

1 **HEART OF NEW YORK AREA OF NARCORTICS ANONYMOUS**  
2 **BY-LAWS**

3  
4  
5 **ARTICLE I**

6 **Name**

7  
8 The name of this Society shall be the Heart of New York Area Service Committee of Narcotics  
9 Anonymous.

10  
11 **ARTICLE II**

12 **Object**

13  
14 **Section 1.0**

15 The object of the Society shall be the to administer and coordinate the business and activities  
16 common to the welfare of the Narcotics Anonymous groups that choose to be members of the  
17 Heart of New York Area; to support the general needs of these groups; to serve as a link between  
18 these groups and the Northern New York Regional Service Committee; and to follow the Twelve  
19 Traditions of Narcotics Anonymous. For the purpose of these Bylaws the term “Narcotics  
20 Anonymous Group” shall be defined as stated in the current World Service Office (WSO)  
21 approved service manual of Narcotics Anonymous.

22  
23 **ARTICLE III**

24 **Members**

25  
26 **Section 1.0**

27 This Society shall have (2) classes of voting members only, that of voting, and the other nonvoting.  
28 Only the voting members shall have voting rights.

29  
30 **Section 1.1**

31 Voting member – the voting members of the Society shall be the Group Service Representative  
32 (GSR) or, in the GSR’s absence, the GSR- Alternate (GSR-Alt), of each Narcotics Anonymous  
33 Group represented in the Heart of New York Area Service Committee. For the purpose of these  
34 Bylaws, the term “Group Service Representative” and “Group Service Representative-  
35 Alternate” shall be defined as stated in the current World Service approved service manual of  
36 Narcotics Anonymous.

37  
38 **Section 1.2**

39 Voting is the inherent right of each group represented in the Heart of New York Area Service  
40 Committee. In the absence of the GSR-Alt, the Group’s Conscience may still be expressed, in  
41 written form, with prior notification of the Society.

42  
43 **Section 1.3**

44 Nonvoting members- the nonvoting members of the Society shall be the officers of the Society,  
45 the Chairpersons, or Representatives of various committees of the Society as defined in Article  
46 VI of these Bylaws, and GSR Delegates.

47  
48 **Section 2.**  
49 Narcotics Anonymous members not addressed in these Bylaws shall be classes as observers.  
50 Observers may be granted the privilege to address the Society at the Chair’s discretion.  
51

52 **Section 3.**  
53 There shall be dues or fees for membership.  
54

## 55 **ARTICLE IV**

### 56 **Officers**

57  
58 **Section 1.**  
59 The Officers of this Society shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer,  
60 a Regional Committee Member (RCM), an Alternate Regional Committee Member (RCM-Alt),  
61 and an Alternate Treasurer, Comptroller.  
62

63 **Section 2.**  
64 The officers of the Society shall elected to serve for one year or until their successors are elected,  
65 with the exception of RCM-Alt whose term shall be describe in Article V. The term of each  
66 Officer shall begin at the January ASC Meeting. The RCM-Alt assumes the position of RCM at  
67 this time.  
68

69 **Section 2.1.**  
70 In the event of a Resignation by the RCM during the RCM’s term of office, the RCM-Alt will  
71 serve the remainder of the RCM’s term, if willing, and then fulfill the original obligation. A  
72 special election will then be held to fill the vacant position of RCM –Alt. If the RCM-Alt is not  
73 willing then a special election will be held to fill the vacant position of RCM for the remainder of  
74 the term.  
75

76 **Section 3.**  
77 No Officer shall hold more than one office at a time, and no Officer shall be eligible to serve  
78 more than 2 consecutive terms in any one office. A term shall be defined as less than 6 months or  
79 more than 1 year.  
80

81 **Section 4.**  
82 Any Officer of this Society who misses two (2) consecutive meetings of the Society without  
83 submitting a written report to the Society and fulfilling the duties of the office, said Officer shall  
84 automatically resign that Office, and a vacancy shall arise in that Office.  
85

