

1 **Heart of New York Area**  
2 **BYLAWS**

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

21  
22 **ARTICLE III**

23 **Members**

24  
25 Section 1.0. This Society shall have (2) classes of voting members only, that of voting, and the  
26 other nonvoting. Only the voting members shall have voting rights.

27  
28 Section 1.1. Voting members – the voting members of the Society shall be the Group Service  
29 Representative (GSR) or, in the GSR’s absence, the GSR-Alternate (GSR-Alt), of each Narcotics  
30 Anonymous Group represented in the Heart of New York Area Service Committee. For the  
31 purpose of these Bylaws, the terms “Group Service Representative” and “Group Service  
32 Representative-Alternate” shall be defined as stated in the current World Service (WSC)  
33 approved service manual of Narcotics Anonymous.

34  
35 Section 1.2. Voting is the inherent right of each group represented in the Heart of New York  
36 Area Service Committee. In the absence of the GSR-Alt, the Group’s Conscience may still be  
37 expressed, in written form, with prior notification of the Society.

38  
39 Section 1.3. Nonvoting members- the nonvoting members of the Society shall be the Officers of  
40 the Society, the Chairpersons or Representatives of various committees of the Society as defined  
41 in Article VI of these Bylaws, and GSR Delegates.

42  
43 Section 2. Narcotics Anonymous members not addressed in these Bylaws shall be classed as  
44 observers. Observers may be granted the privilege to address the Society at the Chair’s  
45 discretion.

46  
47 Section 3. There shall be no dues or fees for membership.  
48

49 **ARTICLE IV**  
50 **Officers**

51  
52 Section 1. The Officers of this Society shall be a Chairperson, a Vice Chairperson, a Secretary, a  
53 Treasurer, a Regional Committee Member (RCM), an Alternate Regional Committee Member  
54 (RCM-Alt), and an Alternate Treasurer, Comptroller.

55  
56 Section 2. The Officers of the Society shall be elected to serve for one year or until their  
57 successors are elected, with the exception of RCM-Alt whose term shall be described in Article  
58 V. The term of each Officer shall begin at the January ASC Meeting. The RCM-Alt assumes the  
59 position of RCM at this time.

60  
61 Section 2.1. In the event of a Resignation by the RCM during the RCM's term of office, the  
62 RCM-Alt will serve the remainder of the RCM's term, if willing, and then fulfill the original  
63 obligation. A special election will then be held to fill the vacant position of RCM-Alt. If the  
64 RCM-Alt is not willing then a special election will be held to fill the vacant position of RCM for the  
65 remainder of the term.

66  
67 Section 3. No Officer shall hold more than one office at a time, and no Officer shall be eligible  
68 to serve more than 2 consecutive terms in any one office. A term shall be defined as less than 6  
69 months or more than 1 year.

70  
71 Section 4. Any Officer of this Society who misses two (2) consecutive meetings of the Society  
72 without submitting a written report to the Society and fulfilling the duties of the office, said  
73 Officer shall automatically resign that Office, and a vacancy shall arise in that Office.

74  
75 **ARTICLE V**  
76 **Duties of Officers**

77  
78 **Chairperson**

79  
80 Section 1.0. It is the Chairperson's duties:

81  
82 Section 1.1. To open the meeting at the appointed time and calling the meeting to order.

83  
84 Section 1.2. To present the Agenda of the Meeting.

85  
86 Section 1.3. To recognize members who wish to address the Society and observers offered that  
87 privilege by the Chair.

88  
89 Section 1.4. To state and put to a vote all questions that legitimately come before the Society as  
90 motions or that otherwise arise in the course of the proceedings except questions that relate to the  
91 Chairperson, and to announce the result of each vote or, if a motion that is not in order is made,  
92 to rule that motion out of order.

93  
94 Section 1.5. To protect the Society from motions that distract the Society from its business or are a  
95 waste of the Society's time, subject to challenge.

96  
97 Section 1.6. To enforce the rules regarding debate and to order decorum within the Society.

98  
99 Section 1.7. To expedite business in every way compatible with the rights of members.  
100  
101 Section 1.8. To decide all questions of order, subject to challenge, unless the Chairperson  
102 decides to submit such a question to the voting members for a vote.  
103  
104 Section 1.9. To declare the meeting adjourned when a member of the Society moves with second, or,  
105 when applicable due to time prescribed for the meeting to end or a sudden emergency affecting the  
106 safety of those present.  
107  
108 Section 1.10. To be cosigner of the Society's bank account.  
109  
110 Section 1.11. To submit a Final report of Year's work at the December ASC meeting.  
111  
112 Section 1.12. To be a nonvoting member of the Society's committees.  
113  
114 Section 1.13. To appoint all special (e.g. ad hoc) subcommittees  
115  
116 Section 1.14. To appoint an Ad-Hoc Budget committee to develop an Area budget for each fiscal  
117 year, fiscal year being March of current year to February following year.  
118 Submit final report to ASC with final draft of budget worksheet and motion to approve in March.  
119  
120 Section 1.15. To appeal to Robert's rules of Order for any issue not covered by the Bylaws.  
121  
122 **Vice-Chairperson**  
123  
124 Section 2.0. It is the Vice-Chairperson's duties to:  
125  
126 Section 2.1. In the absence of the Chairperson to serve as Chairperson.  
127  
128 Section 2.2. To coordinate the functions of the subcommittees.  
129  
130 Section 2.3. To be a cosigner of the Society's bank account if possible.  
131  
132 Section 2.4. To be a nonvoting member of all subcommittees.  
133  
134 Section 2.5. To make a written report of the Vice-Chair's term at the December ASC meeting.  
135  
136 Section 2.6. To serve as the chairperson of the Policy subcommittee.  
137  
138 Section 2.7. To maintain the Society's archives.  
139  
140 **Regional Committee Member**  
141  
142 Section 3.0. It is the Regional Committee Member's (RCM) duties:  
143  
144 Section 3.1. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.  
145

146 Section 3.2. To represent the ASC at the Northern New York Regional Service Committee  
147 (NNYRSC) meetings.

148

149 Section 3.3. To make a report at each regular ASC meeting covering the business of the  
150 Northern New York RSC.

151

152 Section 3.4. To make available information regarding the World Service Conference (WSC)  
153 Conference Agenda Report (CAR) prior to the WSC.

154

### 155 **Regional Committee Member-Alternate**

156

157 Section 4.0. It is the Regional Committee Member Alternate's (RCM-Alt) duties:

158

159 Section 4.1. In the absence of the RCM to serve as RCM.

160

161 Section 4.2. To attend each NNYRSC meeting.

162

### 163 **Secretary**

164

165 Section 5.0. It is the duty of the Secretary:

166

167 Section 5.1. In the absence of the Chair, Vice-Chair. and the RCM to serve as Chair and appoint  
168 an acting Secretary

169

170 Section 5.2. To keep minutes of all business conducted during the ASC meeting.

171

172 Section 5.3. To keep the Society's Official Roster updated, and to call the roll at each meeting.

173

174 Section 5.4. To distribute copies of the minutes to each Group, Officer and Subcommittee no  
175 later than 2 weeks following each ASC meeting.

176

177 Section 5.5. To send out to the membership a notice of each special meeting.

178

179 Section 5.6. To conduct any correspondence of the Society which is not a proper function of  
180 any other Officer or Subcommittee.

181

### 182 **Treasurer**

183

184 Section 6.0. It is the duty of the Treasurer:

185

186 Section 6.1. To be the custodian of the Society's funds, and to maintain appropriate financial  
187 records.

188

189 Section 6.2. To be cosigner of the Society's bank account.

190

191 Section 6.3. To deposit monthly cash receipts no later than the Wednesday following the ASC  
192 meeting.

193

194 Section 6.4. To make report of receipts and disbursements at each ASC.

195  
196 Section 6.5. To disburse funds as necessary, as approved by the Society.  
197  
198 Section 6.6. To make all financial records and accounting methods available to be audited by an  
199 annually appointed ad-hoc committee.  
200

201 **Alternate Treasurer**

202  
203 Section 7.0. It is the duty of the Alternate Treasurer:  
204  
205 Section 7.1. To assist the Treasurer by verifying the amounts on each literature order form.  
206  
207 Section 7.2. To assist in counting out the money to pay for literature orders and donations with  
208 the Treasurer.  
209  
210 Section 7.3. To assume the duties of the Treasurer if the Treasurer cannot fulfill his or her term.  
211

212 **Comptroller**

213  
214 Section 8.0 It is the duty of the Area Comptroller:  
215  
216 Section 8.1. Provide oversight of financial transactions of all Area subcommittees that handle  
217 financial assets: A&E, Retreat and Convention.  
218  
219 Section 8.2. To provide a running audit of the Area subcommittee financial transactions, submitting  
220 written quarterly reports as follows:  
221 April ASC-for January, February & March activity  
222 July ASC-for April, May & June activity  
223 October ASC-for July, August & September activity  
224 January ASC-for October, November & December activity  
225  
226 Section 8.3. Be available for advice and consultation to subcommittees. Facilitate creation of a  
227 vehicle for the groups of transparency and financial accountability for the responsible management  
228 of NA funds by our subcommittees.  
229  
230 Section 8.4. Conduct an audit of the prior year HONYANA ASC Treasury and subcommittee  
231 financial records.  
232  
233 Section 8.5. Qualifications for Area Comptroller: Clean time requirement-3 years, bookkeeping,  
234 record management or accounting skills. Willingness to serve.  
235

236 **ARTICLE VI**  
237 **STANDING SUBCOMMITTEES**  
238

239 Section 1. All subcommittees shall be composed of a chairperson and any interested member  
240 of the Fellowship. Other committee positions may be established as required to support  
241 committee functions. The Chairperson is elected in the yearly Elections in November, and starts  
242 service January 1 of the next year.  
243

244 Section 2. The Vice Chair shall preside as Chair of the Policy Subcommittee. It shall be  
245 the duty of this committee to conduct archiving activities such as maintaining and updating a  
246 complete set of the ASC's Minutes, and compiling a Policy Log. It shall also be the duty of this  
247 committee to present recommendations for updating the guidelines, and to provide guidance to  
248 the ASC, Subcommittees and individual groups with regards to Area Policy and previous  
249 motions.

250  
251 Section 3. It shall be the duty of the PI subcommittee to arrange speakers for speaking events  
252 outside of the NA community, to distribute information and literature of NA to parties outside of  
253 NA, to coordinate media activities and telephone services, and to compile, update and distribute  
254 a list of active meetings four (4) times per year. The PI subcommittee shall have the authority to act  
255 for the Society in matters relating to the aforementioned duties, and will do so within the  
256 ASC's PI Guidelines. PI shall submit a written report each ASC.

257  
258 Section 4. It shall be the duty of the Literature subcommittee to keep a stock of literature on  
259 hand to distribute to the groups at each regular ASC meeting. This subcommittee shall have the  
260 authority to act for the Society in matters relating to the aforementioned duty and will do so  
261 within the ASC's Literature Guidelines. They shall also provide a forum for the review of any  
262 new literature submitted by the WSC for approval. Literature shall submit a written report each  
263 ASC.

264  
265 Section 5. It shall be the duty of the Hospital and Institutions (H&I) Subcommittee to carry the  
266 NA message of recovery within Hospitals and Institutions. This subcommittee shall have the  
267 authority to carry out the aforementioned duties and will do so within the ASC H&I  
268 Guidelines. The H&I Subcommittee shall submit a written report at each ASC meeting.

269  
270 Section 6. It shall be the duty of the Activities and Events (A&E) Subcommittee to plan,  
271 organize, and conduct activities conducive to enhancing fellowship and unity within the Area.  
272 This committee has the authority to carry out the aforementioned duties. To also sell soda and  
273 refreshments at the ASC to assist funding of the ASC. The A&E committee  
274 shall submit a written report at each ASC meeting.

275  
276 Section 7. It shall be the duty of the Retreat Subcommittee to plan, organize, and conduct Area  
277 Retreats. This committee has the authority to carry out the aforementioned duties. The Retreat  
278 Subcommittee shall submit a written report at each ASC meeting.

279  
280 Section 8. It shall be the duty of the Website Subcommittee to plan, organize, and maintain the  
281 Area website. This committee has the authority to carry out the aforementioned duties. The  
282 Website committee shall submit a written report at each ASC meeting.

283  
284 Section 9. It shall be the duty of the Convention Subcommittee to plan, organize, and conduct  
285 Area Conventions. This committee has the authority to carry out the aforementioned duties. The  
286 Convention committee shall submit a written report at each ASC meeting.

287  
288 Section 10. Such other Subcommittees shall be formed as the Society shall, from time to time,  
289 deem necessary to carry out the work of the Society. No subcommittee shall perform the duties  
290 of any other subcommittee without discussion and the approval of the Society.

