-up copies of the website is for archival and rescue purposes by the Web Site Adhoc Subcommittee Chairperson in maintaining the website.
- 11) Email accounts are role based. Other accounts can be set up for specific purposes. The Web Site Adhoc Subcommittee Chairperson manages all email accounts.
- 12) Research the website server security: Contact your web site host and find out what steps have been taken to ensure that the prospective web site and other accounts stay free from worms or other malware.

General Guidelines and Policies

- 1) External hyperlinks will be only to official NA websites. The Web Site Adhoc Subcommittee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
- 2) Meeting schedules should be checked for updates at least every 30 days.

- 3) The Area Service Committee may request to post content concerning local ASC to meeting activities and other NA-related information.
- 4) Newsletters or other similar content concerning personal recovery are not posted on the website since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of Narcotics Anonymous as a whole.
- 5) Images of any identifiable person, whether an NA member or not, are never used.
- 6) Sales of merchandise are done at the direction of the SCKASC.
- 7) Requests for literature purchases will be referred to Narcotics Anonymous World Services.
- 8) Copyrighted material will not be used on the website without specific permission from the owner of the material.
- 9) Contributions are accepted through the website at the direction of the SCKASC. Contributions are not accepted from non-NA members.
- 10) The Web Site Adhoc Subcommittee will be responsible for Group/Meeting updates in the "en masse" to NA World Services. This is to keep the WSO database up to date with the data gathered for meetings within South Central Kentucky Area. This is not confused with group registration to NA World Services, which is a responsibility of the groups.

Public Relations

This section describes the PR function for the Web Site Adhoc Subcommittee.

- 1) Web Site Adhoc Subcommittee Chairperson will respond to PR requests and will make the appropriate referral to the responsible trusted servant (Area Service Committee Members, Regional Service Committee, or World Services).
- 2) The Web Site Adhoc Subcommittee will be responsible for responding to general PR on the Internet not falling under an ASC, RSC, or World Services responsibilities. This would include any local PR request requiring attention with committee approval.
 - A) The Web Site Adhoc Subcommittee may initiate PR activities on the Internet for the benefit of NA in the South-Central Kentucky Area.
 - B) PR projects needing funding shall be requested separately from the normal budgetary cost of maintaining the website.

Privacy Policy

This section describes the privacy policy for the website.

- 1) Privacy policy on communications with the NA service structure is an important aspect of our 12th Tradition (the spiritual principal of anonymity).

- 2) This privacy policy will evolve as needed and be approved by the Web Site Adhoc Subcommittee before posting on the website.
- 3) The Web Site Adhoc Subcommittee will apply all of the Traditions and the 12 Concepts of Service in developing and implementing a “Privacy Policy” for the SCKANA website.
- 4) The following is the current “Privacy Policy” as posted on the SCKANA website: Our Twelfth Tradition states: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”

Cookies

We believe in supporting the spirit of our Twelfth Traditions of anonymity by stating clearly that we do not employ any technical means or programs to track or identify any visitor to this web site. Cookies are issued only for aggregate information (number of unique visitors, date and time of visit, the type of browser used, for example). The cookie issued to visitors of the website is used for no other purpose.

Communications

Any communication submitted to NA—sckana.net will be treated with confidentiality. We delete all communications received on a regular basis. We do not, however, guarantee total anonymity under all circumstances. We suggest that the senders of email or those who use our feedback form take their own precautions if they desire to remain anonymous.

All communications received through this site are considered to be “official NA business” and require some level of identification for the purposes of responding to these communications (if a response is required). All efforts will be made to pass on these communications in a timely manner to a responsible trusted servant.

There are alternative methods for communicating with Narcotics Anonymous within the South Central Kentucky Area. These alternatives are listed on our contact information page. Please utilize that information if it is necessary to fulfill your requirements.

Contributions

As stated on our contributions page, we do not retain the credit card or check number/banking information or other financial details when a contribution is made. These details are held by the credit card processing vendor, not the SCKANA website. However, the ASC must document the party making the contribution by legal requirement (IRS and Kentucky State Department of Taxation). This means that the SCKA Treasurer will document name and contribution received for SCKANA tax filings. However, we do not use the contributor’s information for any other purpose. Contributions are only accepted from NA members.