## 86 **ARTICLE V**

### 87 **Duties of Officers**

#### 88 **Chairperson**

89  
90  
91 **Section 1.0.**  
92 It is the Chairperson’s duties:  
93

- 94 **Section 1.1.**  
95 To open the meeting at the appointed time and calling the meeting to order.  
96
- 97 **Section 1.2.**  
98 To present the Agenda of the meeting.  
99
- 100 **Section 1.3.**  
101 To recognize members who wish to address the Society and observers offered that privilege by  
102 the Chair.  
103
- 104 **Section 1.4.**  
105 To state and put to a vote all questions that legitimately come before the Society as motions or  
106 that otherwise arise in the course of the proceedings except questions that relate to the  
107 Chairperson, and to announce the result of each vote or, if a motion that is not in order is made,  
108 to rule that motion out of order.  
109
- 110 **Section 1.5.**  
111 To protect the Society from motions that the Society distract the Society from its business or are  
112 a waste of the Society's time, subject to challenge.  
113
- 114 **Section 1.6.**  
115 To enforce the rules regarding debate and to order decorum within the society.  
116
- 117 **Section 1.7.**  
118 To expedite business in every way compatible with the rights of members.  
119
- 120 **Section 1.8.**  
121 To decide all questions of order, subject to challenge, unless the Chairperson decides to submit  
122 such a question to the voting members for a vote.  
123
- 124 **Section 1.9.**  
125 To declare the meeting adjourned when a member of the Society moves with second, or, when  
126 applicable due to time prescribed for the meeting to end or a sudden emergency affecting the  
127 safety of those present.  
128
- 129 **Section 1.10.**  
130 To be cosigner of the Society's bank account.  
131
- 132 **Section 1.11.**  
133 To submit a Final report of Year's work at the December ASC meeting.  
134
- 135 **Section 1.12.**  
136 To be a nonvoting member of the Society's committees.  
137
- 138 **Section 1.13.**  
139 To appoint all special (e.g. ad hoc) subcommittees.  
140
- 141 **Section 1.14.**

142 To appoint an Ad-Hoc Budget committee to develop an Area budget for each fiscal year, fiscal  
143 year being March of current year to February following year. Submit final report to ASC with  
144 final draft of budget worksheet and motion to approve in March.

145

146 **Section 1.15.**

147 To appeal to Robert's rules of Order for any issue not covered by the Bylaws.

148

149 **Vice-Chairperson**

150

151 **Section 2.0.**

152 It is the Vice-Chairperson's duties to:

153

154 **Section 2.1.**

155 In the absence of the Chairperson to serve as Chairperson.

156

157 **Section 2.2.**

158 To coordinate the functions of the subcommittees.

159

160 **Section 2.3.**

161 To be a cosigner of the Society's bank account if possible.

162

163 **Section 2.4.**

164 To be a nonvoting member of all subcommittees.

165

166 **Section 2.5.**

167 To make a written report of the Vice-Chair's term at the December ASC meeting.

168

169 **Section 2.6.**

170 To serve as the chairperson of the Policy subcommittee.

171

172 **Section 2.7.**

173 To maintain the Society's archives.

174

175 **Regional Committee Member**

176

177 **Section 3.0.**

178 It is the Regional Committee Member's (RCM) duties:

179

180 **Section 3.1.**

181 In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.

182

183 **Section 3.2.**

184 To represent the ASC at the Northern New York Regional Service Committee (NNYRSC)  
185 meetings.

186

187 **Section 3.3.**

188 To make a report at each regular ASC meeting covering the business of the Northern New York  
189 RSC.

190

191 **Section 3.4.**

192 To make available information regarding the World Service Conference (WSC) Conference  
193 Agenda Report (CAR) prior to the WSC.

194

195 **Regional Committee Member-Alternate**

196

197 **Section 4.0.**

198 It is the Regional Committee Member Alternate's (RCM-Alt) duties:

199

200 **Section 4.1.**

201 In the absence of the RCM to serve as RCM.

202

203 **Section 4.2**

204 To attend each NNYRSC meeting.

205

206 **Secretary**

207

208 **Section 5.0.**

209 It is duty of the Secretary:

210

211 **Section 5.1.**

212 In the absence of the Chair, Vice-Chair, and the RCM to serve as Chair and appoint an acting  
213 Secretary.

214

215 **Section to 5.2.**

216 To keep minutes of all business conducted during the ASC meeting.

217

218 **Section 5.3.**

219 To keep Society's Official Roster updated, and to call the roll at each meeting.

220

221 **Section 5.4**

222 To distribute copies of the minutes to each Group, Officer and Subcommittee no later than 2  
223 weeks following each ASC meeting.

