
WPSA OF NARCOTICS ANONYMOUS

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 Sub-Committees 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 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 and audit.
- 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

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- 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 a loss of voting privileges at the sub-committee meeting. Privileges will be re-instated after attending two consecutive sub-committee meetings. To be excused, notify any sub-committee officer prior to the sub-committee meeting.
 - Section 3. Committee meetings and literature 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 ASC guidelines.
 - B. **Terms:** Defined and elected by the ASC guidelines.
 - C. **Description of Duties:** A description of the chairperson's duties can be found in the ASC Sub-Committee guidelines and will also include the following duties:
 - 1. Attends and conducts all ASC Literature Sub-Committee meetings.
 - 2. Sets the agenda for all ASC Literature Sub-Committee meetings.
 - 3. Makes reports to ASC monthly and quarterly when chair attends regular all subs.
 - 4. Contact person with World Service Conference Literature Sub-Committee.
 - 5. Tie-breaker, not a voting member of the ASC Literature Sub-Committee.
 - 6. Signer on the Literature Sub-Committee bank account.
 - 7. Chairperson will train successor.
 - 8. Responsible for bringing literature from storage unit to ASC.
 - 9. Responsible for monthly payment of storage unit.
 - 10. Obtain receipt of storage payment and bring to ASC treasurer.
 - 11. Order literature from World N.A. after the first of the month.
 - 12. Maintain records for literature purchase, deposit, balance, and transfers.
 - 13. Determines when to transfer money between bank accounts
 - 14. Coordinate and plan for any workshops pertaining to ASC Literature Sub-Committee.
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Section 2. **Vice-Chairperson**

- A. **Qualifications:** The clean time requirement of one year may be waived by a two-thirds majority of the voting members present.
- B. **Terms:** Elected by ASC Literature Sub-Committee the month after the Chairperson is elected by the ASC. A term is one year. 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 meetings.
 - 2. Acts as Chairperson in the person's absence.
 - 3. Assists with literature sales during ASC meetings.
 - 4. Attends Region Literature Sub-Committee meetings.
 - 5. Participates in bi-annual literature inventories and audits.
 - 6. Voting member of Literature Sub-Committee.
 - 7. Signer on the Literature Sub-Committee bank account.
 - 8. Vice-chair will train successor.

Section 3. **Secretary**

- A. **Qualifications:** The clean time requirement of one year may be waived by a two-thirds majority of the voting members present.
- B. **Terms:** Elected by ASC Literature Sub-Committee the month after the Chairperson is elected by the ASC. A term is one year. 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 meetings.
 - 2. Takes and distributes minutes of Area Literature Sub-Committee functions.
 - 3. Maintains a file of works in progress.
 - 4. Voting member of Literature Sub-Committee.
 - 5. Archive all minutes, guidelines of Area Literature Sub-Committee.
 - 6. Brings minutes and guidelines to meetings so that members can have access if necessary.
 - 7. Secretary will train successor.

Section 4. Vice-Secretary

- A. **Qualifications:** The clean time requirement of six months may be waived by a two-thirds majority of the voting members present.

 - B. **Terms:** Elected by ASC Literature Sub-Committee the month after the Chairperson is elected by the ASC. A term is one year. 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 meetings and functions.
 - 2. Acts as Secretary in the person's absence.
 - 3. Assists Secretary during Area Literature Sub-Committee meetings.
 - 4. Voting member of Literature Sub-Committee.
 - 5. Able to take minutes, type, file, and maintain guidelines at all Area Literature Sub-Committee functions.
 - 6. Vice-Secretary will train successor.
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