Personal Requests

Under no circumstances will SCKANA.net forward email of a personal nature to any NA member here in the South-Central Kentucky Area or anywhere else. This is an official website of the South-Central Kentucky Area of Narcotics Anonymous and we do not acknowledge anyone's membership in NA. Thank you for respecting this policy.

Web Site Operating Policy

General Principles

- A. The Twelve Traditions of Narcotics Anonymous will always be the final word in all matters pertaining the SCKA website. This web site is an instrument of an official service body of Narcotics Anonymous. As such, it is completely bound by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- B. This website is the property of the groups of the South-Central Kentucky Area of Narcotics Anonymous. In all matters pertaining to the operation of this website, the final decision is ultimately up to the groups through group conscience at the SCKA meeting. They may appoint trusted servants to run and design the site, but the groups have the right to supersede any decisions made by these servants. That being said, it is impossible to run a website without allowing the caretakers of the website a great deal of latitude and autonomy. It is expected that the groups will carefully choose these servants and allow them this freedom. It is also expected that these trusted servants will always keep in mind that they are caretakers of a public trust.
- C. All materials used in this website must be completely free and clear of any claims outside of the South-Central Kentucky Area of Narcotics Anonymous. This means that all images, codes (HTML/JavaScript/PHP/Perl, etc.) and content (text, etc.) must either belong to the South-Central Kentucky Area, or the SCKA should have complete and perpetual rights to display and/or use this material. Absolutely nothing is to be posted unless it is known to pass the above test. In addition, the SCKA web site cannot be used for any purpose other than to directly serve the groups of the South-Central Kentucky Area of Narcotics Anonymous. All work done by trusted servants on this website, or by outside enterprises (contractors, designers, etc.,) is considered the property of the SCKANA. Any code and/or content that is not explicitly the property of the SCKA **MUST** be properly licensed, or permission to display must be explicitly received and verified. The provenance of all materials used in this site must be established. This means that we can't just be satisfied that an image is OK because "so-and-so says it is," we must ensure that the image has been received from an appropriate source.

- D. The authors of site are considered to be the South-Central Kentucky Area of Narcotics Anonymous. No individual or entity can take credit for this site. All work is considered to be done as a donation, or paid work is considered wholly owned by the SCKA. To be absolutely specific: There can be no links to this site from any entity other than the SCKA, claiming authorship. Of course, we cannot, and should not attempt to, control links to our site from other sites, which may include rehabilitation centers, web standards bodies, search engines, etc. However, we must insist that no claims be made upon this web site of authorship, endorsement or ownership, as per the Twelve Traditions of Narcotics Anonymous.
- E. The site privacy policy must be treated as an Area Policy and should be subjected to review and ratification by the groups of the South-Central Kentucky Area of Narcotics Anonymous (as represented via their trusted servants in the existing service structure of the Area Service Committee.) It cannot be changed by the subcommittee alone, as it affects all visitors.

II. Specific Policies

- a. No individual can take credit for this site outside of Narcotics Anonymous. This site is a tool to serve its owners: The South-Central Kentucky Area. In order to reduce the risk of Tradition violation or loss of primary focus, it is our strict policy that no individual, whether an addict member of NA, or an outside contractor, hired to provide services and/or content, may claim authorship of this site. Of course, within NA, we may discuss the roles that individual and/or outside entities play in the construction and maintenance of this site, but no indication of this should go beyond Narcotics Anonymous. To make it perfectly clear: As outlined in D. above, no entity outside of SCKANA may claim ownership or endorsement of this site, and no indication should ever be placed on this site that establishes claims of authorship, ownership, or endorsement.
- b. Any major changes in the SCKA website **MUST** be ratified by the groups that make up the South-Central Kentucky Area (as represented via their trusted servants in the existing service structure of the SCKA). Of course, smaller changes, such as maintenance, bug fixing, basic site changes, administering the calendar and meeting list are considered the standard “day to day” duty of subcommittee responsible for maintenance of the site. Major Changes are changes that affect things such as (including but not limited to):
- Changing the hosting environment
 - Changing the overall “look and feel” of the site
 - Changing the format of the printable meeting lists or significant changes in the searchable meeting list
 - Anything else the groups decide. This is, after all, their property
- c. No major changes should be made to the site without first obtaining the approval of the groups of the SCKA (as represented via their trusted servants in the existing service structure of the Area Service Committee,) or should only be

made at the behest of the groups that make up the SCKA. To put it simply: the webmaster cannot make major changes to the site without approval, or unless they are directed by the group to make major changes. Remember that this is the property of the SCKA. The webmaster has considerable power to make changes or to refuse to make changes.