224

225 **Section 5.5.**

226 To send out to the membership a notice of each special meeting.

227

228 **Section 5.6.**

229 To conduct any correspondence of the Society which is not a proper function of any other  
230 Officer or Subcommittee.

231

232 **Treasurer**

233

234 **Section 6.0.**

235 It is the duties of the Treasurer:

236

237 **Section 6.1.**

238 To be the custodian of the Society's funds, and to maintain appropriate financial records.

239

240 **Section 6.2.**

241 To be cosigner of the Society's bank account.

242

243 **Section 6.3.**

244 To deposit monthly cash receipts no later than the Wednesday following the ASC meeting.

245

246 **Section 6.4.**

247 To make report of receipts and disbursements at each ASC.

248

249 **Section 6.5.**

250 To disburse funds as necessary, as approved by the Society.

251

252 **Section 6.6.**

253 To make all financial records and accounting methods available to be audited by an annually  
254 appointed ad-hoc committee.

255

256 **Alternate Treasurer**

257

258 **Section 7.0.**

259 It is the duty of the Alternate Treasurer:

260

261 **Section 7.1.**

262 To assist the Treasurer by verifying the amounts on each literature order form.

263

264 **Section 7.2.**

265 To assist in counting out the money to pay for literature orders and donations with the Treasurer.

266

267 **Section 7.3.**

268 To assume the duties of the Treasurer if the Treasurer cannot fulfill his or her term.

269

270 **Comptroller**

271

272 **Section 8.0.**

273 It is the duty of the Area Comptroller:

274

275 **Section 8.1.**

276 Provide oversight of financial transactions of all Area subcommittees that handle financial assets:  
277 A&E, Retreat, and Convention.

278

279 **Section 8.2.**

280 To provide a running audit of the Area subcommittee financial transactions, submitting written  
281 quarterly reports as follows:

282 April ASC-for January, February, & March activity  
283 July ASC- for April, May, & June activity  
284 October ASC- for July, August, & September activity  
285 January ASC- for October, November, & December activity  
286

287 **Section 8.3.**

288 Be available for advice and consultation to subcommittees. Facilitate creation of a vehicle for the  
289 groups of transparency and financial accountability for the responsible management of NA funds  
290 by our subcommittees.  
291

292 **Section 8.4.**

293 Conduct an audit of the prior year HONYANA ASC Treasury and subcommittee financial  
294 records.  
295

296 **Section 8.5.**

297 Qualifications for Area Comptroller: Clean time requirement -3 years, bookkeeping, record  
298 management or accounting skills. Willingness to serve.  
299

300 **ARTICLE VI**

301 **Standing Subcommittees**  
302

303 **Section 1.**

304 All subcommittees shall be composed of a chairperson and any interested member of the  
305 Fellowship. Other committee positions may be established as required to support committee  
306 functions. The Chairperson is elected in the yearly Elections in November, and starts service  
307 January 1 of the next year.  
308

309 **Section 2.**

310 The Vice Chair shall preside as Chair of the Policy Subcommittee. It shall be the duty of this  
311 committee to conduct archiving activities such as maintaining and updating a complete set of the  
312 ASC's Minutes, and compiling a Policy Log. It shall also be the duty of this committee to  
313 present recommendations for updating the guidelines, and to provide guidance to the ASC,  
314 Subcommittees, and individual groups with regards to Area Policy and previous motions.  
315

316 **Section 3.**

317 It shall be the duty of the PI subcommittee to arrange speakers for speaking events outside of the  
318 NA community, to distribute information and literature of NA to parties outside of NA, to  
319 coordinate media activities and telephone services, and to compile, update and distribute a list of  
320 active meetings four (4) times per year. The PI subcommittee shall have the authority to act for  
321 the Society in matters relating to the aforementioned duties, and will do so within the ASC's PI  
322 Guidelines. PI shall submit a written report each ASC.  
323