291

292 Section 11. Ad Hoc subcommittees may be established by the ASC Chair as requested by the  
293 Society. These subcommittees, by definition, address specific needs of the Society and shall  
294 dissolve when their function is completed.

295  
296 Section 12. Ad-Hoc Budget Subcommittee Guidelines

297  
298 Chairperson of ASC will appoint Ad-Hoc Subcommittee in January.  
299 Subcommittee shall attend PI and H&I's regularly scheduled meetings to determine financial  
300 requirements and share concerns regarding findings.  
301 Speak with ASC Secretary to determine current average costs for preparing minutes.  
302 Speak with Treasurer and former Treasurer to determine costs and any concerns.  
303 Review minutes and gather monthly and yearly costs for ASC Housekeeping, PI, Website, Secretary  
304 checks, Treasurer and H&I – prepare outline of income and expenses.  
305 Attend Policy Subcommittee in February to discuss concerns and give verbal update of outline of  
306 income and expenses.  
307 Attend ASC to give progress report and submit a draft of expenses for review in February.  
308 Ad-hoc Subcommittee shall meet to discuss outline of income and expenses and formulate final  
309 budget worksheet and motion to approve budget. (See attachment Budget Worksheet)  
310 Attend Policy Subcommittee to share final draft and motion to approve in March.

311  
312 Section 13. Any Subcommittee Chair of this Society who misses two (2) consecutive regular  
313 ASC meetings without submitting a written report to an ASC Officer prior to the ASC meeting  
314 or fails to fulfill the duties of the Chair of that subcommittee shall automatically resign the Chair,  
315 and a vacancy shall arise.

## 316 317 **ARTICLE VII** 318 **Elections**

319  
320 Section 1. At the regular meeting held in September, nominations from the floor shall be made  
321 for the positions of all ASC Officers and all Subcommittee Chairs, except for RCM. Further  
322 nominations and qualifications shall take place at the regular meeting in October. Elections for  
323 all positions, except RCM, shall take place in the regular meeting in November. Anyone who  
324 has been nominated for the position of Area Officer or Subcommittee Chair must be present at the  
325 September or October ASC meeting to personally accept the nomination. Qualifications may be  
326 given orally, and shall be submitted in writing to the Area Secretary.

327  
328 Section 2. An election to fill a vacancy in an office shall be held at the third regular meeting  
329 after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a  
330 vacancy in the office of Chair, the Vice Chair shall assume the duties of the Chair until the start  
331 of the regular meeting following the election of the new Chair. In the case of a vacancy in the office  
332 of RCM, the RCM-Alt shall assume the duties of the RCM.

333  
334 Section 3. The Clean Time Requirements for each Officer position shall be five (5) years, except  
335 for Treasurer and Alt-Treasurer which shall be seven (7) years and employment.

336  
337 Section 4. Clean time for all Subcommittee Chairs shall be two years, with no waiving of clean  
338 time.

339  
340

341 **ARTICLE VIII**  
342 **Meetings**

343  
344 Section 1. The regular meetings of the Society shall be held on the second Sunday of each  
345 month unless otherwise ordered by the Society.

346  
347 Section 2. The regular meeting on the second Sunday in December shall be known as the  
348 Annual Meeting and shall be for the purpose of receiving year-end reports of the Officers and  
349 Subcommittees Chairs and for any other business that might arise.

350  
351 Section 3. Special meetings may be called by the Chair or upon written request by five (5)  
352 members of the Society. The purpose of the meeting shall be stated in the Call. No business  
353 other than that mentioned in the Call will be conducted. At least ten (10) days notice shall be  
354 given.

355  
356 Section 4. Two thirds (2/3) of the voting members present at the beginning of the ASC meeting  
357 must be present throughout the meeting for the meeting to continue. A quorum, being 2/3 of the  
358 voting members present at the beginning of the ASC meeting and a previous notice of three (3)  
359 months notice, via the minutes, is necessary to enact any Policy Motion or approve any  
360 Guidelines.

361  
362 **ARTICLE IX**  
363 **Parliamentary Authority**

364  
365 The rules contained in the most current edition of the Robert's Rules of Order shall govern the  
366 Society in all cases where they are not inconsistent with the Twelve Traditions of NA, the  
367 ASC Bylaws, the most current WSC approved Service Manual and any Special Rules of Order  
368 the Society may adopt.

369  
370 **ARTICLE X**  
371 **Amendment of Bylaws**

372  
373 These Bylaws may be amended by a two thirds (2/3) majority vote at the regular meetings in  
374 January and July, or a Special meeting of the Society, proving the exact wording of the  
375 amendment as been submitted in writing and three (3) months have been given for Review.

376  
377 **ARTICLE XI**  
378 **Miscellaneous**

379  
380 Section 1. The Secretary shall set up an email distribution list for those who choose to  
381 receive minutes via email.

382  
383 Section 2. The ASC pays for and distributes starter kits for new groups. The starter kit includes  
384 the following items: 1 Basic Text, 1 Group Booklet, (5) IPs each of #2, 6, 7, 11, 16 and 22.

385  
386 Section 3. The definition of the word Abstention is a "vote not to vote". This definition will have  
387 no bearing on the Area level and does not count as a vote – except to count against majority  
388



389 for Policy Motions or Guidelines. This does allow Area to direct the RCM or RCM-Alt to abstain  
390 from voting on an issue at the RSC or WSC.

391  
392 Section 4. The effective term of an Area Officer or Subcommittee Chair's term shall include  
393 reconciliation of all business transacted during said term. Even though the date of the term of  
394 service may end it does not exempt the Officer or Chair from completing the duties assigned to  
395 him/her. Also all Officers and Chairs will make themselves available for questions pertaining to  
396 audits of any Financial Statements during the term of service even though this may be up to 1  
397 year later.

398  
399 Section 5. Groups will be given 3 months to review and critique new guidelines, with a vote called  
400 for on the fourth month. Area Bylaws may be voted on in January or July, or at a Special  
401 meeting called for after a 3 month review process.

402  
403 Section 6. All Guidelines and Bylaws will be distributed with numbered lines, so that a  
404 by-line veto is possible and corrections can be made. All no votes should be accompanied by  
405 suggestions for improvement; otherwise rewrites will not be done.

406  
407 Section 7. Each group shall be given a copy of the Area's Bylaws, Policy Motions and  
408 subcommittee guidelines in the minutes for review. New groups will be given a set of said  
409 papers also. The Area Bylaws will only be given free of charge once every five years.

410  
411 Section 8. The current HONYANA Bylaws and Policy Log will be posted on HONYANA.org.

412  
413 Section 9. That all subcommittees include an inventory of all their assets in their year-end  
414 Report.

415  
416 Section 10. Elections are by simple majority, abstentions not counting for or against.

417  
418 Section 11. Ten percent (10%) of the ASC previous monthly donation will be sent to Region after  
419 bills are paid.

420  
421 Section 12. Reinstatement of Theft Policy  
422 Originally Passed: October 2000:

423  
424 Heart of New York Area of Narcotics Anonymous Area Service Committee

425  
426 Proposed Theft Policy for the H.O.N.Y.A.N.A. in accordance with the "Accountability Statement  
427 concerning the 5th Concept of Service in Narcotics Anonymous." "When we give our trusted  
428 servants responsibility for a particular service task, we hold them accountable for the authority we  
429 have delegated them." [5th concept of NA service. p.12.]

430  
431 These proposed guidelines are an attempt to clarify the possible consequences of inappropriate  
432 behavior of trusted servants. Any or all of these consequences may or may not be enforced!

433  
434 Section 1. If a person is appointed or elected as a trusted servant and steals, misappropriates or  
435 misuses property and/or money, the trusted servant may be criminally and/or civilly prosecuted if  
436 restitution is not made.

437

438 Section 2. If a person is appointed or elected as trusted servant and steals, misappropriates or  
439 misuses property and/or money, their service commitment may be terminated, even if restitution is  
440 made.

441  
442 Section 3. Furthermore, it is agreed that if a person's service commitment is terminated for the  
443 aforementioned reasons, that person may not serve in any capacity on the Area Service Committee  
444 or any subcommittee of that body for five (5) years after restitution has been made.

445  
446 Section 4. Restitution must be made in accordance with the conscience of the Heart of New York  
447 Area Service Committee of Narcotics Anonymous.

448  
449 It may be suggested that all possible candidates for a trusted servant position read this policy as to be  
450 aware of possible repercussions due to inappropriate behaviors dealing with the theft policy.

451

452 **Bylaws passed March 2008**

453 **Bylaws updated July 2013**

454 **Bylaws passed with updates October 2013**