III. Individual Administrators as Assigned by the Web Site Adhoc Subcommittee Chairperson

- d. The Web Site Adhoc Subcommittee Chairperson has the ability to assign other administrators and control their access rights. These can be ASC calendar and/or meeting list administrators, or various site function administrators. Each of these administrators has the right to change their own passwords and not have that password known by the Web Site Adhoc Subcommittee Chairperson, but the Web Site Adhoc Subcommittee Chairperson may change this password at his discretion. The Web Site Adhoc Subcommittee Chairperson is responsible for keeping close track of the individual administrators and ensuring that they are assigned correctly. The Web Site Adhoc Subcommittee Chairperson shall only reveal a new password for an individual administrator to duly appointed representatives of the ASC or service entity to whom that administrator is assigned.

IV. Password Storage and Encryption

- e. Password escrow and term for the passwords under the direct control of the SCKA, an escrow system must be established. All these passwords must be stored in a password-encrypted archive. This archive should be of a format readily decrypted with freely available tools. There are several methods available, and the exact format should be left up to the discretion of the Web Site Subcommittee. The encrypted password archive should be stored on some persistent media, such as a CD-R. It should be stored with instructions for decrypting **BUT SHOULD NOT INCLUDE THE ARCHIVE PASSWORD**. The archive password should be printed on a sheet of paper, and then all electronic copies should be deleted. The archive itself should be given to one officer of the South-Central Kentucky Area, and the password should be given to another. Each should be sealed in an envelope that will indicate tampering. The SCKANA is responsible for determining the persons to whom the escrow is given and should determine procedures for auditing the escrow.

V. Changing Passwords

- f. Passwords should be changed, at minimum, once per year, and the escrow updated accordingly. The passwords may also be changed at the discretion of the Web site Subcommittee or the SCKA. Whenever passwords are changed, the escrow must also be updated, the SCKA must be notified must be notified

that the passwords have been changed, and the new escrow must be presented to the SCKA members responsible for the storage. Whenever one password is changed, all passwords must be changed. This prevents out-of-date escrows from being used to access Web assets.

VI. Password Composition

- g. Passwords should be a minimum of six (6) characters in length, and should not be repeated, unless it is required that they be the same (for example, the FTP and SSH passwords must often be the same).

VII. Recording Changes

- h. Changes made to the web site structure and HTML/PHP code should always have a note entered on the Web Site Changes Page.

VII. Accessibility and Compliance.

- i. All pages on this site should validate as W3C compliant and should be accessible as per Section 508 standards.

IX. External Links

- j. All links to pages not on the same domain as this site should be opened in a new page. Links to pages within this site should be resolved by replacing the current page with the new page. Great care should be taken when linking to other sites. In most cases, we should not link to external sites, but there are some cases in which it is best we do so. For example, we may do so in order to refer visitors to the NAWS website, the ADOBE READER website, SCKANA.org; or other standard sites. An external link may easily be construed as an endorsement, so we should be extremely careful to keep the Twelve Traditions in mind at all times. Be sure to find out how long the web site has been in existence and if there have been any security issues in the past. Consider linking to WWW.NA.Org which can link readers to other NA sites for assured safety.

X. “Badging”

- k. This site should not display any “badges,” which are icons displayed in order to indicate compliance with standards, or use of certain software. Badges are endorsements, pure and simple. We cannot endorse any outside enterprise, even nonprofit standards bodies. In any case, a badge should not be required in order to comply with a standard. We can be W3C-compliant without displaying the W3C badge. We should also not license any software or content that requires a badge or outside link. If we cannot negotiate a deal that allows

us to use the content without the endorsement, then we cannot use the content. This is not negotiable. No badges or outside endorsements are allowed. The only exception is that, in some cases, we may have to have a “non-live” (i.e., not functioning as a link) URL or bibliographical reference to an external source to provide credit of authorship, as long as we are given clear and unambiguous permission to use the content.