324 **Section 4.**

325 It shall be the duty of the Literature subcommittee to keep a stock of literature on hand to  
326 distribute to the groups at each regular ASC meetings. This subcommittee shall have the  
327 authority to act for the Society in matters relating to the aforementioned duty and will do so  
328 within the ASC's Literature Guidelines. They shall also provide a forum for the review of any

329 new literature submitted by the WSC for approval. Literature shall submit a written report each  
330 ASC.

331

332 **Section 5.**

333 It shall be the duty of the Hospital and Institutions (H&I) Subcommittee to carry the NA message  
334 of recovery within Hospital and Institutions. This subcommittee shall have the authority to carry  
335 out the aforementioned duties and will do so within the ASC H&I Guidelines. The H&I  
336 Subcommittee shall submit a written report at each ASC meeting.

337

338 **Section 6.**

339 It shall be the duty of the Activities and Events (A&E) Subcommittee to plan, organize, and  
340 conduct activities conducive to enhancing fellowship and unity within the Area. This committee  
341 has the authority to carry out the aforementioned duties. To also sell soda and refreshments at the  
342 ASC to assist funding of the ASC. The A&E committee shall submit a written report at each  
343 ASC meeting.

344

345 **Section 7.**

346 It shall be the duty of the Retreat Subcommittee to plan, organize, and conduct Area Retreats.  
347 This committee has the authority to carry out the aforementioned duties. The Retreat  
348 Subcommittee shall submit a written report at each ASC meeting.

349

350 **Section 8.**

351 It shall be the duty of the Website Subcommittee to plan, organize, and maintain the Area  
352 website. This committee has the authority to carry out the aforementioned duties. The Website  
353 committee shall submit a written report at each ASC meeting.

354

355 **Section 9.**

356 It shall be the duty of the Convention Subcommittee to plan, organize, and conduct Area  
357 Conventions. This committee has the authority to carry out the aforementioned duties. The  
358 Convention committee submits a written report at each ASC meeting.

359

360 **Section 10.**

361 Such other Subcommittees shall be formed as the Society shall, from time to time, deem  
362 necessary to carry out the work of the Society. No subcommittee shall perform the duties of any  
363 subcommittee without discussion and the approval of the Society.

364

365 **Section 11.**

366 Ad Hoc subcommittees may be established by the ASC Chair as requested by the Society. These  
367 Subcommittees, by definition, address specific needs of the Society and shall dissolve when their  
368 function is completed.

369

370 **Section 12.**

371 Ad-Hoc Budget Subcommittee Guidelines.

372

373 Chairperson of ASC will appoint Ad-Hoc Subcommittee in January.

374 Subcommittee shall attend PI and H&I's regularly scheduled meetings to determine financial  
375 requirements and share concerns regarding findings.

376 Speak with ASC Secretary to determine current average costs for preparing minutes.



377 Speak with Treasurer and former Treasurer to determine costs and any concerns.  
378 Review minutes and gather monthly and yearly costs for ASC Housekeeping, PI, Website,  
379 Secretary Checks, Treasurer and H&I – prepare outline of income and expenses.  
380 Attend Policy Subcommittee in February to discuss concerns and give verbal update of outline of  
381 income and expenses.  
382 Attend ASC to give progress report and submit a draft of expenses for review in February.  
383 Ad- hoc subcommittee shall meet to discuss outline of income and expenses and formulate final  
384 budget worksheet and motion to approve budget. (See attachment Budget Worksheet)  
385 Attend Policy Subcommittee to share final draft and motion to approve in March.

386

387 **Section 13.**

388 Any Subcommittee Chair of this Society who misses two (2) consecutive regular ASC meetings  
389 without submitting a written report to an ASC Officer prior to the ASC meeting or fails to fulfill  
390 the duties of the Chair of that subcommittee shall automatically resign the Chair, and a vacancy  
391 shall arise.

