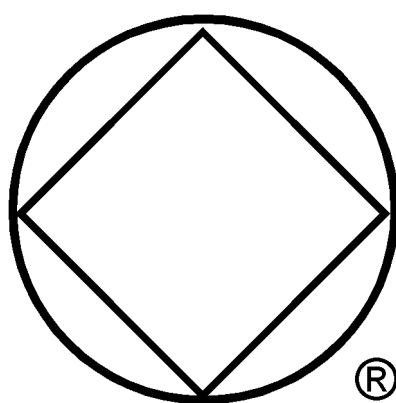


San Diego Imperial Counties Region of Narcotics Anonymous

NA BEHIND THE WALLS



SUBCOMMITTEE GUIDELINES

- *Revision 5* -

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I. DEFINITION

We are an operating subcommittee of the San Diego/Imperial Regional Service Committee of Narcotics Anonymous, founded under the principles of the Fifth Tradition and Twelfth Step of N.A.

II. PURPOSE

To respond to correspondence received by the San Diego/Imperial Regional Narcotics Anonymous from incarcerated individuals seeking N.A. guidance, sponsorship and literature.

III. FUNCTION

A. To respond to letters received from incarcerated individuals with guidance, sponsorship and literature as appropriate in keeping with the Twelfth Step of N.A. Writers will endeavor to keep communications on the topic of Recovery in the spirit of the Twelve Steps and Traditions of N.A. Writers should present themselves as independent recovering addicts, and must make clear where appropriate that their opinions do not necessarily represent this subcommittee or N.A. as a whole.

B. Writers will respond to letters using their own supplies (via computer, typewriter or handwritten) and will be reimbursed by the subcommittee for actual costs incurred, including postage, cost of printing, paper, envelopes and any other actual supplies expended.

C. The subcommittee will be self sufficient through its budget by paying the cost of any literature disbursed, or fliers produced to facilitate new memberships.

D. Meetings will be held as needed to coordinate subcommittee functions, and facilitate new memberships.

IV. ORGANIZATION OF NA BEHIND THE WALLS SUBCOMMITTEE

A. This subcommittee consists of its members and writers. Additionally, a Chairperson, Vice-Chair, Secretary, Treasurer and additional positions may be created as needed.

B. All meetings are open to interested members of N.A. Only active members of this subcommittee, as defined in section V. below, may vote.

VOTING PROCEDURES

1. The chairperson will be elected by R.S.C. by-laws at the September R.S.C. meeting.
2. Election of officers, as needed, will be held at the first meeting in October, or as needed to fill vacancies.
3. Election of officers requires a simple majority vote.
4. Any inactive officer may be removed from office by a 2/3 vote.
5. Modification of the Guidelines requires a 2/3 vote.
6. All other matters of the subcommittee require a simple majority vote.
7. Only active members may vote.

V. REQUIREMENTS FOR MEMBERS

- A. A stated willingness to serve in the spirit of the Fifth Tradition and Twelfth Step of N.A.
- B. Time, resources and ability to serve.
- C. A working experience of the Twelve Traditions of N.A.
- D. Anything other than complete abstinence constitutes an automatic resignation.
- E. A member is considered inactive if absent from three consecutively scheduled subcommittee meetings.

VI. REQUIREMENTS FOR WRITERS

All of the above requirements for Members, except E. (attendance at subcommittee meetings), and additionally:

- A. Having taken the Twelve Steps of N.A.
- B. One year clean time requirement.

- C. Not currently on probation or parole.
- D. Writers must have completed orientation, and must become re-orientated by the committee or committee appointed representatives, annually.
- E. Follow the suggestions in the Orientation Information Packet.

VII. REQUIREMENTS AND DUTIES FOR OFFICERS

CHAIRPERSON

- A. Three years clean time.
- B. Previous service at Area or regional levels, which is suggested but not required to have been at H. & I.
- C. Ability to organize, work independently and give the subcommittee direction and incentive.
- D. One year service commitment.

SPECIFIC DUTIES

1. Arrange times and agendas for meetings.
2. Pick up correspondence from N.A. Regional Office, assign new incoming correspondence to subcommittee members. and distribute correspondence as needed to subcommittee members.
3. Purchase any needed literature to be used in correspondence (until such time as a Literature Chairperson is deemed necessary and is elected).
4. Initiate all necessary administrative correspondence, including communication between Area and Region.
5. Is responsible for files, records and over all functioning of the subcommittee.

VICE CHAIRPERSON

- A. Two years clean time.
- B. Have previous service experience at Area or regional levels, which is suggested but not required to have been at H. & I.

- C. Be willing to step into the position of Chairperson.
- D. One year service commitment.

SPECIFIC DUTIES

1. Assist Chairperson, and acts as the Chairperson in his or her absence.
2. Attend subcommittee meetings in their entirety.

SECRETARY - REQUIREMENTS AND DUTIES

- A. One year clean time.
- B. Previous service experience at area or regional level, suggested though not required, as secretary.
- C. Must have clerical skills.
- D. Responsible for maintaining minutes of the meetings, to be prepared and ready for distribution to all subcommittee members within two weeks after each meeting is held.
- E. One year service commitment.

TREASURER - REQUIREMENTS AND DUTIES

- A. Chairperson will function as treasurer until such time as deemed necessary to have an independent one.
- B. Two years clean time.
- C. Previous service experience at area or regional level, suggested though not required, as treasurer.
- D. Sufficient bookkeeping experience to prepare written financial statements monthly with receipts.
- E. Responsible for reimbursing subcommittee members for costs as defined in section III. above, any cost incurred by the Secretary in preparing and copying minutes.
- F. One year service commitment.

OTHER OFFICER POSITIONS

To be created as needed.

Approved 2/4/08 –NABW Subcommittee.
Approved 5/10/08- N.A. Regional Service Committee