XI. Change Requests

The Web Site Adhoc Committee Chairperson is not responsible for adding content that has not been preceded by an official request as outlined below:

l. Event changes

1. Any group or committee can request an event on the events page. This request must be submitted in writing at the SCKASC meeting or email prior to the Area meeting.
2. Event requests should be made at least 3 weeks prior to the event. It is strongly recommended you proofread your announcement after it is posted on the web site. Changes due to the accuracy of the information can be requested up to 24 hours prior to the event. In the event that there is an urgent change due to inaccuracy it is recommended that the requesting group send an email to the Web Site Chair and follow that up by phone.

m. Meeting List Changes

1. All meeting list changes must come through the SCKASC. At each monthly Meeting the Web Site Adhoc Chairperson will circulate a meeting change list. It is the responsibility of the GSR/Representative for each group to note any necessary changes at this time.

n. New Meeting Requests

1. Any meeting that has requested and follows the SCKASC Guidelines can be added to the meeting list. This request can be done in writing at the first Area meeting attended.

YEARLY OPERATING EXPENSE BREAKDOWN

The following is a list of the current monthly, quarterly, and yearly expenses budgeted for the SCKA, upon which the \$300.00 monthly prudent reserve is based:

| <u>Expenses</u> | <u>Monthly</u> | <u>Quarterly</u> <u>January-March</u> <u>April-June</u> <u>July-September</u> <u>October-December</u> | <u>Annually</u> |
|-----------------------------------|----------------|---|---|
| Combined Communication Phone line | <u>\$19.50</u> | | <u>\$234.00</u> |
| Rent ASC Meeting | | <u>\$30.00</u> | <u>\$120.00</u> |
| <u>P.O. Box</u> | | | <u>\$134.00 (June)</u> |
| <u>Website</u> | | | <u>\$131.40 (\$8.95 month) \$262.80 every 2 years</u> |
| <u>Domain Name sckana.net</u> | | | <u>\$24.95</u> |
| <u>Malware Virus Protection</u> | | | <u>\$49.92</u> |

| | | | |
|---|--|---|-----------------|
| <u>H&I Sub-committee</u> | | *Floating fund upon request. | |
| <u>Activities Sub-committee</u> | | <u>\$150.00</u> (floating fund) | <u>\$150.00</u> |
| <u>PI Sub-committee Meeting Schedules</u> | | *Floating fund upon request. | |
| <u>Zoom Platform paid by Venmo</u> | | <u>\$5.00</u> per month (floating fund) | |
| <u>Outreach Sub-committee</u> | | *Floating fund upon request. | |
| <u>Policy & Procedure Sub-committee</u> | | *Floating fund upon request. | |
| <u>Secretary Expenses</u> | | <u>\$25.00***</u> | <u>\$100</u> |

Monthly expense totals: **\$19.50**
 Quarterly expense totals: **\$210.00**
 Annual expense totals: **\$944.27**

AREA REIMBURSEMENTS

Any trusted servant(s) traveling on behalf of the ASC in order to fulfill a service commitment is allowed one fill-up per trip on the day of the commitment. The Trusted Servant may fill up either before the commitment or after and must bring the receipt to the next Area Service Committee meeting.

REGIONAL POLICY AFFECTING SCKANA

Rotation Schedule

| KRCNA | H&I / PR | Traditions / Concepts |
|------------|----------|-----------------------|
| Owensboro | OVANA | Louisville |
| ATRA | SCKNA | Pennyrile |
| Louisville | 502 | OVANA |

| | | |
|-----------|------------|-----------|
| Pennyrile | Owensboro | SCKNA |
| OVANA | ATRA | 502 |
| SCKNA | Louisville | Owensboro |
| 502 | Pennyrile | ATRA |

1. Regional Banners

- a. In the event of a Regional function requiring the creation of a banner, each Area is to purchase a banner consistent with Regional Policy with size specifications of 5 x 7 only.

2. Regional Function Rotation Schedule. This is a projected schedule with addition of new area to the Region. More will be revealed.

- a. The SCKANA will follow the regional rotation schedule for regional functions:

| Year | <u>KRCNA</u> | <u>Combined H&I</u> <i>(suggested Summer)/PR</i> <i>(suggested Fall)</i> <u>Learning Day</u> | <u>Combined 12 Traditions/12 Concepts Workshops held 1st Weekend in November</u> |
|------|-------------------|---|---|
| 2020 | <u>LA</u> | <u>502</u> | <u>OVANA</u> |
| 2021 | <u>PA</u> | <u>OA</u> | <u>SCKA</u> |
| 2022 | <u>OVANA</u> | <u>ATRA</u> | <u>502</u> |
| 2023 | <u>SCKA</u> | <u>LA</u> | <u>OA</u> |
| 2024 | <u>502</u> | <u>PA</u> | <u>ATRA</u> |
| 2025 | <u>OA</u> | <u>OVANA</u> | <u>LA</u> |
| 2026 | <u>ATRA</u> | <u>SCKNA</u> | <u>PA</u> |
| 2027 | <u>(NEW AREA)</u> | | |
| 2028 | <u>LA</u> | <u>502</u> | <u>OVANA</u> |
| 2029 | <u>PA</u> | <u>OA</u> | <u>SCKNA</u> |

| | | | |
|------|-------------------|--------------|---------------|
| 2030 | <u>OVANA</u> | <u>ATRA</u> | <u>502</u> |
| 2031 | <u>SCKA</u> | <u>LA</u> | <u>OA</u> |
| 2032 | <u>502</u> | <u>PA</u> | <u>ATRA</u> |
| 2033 | <u>OA</u> | <u>OVANA</u> | <u>LA</u> |
| 2034 | <u>ATRA</u> | <u>SCKNA</u> | <u>PA</u> |
| 2035 | <u>(NEW AREA)</u> | | |
| 2036 | <u>LA</u> | <u>502</u> | <u>OVANA</u> |
| 2037 | <u>PA</u> | <u>OA</u> | <u>SCKNA</u> |
| 2038 | <u>OVANA</u> | <u>ATRA</u> | <u>502</u> |
| 2039 | <u>SCKA</u> | <u>LA</u> | <u>OA</u> |
| 2040 | <u>502</u> | <u>PA</u> | <u>ATRA</u> |
| 2041 | <u>OA</u> | <u>OVANA</u> | <u>LA</u> |
| 2042 | <u>ATRA</u> | <u>SCKNA</u> | <u>PA</u> |
| 2043 | <u>(NEW AREA)</u> | | |
| 2044 | <u>LA</u> | <u>502</u> | <u>OVANA</u> |
| 2045 | <u>PA</u> | <u>OA</u> | <u>SCKANA</u> |

3. Regional Funding for Hosted Regional Functions per current regional policy is as follows:

4. KRCNA seed money is \$6000.00 and requires a bi-monthly report to the KRSCNA. Final report, seed money and any profits are to be turned over to the KRSCNA Treasurer in 90 days following the event.

5. Traditions Workshop seed money is \$750.00 and requires a bi-monthly report to the KRSCNA. Final reports, Seed money and any profits are to be turned over to the KRSCNA Treasurer 30 days following the event.

6. H&I & PI Learning Days seed money is \$500.00 and requires a bi-monthly report to the KRSCNA. Final report, Seed money and any profits are to be turned over to the KRSCNA

Treasurer 30 days following the event.

7. The majority of pre-convention flyers will be distributed electronically whenever possible.
8. The convention committee will hang only a current banner and remaining banners will be displayed by an alternate method to be determined by each convention committee on a yearly basis.
9. All regional functions held by host Areas are to be “No Addict Turned Away” excluding meals and KRCNA convention registration packets. Addicts who cannot afford a convention registration packet are given a “No Addict Turned Away” packet to include a name badge and an event program identical to those provided to members who pay for registration packets.
10. An audit will be done by the succeeding KRCNA committee after each yearly convention to ensure there is accountability of funds required to host the upcoming convention and to allow areas and groups to know how the previous convention handled funding.
11. All reports to the region from the host Areas regarding the convention will be handed in or emailed to the secretary at the close of the regional business meeting. If reports are not turned in at the end of the day the report will not be included in the minutes from that meeting and be recorded as such.
12. The regional convention is to be held over the Easter weekend. The regional Traditions/Concepts workshop is to be held the first weekend of November. The regional H&I/PR workshop is to be held in the summer months.
13. No Area is to host more than two regional functions per year.
14. Areas have convention fundraisers to help raise money to support KRCNA.
15. Any profits from regional functions are to be turned over to the KRSCNA Treasurer within thirty days after the function. The only exception is KRCNA where all profits are to be turned over to the KRSCNA Treasurer within ninety days.
16. There should be monthly progress reports submitted to the KRSCNA from any area that receives seed money to host a regional function.

AMENDMENTS TO THE SCKASC BY-LAWS

1. Any GSR or subcommittee chairperson may propose an amendment to the ASC by-laws at a regular monthly meeting of the ASC. The proposal must be submitted for review in writing

at the regularly scheduled ASC meetings. It is referred to the home groups for review, input, and final approval. A simple majority vote by GSR's is necessary to pass the amendments for inclusion in policy.

2. Amendments go into effect immediately upon adoption into the by-laws unless the motion to adopt specifies a time or date to go into effect.
3. All motions and/or policy voted on at the ASC that affect Narcotics Anonymous as a whole shall require home group notification of the outcome.
4. Southcentral Kentucky Area Raffle Tickets are stored at the Happy, Joyous, and Free home group.

SCKASC ARTICLES

1. All monies accumulated from group contributions, activities, subcommittees, and other Narcotics Anonymous sources shall be maintained in a bank subject to dispersal for paying all obligations. The signature of the Treasurer shall be required on all dispersal's in addition to the signature of one of the following:

- a. Area Service Committee Chairperson.
- b. Area Service Committee Vice-Chairperson.
- c. Area Service Committee Secretary.

Any of the above ASC officers shall be acceptable for the required signatures on the bank's signature card.

IN ACCORDANCE WITH BANK REQUIREMENTS, AN EXECUTIVE COMMITTEE MEMBER MUST BE ASSIGNED TO THE BUSINESS RESOLUTION CARD.

2. A prudent reserve of \$300.00 shall be kept by the ASC.
3. All motions requiring money expenditures shall be passed by a simple majority of eligible voting members present at the ASC meeting.
4. All donations collected at the ASC meeting shall be deposited in the SCKASC general fund.
5. Thirty percent of the ASC general funds above the prudent reserve not obligated may be DONATED to the Regional Service Committee (15%) and WSO (15%).
6. Within ten (10) days after every ASC meeting, the acting Secretary shall:

a. Post minutes to the sckana.net website.

b. Distribute the minutes of the monthly ASC meeting to all officers and GSR's when requested if they are without the resources to obtain the minutes from the sckana.net website.

7. Any misuse or misappropriation of funds shall call for immediate resignation of office. Records of all transactions, receipts, funds, and all monies will be immediately surrendered to the SCKASC.

8. In the event that Area by-laws or guidelines do not pertain to a particular event and/or situation, the Area Service Committee will refer to the Guide to Local Service provided by the World Service Committee of Narcotics Anonymous.

9. To obtain a debit card held by the acting Treasurer specifically for payment of Site 5 website hosting and ASC literature purchases to support Adhoc Subcommittees. The bank statement will be included in the monthly Treasurer's report to the ASC for accountability and responsible record keeping.

10. Some of our members are in the unique position to make donations of their time and resources in support of the fellowship and to help carry the message of Narcotics Anonymous to addicts who still suffer. Where this issue has been debated in the past, members who can contribute by providing stamps, low-cost folders, or copy expenses should be reviewed and examined on a case-by-case basis.

PARLIAMENTARY SHORT FORM

The basic concept of parliamentary procedure, especially as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting with a great number of participants and that each can be treated fairly. The process of discussion and decision-making should follow rules of order that are observed by all, known to each member, and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than as indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

1. Point of Order:

When a member thinks that the rules of the committee meeting are being violated, he/she can make a "Point of Order" which is simply to obtain recognition from the Chairperson and ask from the Chair a determination as to whether or not the procedure that the member feels is important is being violated or not.

A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated.

The Point of Order is a tool used only to keep the meeting working on the subject that the committee is supposed to be working on at that time and in accordance with the guidelines and other rules of order.

2. Point of Information:

This is a request directed to the Chairperson for the Chair to respond to or have another member to respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure.

If the point is raised while another member has the floor and is speaking, the Chairperson will ask the member who correctly has the floor IF he will yield to a point of information: THE MEMBER HAS THE RIGHT NOT TO YIELD. If the member does yield, the member raising the point is required to raise the issue IN THE FORM OF A DIRECT QUESTION DIRECTED AT THE CHAIRPERSON, but the Chairperson usually allows the member who correctly has the floor to answer.

3. Parliamentary Inquiry:

This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply to have bearing on the business being considered. It is the duty of the Chairperson to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion.

The Chairperson is not obligated to answer hypothetical questions.

4. Point of Personal Privilege:

This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the rest room and I don't want to miss the vote while I'm gone). IT IS NOT A DEVICE TO INTERRUPT A SPEAKER OR OBTAIN THE FLOOR TO GIVE AN OPINION, EXTEND DEBATE, DEBATE IN GENERAL OR TO ARGUE A POINT MADE BY THE CURRENT SPEAKER OR A PREVIOUS SPEAKER.

There are motions that arise from the statement and acceptance of a point of personal privilege, but these are acceptable only after the Chairperson has accepted the member's personal privilege point as having merit on the discussion at hand.

5. Call For The Question:

This is properly known in rules of order, as Move the Previous Question: This

item is one wherein common usage is changing through popular misuse, the rules of order. In proper usage, a member raising to “call for the question” means that he as an individual is finished listening and is personally ready to vote and wanted everyone to know it.

This has been most commonly misunderstood to mean that the member is making a motion that an immediate vote be taken on the factor under discussion. Many times, presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote and then close debate. Frequently, the members using this as a tactic by “calling for the question” interrupt speakers in an affect to immediately stop debate.

When correctly used, the parliamentary tool, to Move the Previous Question” is NOT made while another member is speaking or has the floor, it does REQUIRE A SECOND, IS NOT DEBATABLE AND REQUIRE 2/3 VOTE in order to end the debate and force an immediate vote on the matter.

6. Amend the By-Laws:

In the instance of the WSC, to amend the guidelines or the service structure: In this matter, the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. There the governing document is vague, Robert’s Rules of Order may be used as a guide or final authority, or prior action of the assembly, in this case the committee may set other rules. The existing service structure specifies 2/3 vote is required for adoption of amendments. The question is raised each year on the matter of what constitutes a 2/3 vote.

There are two different interpretations, and the committee has, over the years used both. In 1982, the committee used this interpretation: that a 2/3 vote of those voting “yes” or “no” on the question was all that was required. In 1983, the conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote. In the second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the charge.

For example, in the first interpretation, if there were 40 voting members and there were 15 who voted for a change and 6 voted against, while the rest neither abstained or failed to vote, the amendment would be adopted. However, in the second interpretation, if there were 40 voting members, 27 would have to vote in favor in order for the matter to be adopted.

If the governing documents fail to specify which is used, the conference makes that decision either by motion or acceptance of the interpretation used by the Chairperson if it is not challenged at the time of the vote.

| <u>Motion</u> | <u>Second Required</u> | <u>Debatable</u> | <u>Interrupt Speaker</u> | <u>Amendable</u> | <u>Vote Required</u> |
|-----------------------------|------------------------|------------------|--------------------------|------------------|----------------------|
| Main Motion | Yes | yes | no | yes | Majority |
| Recess | yes | no | no | yes | Majority |
| Point of Personal Privilege | no | no | yes | no | Chair |
| Point of Order | no | no | yes | no | Chair |
| Appeal to the Chair | yes | 1 pro 1 con | Yes | No | Majority |
| Division of Question | yes | no | yes | no | Chair |
| Point of Information | no | no | yes | No | Chair |
| Division of Assembly | no | no | yes | no | Chair |
| Withdraw of Motion | yes | no | no | no | Majority |
| Suspension of the Rules | yes | no | no | no | 2/3 |
| Change Order of the Day | yes | no | no | no | 2/3 |
| Motion to Table | yes | no | no | no | Majority |
| Previous Question | yes | no | no | no | 2/3 |
| Limit or Extend Debate | yes | no | no | yes | 2/3 |

| | | | | | |
|------------------------------------|------------|------------|-----------|------------|-----------------|
| Postpone to a Definite Time | yes | yes | no | yes | Majority |
| Amendment | yes | yes | no | yes | Majority |
| Postpone Indefinite | yes | yes | no | yes | Majority |
| Take Off Table | yes | no | no | no | Majority |
| Reconsider | yes | yes | no | no | 2/3 |
| Adjourn | yes | no | | no | Majority |

..