392

393

**ARTICLE VII**

394 **Elections**

395

396 **Section 1.**

397 At the regular meeting held in September, nominations from the floor shall be made for the  
398 positions of all ASC Officers and all Subcommittee Chairs, except for RCM. Further  
399 nominations and qualifications shall take place at the regular meeting in October. Elections for  
400 all positions, except RCM, shall take place in the regular meeting in November. Anyone who had  
401 been nominated for the positions of Area Officer or Subcommittee Chair must be present at the  
402 September or October ASC meeting to personally accept the nomination. Qualifications may be  
403 given orally, and shall be submitted in writing to the Area Secretary.

404

405 **Section 2.**

406 An election to fill a vacancy in an office shall be held at the third regular meeting after the  
407 vacancy arises. Notice of intent to fill a vacancy shall be provided. In case of a vacancy in the  
408 office of Chair, the Vice Chair shall assume the duties of the Chair until the start of the regular  
409 meeting following the election of the new Chair. In the case of a vacancy in the office of RCM,  
410 the RCM –Alt shall assume the duties of the RCM.

411

412 **Section 3.**

413 The Clean Time Requirements for each Officer position shall be five (5) years, except for  
414 Treasurer and Alt-Treasurer which shall be seven (7) years and employment. The ASC  
415 Secretary’s clean time requirement has changed from (5) years to (2) years.

416

417 **Section 4.**

418 Clean time for all Subcommittee Chairs shall be two years, with no waiving of clean time.

419

420

**ARTICLE VIII**

421 **Meetings**

422

423 **Section 1.**

424 The regular meetings of the Society shall be held on the second Sunday of each month unless  
425 otherwise ordered by the Society.

426

427 **Section 2.**

428 The regular meeting on the second Sunday in December shall be known as the Annual Meeting  
429 and shall be for the purpose of receiving year-end reports of the Officers and Subcommittees  
430 Chairs and for any other business that might arise.

431

432 **Sections 3.**

433 Special meetings may be called by the Chair or upon written request by five (5) members of the  
434 Society. The purpose of the meeting shall be stated in the Call. No business other than that  
435 mentioned in the Call will be conducted. At least ten (10) days notice shall be given.

436

437 **Section 4.**

438 Two-thirds (2/3) of the voting members present at the beginning of the ASC meeting must be  
439 present throughout the meeting for the meeting to continue. A quorum, being 2/3 of the voting  
440 members present at the beginning of the ASC meeting and a previous notice of three (3) months  
441 notice, via the minutes, is necessary to enact any Policy Motion or approve any Guidelines.

442

443 **ARTICLE IX**

444 **Parliamentary Authority**

445

446 The rules contained in the most current edition of the Robert's Rules of Order shall govern the  
447 Society in all cases where they are not inconsistent with Twelve Traditions of NA, the ASC  
448 Bylaws, the most current WSC approved Service Manual and any Special Rules of Order the  
449 Society may adopt.

450

451 **ARTICLE X**

452 **Amendment of Bylaws**

453

454 These Bylaws may be amended by a two thirds (2/3) majority vote at the regular meetings in  
455 January and July, or a Special meeting of the Society, proving the exact wording of the  
456 amendment as been submitted in writing and three (3) months have been given for Review.

457

458 **ARTICLE XI**

459 **Miscellaneous**

460

461 **Section 1.**

462 The Secretary shall set up an email distribution list for those who choose to receive minutes via  
463 email.

464

465 **Section 2.**

466 The ASC pays for and distributes starter kits for new groups. The starter kit includes the  
467 following items: 1 Basic Text, 1 Group Booklet, (5) IPs each of # 2,6,7,11,16, and 22.

