

**North Olympic Peninsula Area
Literature Committee
Guidelines**

(Literature Guidelines Approved 3/28/2010, Motion 2010-01-24-03)

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I. Literature Committee Mission Statement

It shall be the primary purpose of this literature committee to maintain at all times sufficient literature to meet the needs of all home groups or any addict in need of Narcotics Anonymous literature in our area. In short, it is the contention of this committee to function like a store and never run out of literature. This committee shall function independently yet completely accountable to the NOPASC. Any revisions of these guidelines or structure of business operation shall be brought to the NOPASC prior to their implementation.

II. Name

The name of this Committee shall be the North Olympic Peninsula Area Literature Committee (NOPALC), herein after referred to as the Literature Committee. This Literature Committee shall be directly responsible to the North Olympic Peninsula Area Service Committee, herein after referred to as the NOPASC.

III. Purpose

- i.** To serve as a communications link in all matters concerning literature, between Area Home Groups and the Literature Committees at all levels within Narcotics Anonymous (Area, Region, and World).
- ii.** To provide a forum and the atmosphere necessary for members to contribute to the development and creation of Narcotics Anonymous literature.

IV. Membership

General membership is open to all members of Narcotics Anonymous.

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V. Officers

The officers of the Literature Committee shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. These officers shall perform their duties as described by these guidelines and by the order of procession as outlined in “**IX Spiritual Guidance.**”

VI. Meetings

There is a minimum of (2) two types of meetings for the Literature Committee: Regular business meetings (Monthly or as needed) and Literature Review and input meetings (As needed).

VII. Voting

To be eligible to vote a member must have attended the last (2) two Literature Committee business meetings. The Literature Committee Chairperson shall only vote in the case of a tie.

VIII. Elections

- i.** Nominees must have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
- ii.** Nominees must have a working knowledge of the Literature Committee and its guidelines.
- iii.** Nominees must meet the requirements for and be able to perform the requirements of the position for which they are being nominated.
- iv.** Nominations shall be taken at least one business meeting prior to the election.
- v.** The Literature Committee Chairperson has the authority to appoint a qualified person to a position within the committee and/or Literature Committee ADHOC.
- vi.** Elections for all positions of the Literature Committee shall take place in November.
- vii.** It shall take a simple majority vote to elect any officer, with the exception of the Literature Committee Chairperson, who can only be elected by the NOPASC.

IX. Spiritual Guidance

- i.** The Literature Committee shall not make any motion or take any action that conflicts with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
- ii.** The Literature Committee shall comply with the following documents in procession:
 - A.** The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous.
 - B.** The most current approved guidelines of the North Olympic Peninsula Area Service Committee.
 - C.** Any motions that North Olympic Peninsula Area Service Committee may adopt.
 - D.** The most current publication of “A Guide to Local Services” in Narcotics Anonymous.
 - E.** The most current publication of the “World Literature Handbook” or its approved version.
 - F.** Roberts Rules of Order (short form as described in “A Guide to Local Services” in Narcotics Anonymous).

X. Committee Operations

- i.** The Maximum Total Asset Value of the Literature Committee shall be \$ 2200.00 dollars. Every Quarter Literature Committee funds in excess of the maximum total asset value shall be transferred by Literature Committee check to the NOPASC Treasurer for deposit in the ASC account. This will be reported in the monthly NOPASC report to the ASC.
- ii.** The Literature Committee assets shall be inventoried prior to each order and/or any Literature Committee meeting by request of the committee members.

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- iii. An audit of the Literature Committee can be called for by majority vote of the Literature Committee, to be conducted by the NOPASC in accordance with NOPASC guidelines.
- iv. The Literature Committee shall provide its literature at cost plus 7% rounded up to the nearest nickel (.05¢) with the exception of any literature that cost less than fifty cents (.50¢) which will be marked up to the nearest nickel (.05¢).
- v. The Literature Committee shall provide the NOPASC and/or any of its committees literature at cost, or at cost plus shipping for special orders.

