

WPSA OF NARCOTICS ANOYNOMOUS

Literature Sub-Committee Guidelines

ARTICLE I: Purpose

- Section 1. To carry the message in written form to the addict who still suffers.
- Section 2. To serve as a communication link in all matters of literature between groups and literature Subcommittees on all levels, Area, Region, and World.
- Section 3. To provide a forum and atmosphere where members may contribute to the creation and development of N.A. Literature.

ARTICLE II. Function

- Section 1. Maintain and distribute a stockpile of N.A. approved literature at all ASC meetings sufficient enough to supply the needs of all N .A. groups in the area attending the regular monthly meetings. The amount of the stockpile will be evaluated and adjusted by the literature sub-committee following the ASC required bi-annual literature inventory.
- Section 2. The WPSA Literature Sub-Committee will be self-sustaining, and will use the funds from the monthly sales of literature to replenish the approved stockpile of N.A. Literature.

ARTICLE III: Membership

- Section 1. Area Literature Committee members or representatives are automatically voting members, one vote per person.
- Section 2. Any N.A. member may become a member at large by attending two consecutive business meetings. One becomes a voting member at the second meeting. For members at large, the second unexcused absence constitutes resignation from the Sub-committee. To be excused, notify any Sub-committee officer prior to the sub-committee meeting.
- Section 3. Committee meetings and workshops are open to any N.A. member and anyone present may participate in discussions.

ARTICLE IV: Elected Officers

Section 1. Chairperson

- A. Qualifications: Defined by the WPSASCNA.
- B. Terms: Defined and elected by the WPSASCNA.
- C. Description of Duties: A description of the chairperson's duties can be found in the WPSASCNA Sub-Committee guidelines.

1. Attends and conducts all ASC Literature Sub-Committee meetings. Sets the agenda for all ASC Literature Sub-Committee meetings.
2. Makes reports to Regional Service Conference.
3. Contact person with World Service Conference Literature Sub-Committee.
4. Tie- breaker, not a voting member of the ASC Literature Sub-Committee.
5. Supplies information to Regional Literature Sub-Committee Chairperson.
6. Signer on the Literature Sub-Committee bank account.

Section 2. Vice-Chairperson

- A. Qualifications: The clean time requirement of one year may be waived by a two-thirds Majority of the members present.
- B. Terms: Elected by ASC Literature Sub-Committee the month after the Chairperson is elected by the ASC. This position is not to be held for more than two consecutive terms. A portion of a term is not counted as a full term.
- C. Description of duties:
 1. Attends all Area Literature Sub-Committee functions.
 2. Acts as chairperson in that person's absence.
 3. Assists with literature sales during ASC meetings and Audits
 4. Participates in bi-annual literature inventories.
 5. Voting member of Literature Sub-Committee.

Section 3. Secretary

- A. Qualifications: The clean time requirement of one year may be waived by a two-thirds majority of the members present.
- B. Terms: Elected by ASC Literature Sub-Committee the month after the Chairperson is elected by the ASC. This position is not to be held for more than two consecutive terms. A portion of a term is not counted as a full term.
- C. Description of Duties:
 1. Attends all Area Literature Sub-Committee functions.
 2. Takes and distributes minutes of Area Sub-Committee functions.
 3. Maintains a file of works in progress.
 4. Makes financial reports to Area Subcommittee.
 5. Voting member of the Area subcommittee.