468

469 **Section 3.**

470 The definition of the word Abstention is a “vote not to vote”. This definition will have no  
471 bearing on the Area level and does not count as a vote – except to count against majority for  
472 Policy Motions or Guidelines. This does allow Area to direct the RCM or RCM- Alt to abstain  
473 from voting on an issue at the RSC or WSC.  
474

475 **Section 4.**

476 The effective term of an Area Officer or Subcommittee Chair’s term shall include reconciliation  
477 of all business transacted during said term. Even though the date of the date of the term of  
478 service may end it does not exempt the Officer or Chair from completing the duties assigned to  
479 him/ her. Also all Officers and Chairs will make themselves available for questions pertaining to  
480 audits of any Financial Statements during the term of service even though this may be up to 1  
481 year later.  
482

483 **Section 5.**

484 Groups will be given 3 months to review and critique new guidelines, with a vote called for on  
485 the fourth month. Area Bylaws may be voted on in January or July, or at a Special meeting called  
486 for after a 3 month review process.  
487

488 **Section 6.**

489 All Guidelines and Bylaws will be distributed with numbered lines, so that a by-line veto is  
490 possible and corrections can be made. All no votes should be accompanied by suggestions for  
491 improvement; otherwise rewrites will not be done.  
492

493 **Section 7.**

494 Each group shall be given a copy of the Area’s Bylaws, Policy Motions, and subcommittee  
495 guidelines in the minutes for review. New groups will be given a set of said papers also. The  
496 Area Bylaws will only be given free of charge once every five years.  
497

498 **Section 8.**

499 The current HONYANA Bylaws and Policy Log will be posted on HONYANA.org.  
500

501 **Section 9.**

502 That all subcommittees include an inventory of all their assets in their year-end Report.  
503

504 **Section 10.**

505 Elections are by simple majority, abstentions not counting for or against.  
506

507 **Section 11.**

508 Ten percent (10%) of the ASC previous monthly donation will be sent to Region after bills are  
509 paid and subcommittee needs are met.  
510

511 **Section 12.**

512 To treat any money made beyond their prudent reserve, turned over to the HONYASC from the  
513 annual Convention, annual Retreats and all A&E events as a monthly donation and is to be  
514 included in the total amount of donations received during the month it is turned over to Area.  
515

516 **Section 13.**

517 A prudent reserve will be maintained by the treasurer for unexpected expenditures that the ASC  
518 encounters. The amount of the prudent reserve shall be \$750.00 which would cover 3 months of  
519 Housekeeping expenses.

520

521 **Section 14.**

522 Any Subcommittee requesting money must have their chair present at the area during  
523 disbursements to answer questions about the request or the request for monies will not be  
524 addressed.

525

526

527 **ARTICLE XII**  
528 **Reinstatement of Theft Policy**

529

529 Originally Passed October 2000:

530

531 Heart of New York Area of Narcotics Anonymous Area Service Committee

532

533 Proposed Theft Policy for the H.O.N.Y.A.N.A. in accordance with the “Accountability  
534 Statement concerning the 5<sup>th</sup> Concept of Service in Narcotics Anonymous “. “When we give our  
535 trusted servants responsibility for a particular service task, we hold them accountable for the  
536 authority we have delegated them”. [5<sup>th</sup> concept of NA service. P.12.]

537

538 These proposed guidelines are an attempt to clarify the possible consequences of inappropriate  
539 behavior of trusted servants. Any or all of these consequences may or may not be enforced!

540

541 **Section 1.**

542 If a person is appointed or elected as a trusted servant and steals, misappropriates or misuses  
543 property and/ or money, the trusted servant may be criminally and /or civilly prosecuted if  
544 restitution is not made.

545

546 **Section 2.**

547 If a person is appointed or elected as trusted servant and steals, misappropriates or misuses  
548 property and /or money their service commitment may be terminated, even if restitution is made.

549

550 **Section 3.**

551 Furthermore, it is agreed that if a person’s service commitment is terminated for the  
552 aforementioned reasons, that person may not serve in any capacity on the Area Service  
553 Committee or any subcommittee of that body for five (5) years after restitution has been made.

554

555 **Section 4.**

556 Restitution must be made in accordance with the conscience of the Heart of the New York Area  
557 Service Committee of Narcotics Anonymous.

558

559 It may be suggested that all possible candidates for a trusted servant position read policy as to be  
560 aware of possible repercussions due to inappropriate behaviors dealing with theft policy.

561

562 **Bylaws passed March 2008**

563 **Bylaws updated July 2013**

564 **Bylaws passed with updates October 2013**

565 **Bylaws passed with updated May 2018**