XI. Roles and Responsibilities

- vi. Chairperson:
 - A. Shall have a suggested minimum of (2) two years continuous abstinence from all drugs.
 - B. Provides an agenda and presides over the Literature Committee meetings.
 - C. Must be capable of conducting a business meeting with a firm, yet understanding hand.
 - D. Maintains close contact with the Vice-Chairperson and all other Literature Committee officers.
 - E. Votes only in the case of a tie.
 - F. Reports Literature Committee monthly sales and provides a copy of the Literature Committee meeting minutes to the NOPASC every month.
 - G. Is responsible for all Literature Committee correspondence and the maintenance of the Literature Committee files and archives.
 - H. Shall be a co-signer on the Literature Committee bank account.
 - I. Calls extra meetings on an emergency basis, as necessary, or when requested by a majority of voting Literature Committee members.
 - J. Attend and provide reports at All-Subs, within NOPASC and/or Literature Committee budgetary constraints. An emailed report shall be submitted to the regional Literature Committee Chairperson or responsible member in the event that a qualified member of the Literature Committee cannot be present at All-Subs.
 - K. Performs other duties as may be assigned by the NOPASC (Area Service Committee).
- vii. Vice-Chairperson:
 - A. Shall have a suggested minimum of (1) one year continuous abstinence from all drugs.
 - B. Shall attend all meetings of the Literature Committee.
 - C. Assumes the duties of the Literature Committee Chairperson in the event that the Chairperson is absent.
 - D. May be a co-signer on the Literature Committee bank account. However, Shall be a signer on the Literature Committee bank account in the event a Literature Committee treasurer does not exist.
 - E. Performs others duties as assigned by the Literature Committee or the Literature Committee Chairperson.
- viii. Secretary:
 - A. Shall have a suggested minimum of (6) six months continuous abstinence from all drugs.
 - B. Shall maintain meeting minutes of all Literature Committee meetings, all Literature review meetings, and make copies of the previous meeting minutes available to Literature Committee members.
 - C. Performs others duties as assigned by the Literature Committee or the Literature Committee Chairperson.
- ix. Treasurer:
 - A. Shall have a suggested minimum of (2) two years continuous abstinence from all drugs.

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- B.** Shall maintain a record of all money transactions of the Literature Committee.
- C.** Shall inform the Literature Committee Chairperson of the financial status of the Literature Committee on a regular basis, or as needed.
- D.** Shall be prepared to give a written financial report to the Literature Committee, or upon request of the Literature Committee Chairperson.
- E.** Shall be a co-signer on the Literature Committee bank account.
- F.** Performs others duties as assigned by the Literature Committee or the Literature Committee Chairperson.

XII. Misappropriation Of Funds

Any misappropriation of funds and/or NOPASC property shall not be tolerated. It is the position of the NOPASC to recover all loss of monies by theft or poor management and/or NOPASC property from the responsible party in accordance with Narcotics Anonymous World Services Bulletin #30.

- i.** Misappropriation of funds is defined as taking, stealing or borrowing money or property without the consent of the Literature Committee, or the NOPASC.
- ii.** Members who have been found to have misappropriated funds by a vote of the NOPASC shall be immediately removed from their position.
- iii.** All incidents whereas Literature Committee funds or property have been misappropriated shall immediately be reported to the NOPASC Chairperson and followed up with a written report to the NOPASC Chairperson.
- iv.** The NOPASC Chairperson on behalf of the NOPASC shall be the point of responsibility in the resolution or subsequent actions with regard to the misappropriation of NA funds or property.

XIII. Amendment of Guidelines

Any service member may propose an amendment to the guidelines at a regular monthly Literature committee meeting. The proposal must be seconded and submitted in writing. A 2/3 majority of voting members present is necessary to amend. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise or relates to a required modification to the ASC guidelines (i.e. Items relating to officer positions and responsibilities).

XIV. Grievance Procedure

The first item of new business on the agenda at each regularly scheduled PR committee meeting will be any Grievances. This will be a standing item and is provided for anyone having a grievance against the PR committee or its members.

i. Format

To be heard, a grievance must:

- A.** Be submitted in writing.
- B.** Clearly state the problem.
- C.** Propose a resolution.

ii. Discussion

PR committee will discuss and attempt to resolve the grievance.

iii. Review

In the event, that the aggrieved party is not satisfied with the PR committee's actions, they may present the grievance to the ASC.

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XV. Glossary of Terms and Acronyms

