

**Guidelines For UCASC
Public Information (PI) Subcommittee
Adopted May 16, 2004**

**Article I
Definition**

We are an operating subcommittee of the Upper Cumberland Area Service Committee (UCASC) of Narcotics Anonymous (NA). We are supported by the UCASC and are accountable to that committee.

**Article II
Purpose**

- A. To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
- B. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C. To open and maintain lines of communication between the Volunteer Region Public Information Subcommittee, Narcotics Anonymous World Services (NAWS), PI Coordinators and World Service Conference (WSC).

**Article III
Spiritual Guidance**

In all of its endeavors, the Public Information Subcommittee will comply with the following:

- A. The Twelve Traditions of Narcotics Anonymous.
- B. The Twelve Concepts of Service for Narcotics Anonymous.
- C. The current publication of A Guide to Local Service.
- D. The current publication of A Guide To Public Information.
- E. UCASC Guidelines.
- F. Any special rules of order adopted by this subcommittee.
- G. In the case of a conflict, the Public information Subcommittee will turn to the UCASC for guidance.

**Article IV
Responsibilities**

- A. To become the resource and coordinating body for all Upper Cumberland Public Information efforts, responding to any requests for information within the area.
- B. To maintain a close working relationship with other Public Information Subcommittees within the region.
- C. To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

**Article V
Function**

To inform the public about Narcotics Anonymous through services including, but not limited to the following:

- A. Coordinating all requests from media.
- B. Providing all radio and television Public Service Announcements (PSA) with the approval of the UCASC.
- C. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in Upper Cumberland Service Area.
- D. Coordinating all non-Narcotics Anonymous requests.
- E. Providing monthly meeting schedules.
- F. Providing an area website.

Article VI

Membership

Membership is open to any NA member. Any attending NA member may vote (see Article VII section D). More than three (3) voting members (including the chair) are required to pass a motion. Each subcommittee member will have a working knowledge of the Twelve Traditions, Twelve Concepts, and the publication A Guide To Public Information. Each member is required to have their own copy of A Guide to Public Information.

Article VII

Meetings/Membership

- A.** This subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Schedule/Web Coordinator, members and any task force coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.
- B.** The Chairperson with the approval of the subcommittee appoints task force coordinators or Ad-Hoc chairs.
- C.** All meetings are open to interested members.
- D.** Any member that attends two (2) consecutive meetings may vote at the second meeting, with the exception of the chair, who may vote only in case of a tie vote.
- E.** The Chairperson will be nominated by the UCASC and elected by the UCASC to serve a one (1) year term.
- F.** All other PI officers will be elected by the subcommittee to serve a one (1) year term.
- G.** All nominees for office must be present at the time of nomination.
- H.** No officer shall hold more than two (2) consecutive terms of any one position.
- I.** The committee will meet at least once a month, with a consistent time and place, determined by the Chairperson. The members of the Subcommittee shall be notified of any changes in meeting time or location at least one (1) week prior to the meeting.

Article VIII

Removal From Office

Subcommittee officers and coordinators may be removed from office for non-compliance, which includes but is not limited to:

- A.** Loss of abstinence.
- B.** Non-fulfillment of the duties of their position.
- C.** Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.

The Chairperson may be removed from office for non-compliance as follows:

- D.** If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove then may be submitted to the UCASC Admin.
- E.** Upon receipt of said written request, the UCASC Admin. may remove or investigate the officer.

All other Subcommittee officers and coordinators may be removed from office by a two thirds (2/3) vote of the Subcommittee.

Article IX

Officer Qualifications And Duties

Chairperson:

- A.** Requirements
 - 1.** At least three (3) years abstinence from all drugs.
 - 2.** Previous service experience at a group level.
 - 3.** A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide To Public Information.

4. Willingness to serve, the time and initiative to commit for the length of time involved.

B. Duties

1. Arrange times and agendas for subcommittee meetings.
2. Initiates all necessary correspondence, including communications between areas, regions, and WSC-PI or delegates.
3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
4. Attends all UCANA-PI meetings.
5. Attends all monthly UCASC meetings.

Vice Chairperson

C. Requirements

1. At least two (2) year abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and A Guide To Public Information.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

D. Duties

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with and assist with all duties of the Subcommittee.
3. Carryout responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all UCANA-PI meetings.
5. Attends all UCASC meetings.

Secretary

E. Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience.
3. Willingness to serve, the time and initiative to commit for the length of time involved.

F. Duties

1. Record minutes of each Subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attends all UCANA-PI meetings.

Schedules/Web Coordinator

G. Requirements

1. At least two (2) year abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Knowledge of and access to a computer; printer; word processing software; access to the internet; and HTML/FTP software.
5. Willingness to serve, the time and initiative to commit for the length of time involved.

H. Duties

1. Producing and distributing a periodic meeting schedules to the NA groups at the monthly UCASC meeting.
2. Keep schedules updated with meeting information help line numbers, and upcoming UCANA events and functions.
3. Provide updated information regarding meetings and events to UCASC Help line Chairperson, PI Website coordinator and Volunteer Regional Directories Chair.

4. Provide and assists meetings and/or groups with registration and updating information to NAWS using the NAWS approved forms.
5. Maintain the UCASC web site.
6. Forward any correspondences received from the website to the proper channels.
7. Attends all UCANA-PI meetings.

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Article X

Special Guidelines For Directories

The Schedules/Web Coordinator will follow these special guidelines that pertain only to the directories.

- A. Schedules will be printed prior to the UCASC meeting on an agreed frequency.
- B. Information received after printing will be included in the following periods schedule if applicable.
- C. A new meeting will be added to the schedule when the meeting is represented at the UCASC by an elected Group Service Representative (GSR) or a home group representative.
- D. If a listed meeting's GSR or other group representative has not attended the UCASC meeting to complete a group report, or has not been present for roll call, or has not picked up the current meeting schedule, the Schedules/Web Coordinator is responsible to investigate within two (2) weeks and give a written report to UCASC of their findings.
- E. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
- F. Any printed material, which contains copyrighted items, must contain ownership information.
- G. No personal phone numbers shall be listed in the directories.

Article XI

Special Guidelines For Website

The Schedules/Web Coordinator will follow these special guidelines that pertain only to the website.

- A. Since information made accessible on the Internet can be accessed all over the world, we will not include full names of any individual members.
- B. Information will be placed in accounts or web pages under the names of UCANA and not under the name of an individual member. E-mail directed to the Website will be received at an anonymous "mailto: UCANA", not any individual address.
- C. The Website will link directly to the Area Websites within the Region and if available to the Volunteer Region Website and the NAWS Website.
- D. In accordance with the request from NAWS, we will not put any copyrighted NA information online, with the exception of the following:
 1. Text not to exceed three (3) sentences in length.
 2. The Name "Narcotics Anonymous"
 3. The NA Service Symbol.
 4. The NA Logo.

Article XII

Amendments To Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote is needed. The proposed change must then be submitted and approved by the UCASC.