

1 **HEART OF NEW YORK AREA**
2 **LITERATURE SUB-COMMITTEE GUIDELINES**

3
4 **DEFINITION AND PURPOSE:**

5 The Literature Subcommittee of the Heart of New York Area Service Committee is comprised of
6 members of Narcotics Anonymous. Its purpose is: To maintain, serve, and provide literature to
7 encourage fellowship and unity within the area.
8

9 To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local
10 fellowship. To stock and make available review and approval-form literature. To serve as a
11 communication link in all matters of literature between the group and literature committees on all
12 levels-area, region, and world. To provide the forum and atmosphere where members may
13 contribute to the development and creation of N.A. literature.
14

15 This committee is a subcommittee of the Heart of New York Area Service Committee of
16 Narcotics Anonymous and is directly responsible to that committee. Membership in this sub-
17 committee is open to any addict with a desire to serve.
18

19 **RESPONSIBILITIES OF THE LITERATURE SUB-COMMITTEE**

- 20 1. The primary responsibility for the HONYALC is to provide an adequate supply of
21 approved N.A. Literature for the groups and sub-committees of HONYASC.
22 2. The following items pertain to the purchase and distribution of literature:
23 a. In accordance with the suggested guidelines from the *Handbook For Narcotics*
24 *Anonymous Literature Committees*, the HONYALC will not to order more than
25 literature than will be needed, each month, and will maintain as close to the
26 amount that will be sold. Overstocking ties up fellowship funds that could be
27 used in other ways to carry our message of recovery.
28 b. Literature will only be sold and distributed at the monthly meeting of the
29 HONYASC.
30 c. The HONYASC Treasurer will be responsible for the collection of funds and
31 approving sales prior to the distribution of literature.
32 d. The monetary value of the literature order by the HONYALC will be reported
33 on a monthly basis.
34 e. A physical inventory of literature will be taken for the January meeting of the
35 HONYASC by the outgoing and incoming chair of the HONYALC. All
36 remaining inventory will be turned over to the incoming Chair at the January
37 ASC.
38 f. The cost of literature will be approved by the groups of the HONYASC. The
39 cost of literature will be reviewed periodically as needed.
40 g. Literature distributed to groups and sub-committee of the HONYASC will be
41 distributed at cost.
42 3. The HONYALC will serve as a communication link for the fellowship as follows:
43 a. The HONYALC serves the fellowship of Narcotic Anonymous by carrying the
44 written message of recovery to the fellowship and the addicts who still suffer.

- 45 b. The HONYALC will hold at least one regularly Scheduled meeting each month.
46 Additional meetings held by discretion of committee as needed.
47 c. A written report of the HONYALC activities will be given each month at the
48 regularly scheduled meeting of the HONYASC.
49 4. The HONYALC will provide the forum and atmosphere where members may
50 contribute to the development and creation of N.A. literature.
51 a. Informing the HONYASC and the groups therein of written material that is
52 being developed and reviewed within the fellowship of Narcotic Anonymous.
53 b. Arrange a place and time for review and input of written material provided by
54 the World Service Conference Literature Committee.
55 c. Hold literature workshops for the purpose generating items for submission to
56 WSCLC, through the region Literature Committee.

57 **OFFICERS**

- 58 1. The officers of this sub-committee shall be made up of a chairperson, a vice-
59 chairperson, a secretary.
60 2. If the chairperson is not able to fulfill their responsibilities, or resigns, the vice-
61 chairperson, if clean time requirement is met, shall temporarily assume the
62 responsibilities of chairperson until the ASC elects a new chairperson.
63 3. Any sub-committee officer who misses two consecutive regularly scheduled Literature
64 sub-committee meetings, unless prior notification has been given to an officer of the
65 sub-committee, or relapse is automatically removed from their position.
66 4. The election procedure for officers is as follows: nominations and qualifications taken
67 at the December sub-committee meeting, the vote is taken at the January sub-committee
68 meeting, and the officers begin their term at the January sub-committee meeting after
69 elections. Officer positions are one year in duration. An officer may hold their position
70 for a maximum of two consecutive years. The Literature Sub-committee Chairperson
71 is elected at the ASC level.
72

73 **REQUIREMENTS AND RESPONSIBILITIES OF OFFICERS**

74 **CHAIRPERSON**

75 The chairperson shall be elected by the ASC in accordance with the ASC Bylaws. The clean time
76 requirement for the Literature sub-committee chairperson is 2 years.
77

78 Responsibilities include:

- 79 1. Directing Literature Sub-committee in accordance with these guidelines and ASC
80 Bylaws.
81 2. Facilitating the Literature Sub-committee meetings. This shall include preparing a
82 agenda for each sub-committee meeting.
83 3. Maintaining a link of communication between Literature Sub-committee and the ASC.
84 This shall include attending the regularly scheduled ASC meetings and making a
85 monthly report to the ASC.
86 4. Serving as liaison between the WSC Literature Committee and the members of the
87 HONYASC.
88 5. Included in each monthly report is the amount of literature order.
89

- 90 6. Conduct physical inventory for the year end after the January ASC to be in February
91 ASC.
92 7. The Literature chairperson is the single point of accountability of the Literature sub-
93 committee to the Heart of New York Area Service Committee.
94

95 **VICE CHAIRPERSON**

96 The clean time requirement for the Literature sub-committee vice-chairperson is 2-year.
97

98 Responsibilities include:

- 99 1. Assisting the Literature Chairperson with Literature business and development.
100 2. Assuming the responsibilities of the chairperson in the event of the chairperson's
101 absence.
102

103 **SECRETARY**

104 The clean time requirement for the Literature secretary is 1 year.
105

106 Responsibilities include:

- 107 1. Taking and keeping minutes of all Literature sub-committee meeting.
108 2. Copying and distributing those minutes.
109 3. Maintaining a contact list of Literature sub-committee members.
110 4. Maintaining a list of all voting members of the Literature sub-committee.
111 5. The secretary maintains an active file of works in progress.
112

113 **VOTING PROCEDURES**

- 114 1. To become a voting member of the literature Sub-committee, a NA member must
115 attend two consecutive Literature Sub-committee meetings.
116 Voting privileges takes effect at the third meeting. Voting privileges are lost if the
117 member misses two consecutive Literature Sub-committee meetings unless prior
118 notification has been given to an officer of the sub-committee.
119 2. The Literature Sub-committee chairperson has no vote except in the case of a tie.
120 3. All motions brought to the floor will not be voted on until the next meeting, unless
121 deemed an emergency, in the case of an emergency, the vote will be taken by voting
122 members who are present.
123

124 **GENERAL INFORMATION**

- 125 1. Any member of the Literature Sub-committee is automatically disqualified from
126 further Literature activity upon relapse, but may again become eligible when he or
127 she conforms to the requirements in these guidelines. Being clean for the purposes of
128 this Literature Sub-committee shall be defined as complete abstinence from all drugs.
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