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|---------|--|
| GSR | Group Service Representative: Functions as a liaison between the meeting/group & the NOPASC. |
| H&I | Hospital & Institutions: A committee of the NOPASC, which conducts presentations in Hospitals, jails and other institutions. |
| LIT | Literature: A committee of the NOPASC that orders and distributes literature to the groups. |
| NAWS | Narcotics Anonymous World Service committee: The International office of Narcotics Anonymous located in Van Nuys, CA. |
| PI | Public Information: A committee of the NOPASC, which provides presentations to outside agencies and groups about what NA is and where to find us by doing public outreach. |
| PNW | Pacific Northwest Convention of Narcotics Anonymous: The oldest convention on the West coast. Held within a 3 region area in the late fall of each year. |
| PR | Public Relations committee: The NOPASC committee responsible for carrying the message to professionals, facilities and potential new members via H& I Panels, PI Presentations, Phone line, 12 Step activities and Special Projects. |
| RD | Regional Delegate: Takes our regional conscience to the WSC. |
| RCM | Regional Committee Member: Takes our Area conscience to the Regional Service Committee. |
| RSC | Regional Service Committee: A committee that is comprised of different Area Groups that meets quarterly to provide NA service at a regional level. |
| C&E | Regional Conventions & Events committee: This is a regional committee responsible for organizing and signing contracts for large regional conventions. |
| NOPASC | North Olympic Peninsula Area Service Committee: Also know as the Area Service Committee (ASC) and described within this guide. |
| WCNA | World Convention of Narcotics Anonymous: Generally held every other year on the 1st weekend of September. |
| WNIRCNA | Washington Northern Regional Convention of Narcotics Anonymous: (wi-nurk'-nuh): Our annual regional convention, held in the spring of each year. |
| WNIR | Washington-Northern Idaho Region: Made up of the North Olympic Peninsula Area, South King County Area, Everett Area, and approximately 14 other Area throughout Washington and Northern Idaho. |
| WSO | World Service Office: The International office of Narcotics Anonymous responsible for literature orders and other various NA approved publications. Basically the WSO is the headquarters for NA. |
| WSC | World Service Conference: A week long business meeting of World Service and administrative committees that conduct business for NA at the World Level – not to be confused with the World Service Convention, which is held every two years. |

ANTI-THEFT POLICY

Addendum "A"

The Eleventh Concept establishes the sole absolute priority for use of NA funds, which is to carry the message. The Twelve Concepts for NA Service give the NOPASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by NOPASC Trusted Servants cannot be tolerated.

Should any NOPASC member or subcommittee member be found to have allegedly misappropriated (stolen), or misused NOPASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chairperson of the NOPASC, immediately upon calling the NOPASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this document, the 'term misuse of funds' will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them".

A. NOPASC ACTION:

The NOPASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved "with cause" by a two-thirds (2/3) vote, pending investigation and resolution. Having been found to have misappropriated or misused funds and/or other assets, said individual(s)' participation is immediately terminated, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the NOPASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the NOPASC or its subcommittees for a period of two (2) years.

B. RESTITUTION:

1. Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all NOPASC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the NOPASC.
2. NOPASC Members shall be requested to sign agreements of financial responsibility.
3. Procedure for Resolution:
 - a. A thorough review of all books and financial records shall be performed by the Treasurer, Chairperson, and one voting member of the NOPASC to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will perform the duties of the Treasurer.
 - b. Then a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format shall take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
 - c. If the individual admits to the theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). The individual shall be notified in said agreement that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
 - d. A report about the situation shall be published in the NOPASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm, is the fellowships primary intent.
 - e. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be **our last resort, opted for only when everything else has been tried.** We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the NOPASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.
4. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The NOPASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
 - i. The NOPASC Chairperson will preside over an ADHOC subcommittee formed specifically to deal with issues related to the litigation. That ADHOC subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

**North Olympic Peninsula Area Service committee
MEMORANDUM OF FINANCIAL RESPONSIBILITY
Addendum "B"**

DATE: _____

I, _____, a trusted servant of the fellowship of the ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the ASC Anti-Theft Policy.

Signed,

_____ (trusted servant) Date: _____

Print Name: _____

Witnessed by:

_____ (officer, ASC) Date: _____

Print Name: _____ Title: _____

This document was created to implement the ASC Anti-Theft Policy and should be signed by all ASC Service Members (as defined in ASC guidelines) as well as all subcommittee treasurers and any members handling NA funds on behalf of the North Olympic Peninsula Area Service committee. Members who are standing for election to any position that would place them in a position to handle ASC funds should be asked if they are willing to sign this document as a condition of their service.

The North Olympic Peninsula Area Service committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

List all non-consumable items (NA Property) being received (Use back if necessary):

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30 (Excerpt)

Theft of NA funds

Addendum "C"

Safeguarding funds

- It's our responsibility to prevent theft from happening in the first place.
- The very best safeguard against theft is to remove the opportunity to steal.

Selecting trusted servants

- Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.
- Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

- The guidelines for handling NA funds should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.
- The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures.
- All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.
- It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed.
- Financial records should be readily available to other trusted servants.
- It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.
- Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner.
- Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

- Our program of recovery provides every member with an opportunity to make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.
- The disappearance of NA funds should not be taken lightly or a service committee should not sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.
- First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
- If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.
- A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
- Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.
- If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.
- If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, and world services as resources.

Resolution and recovery The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease