

“INSIDE CONNECTION”
NEWSLETTER GUIDELINES
October 3, 2008

I. INTRODUCTION:

This body shall be known as the “INSIDE CONNECTION” NEWSLETTER SUBCOMMITTEE of the American River Area of Narcotics Anonymous. This subcommittee shall serve the American River Area by publishing a monthly newsletter for the fellowship.

II. PURPOSE:

The purpose of this subcommittee is to publish and distribute a monthly newsletter (not to exceed ten (10) pages in length) for the purpose of increasing unity and carrying the message of recovery within the American River Area of Narcotics Anonymous.

III. DEFINITIONS:

A. Member of the Newsletter Subcommittee:

A member of the Newsletter Subcommittee can be anyone in the Narcotics Anonymous Fellowship who has the willingness to serve and to commit to attending all business meetings and activities of the Newsletter Subcommittee.

B. Voting Member:

A voting member is anyone who has attended two consecutive Newsletter Subcommittee meetings. A member becomes ineligible to vote when he or she has missed two consecutive meetings. Any member who fails to attend two consecutive meetings of the Newsletter Subcommittee shall be considered inactive and shall be contacted by the Newsletter Chairperson to determine the individual’s status.

C. Clean Time:

Anyone with 24 hours of clean time, who has joined our fellowship, is welcome to become a member of the Newsletter Subcommittee.

D. Elected Positions:

(1) Must qualify as a voting member. (2) Anyone missing two consecutive meetings or missing two consecutive assignments of the Newsletter Subcommittee shall vacate the elected position.

IV. FELLOWSHIP USAGE OF THE NEWSLETTER:

- a. A single copy of each issue of the Newsletter is given to each Subcommittee Chair.
- b. The Newsletter shall be made available to all recognized groups of the American River Area for the purpose of announcing specific events or needs.
- c. The Newsletter shall accept all submissions from members of Narcotics Anonymous with the understanding that these submissions are subject to **rejection or editing** at the discretion of the Newsletter Subcommittee. All submissions become property of the Newsletter Subcommittee.
- d. **At no time** shall the Newsletter avail itself to usage by any outside enterprise, e.g. recovery houses, professional counselors, other 12-Step programs or any enterprise, which could be construed as violating the 12 Traditions of Narcotics Anonymous.

- e. The Newsletter shall not be used to glorify or otherwise portray the usage of drugs in a positive manner. Nor shall it be used as a forum to ridicule, harass or degrade any individual member or group and shall not avail itself as a forum for any other purpose than to carry the message of recovery, as shall be determined by the Newsletter Subcommittee.
- f. All opinions published in the Inside Connection shall be considered those of the person making the submission and is not the opinion of the American River Area, the members of the Inside Connection Subcommittee or Narcotics Anonymous as a whole.
- g. A copy will be mailed each month to any inmate free of charge when requested.
- h. Newsletter will send 4 free consecutive issues to inmates upon their release, if requested and a new address is provided.

V. FUNCTIONS:

- a. To hold a regular monthly meeting.
- b. To maintain archives of all Editions of the “Inside Connection”.
- c. To maintain a Post Office Box.
- d. Will sell issues at Area Service at a cost as stated in ASC Guidelines, Including annual postal & email subscriptions. All funds will be turned over to the ASC Treasurer.
- e. To encourage and support input from the Administrative Committee, all subcommittees, groups and members of the American River Area and the fellowship of Narcotics Anonymous.
- f. To exchange monthly Editions of the “Inside Connection” with other newsletters in the fellowship willing to do so.
- g. Review guidelines each September.

VI. PARTICIPANTS:

This subcommittee shall be comprised of one Chair, one Vice Chair, both to be elected by the American River Area Service Committee, one Recording Secretary, one Distribution Coordinator, one Mail Coordinator, and one or more Reporters, all of which are elected by the Newsletter Subcommittee and its Members.

The first responsibility of each participant is to “act as” and “speak from” their particular position-accountable to those who elected them. The second responsibility is to insure that the Newsletter Subcommittee acts in the best interest of the American River Area and Narcotics Anonymous as a whole. The final responsibility of the participants of this subcommittee is to insure that the Inside Connection Newsletter maintains a cooperative position with the American River Area and Narcotics Anonymous as a whole. The ability to act strictly as a participant is fundamental to fulfill these three responsibilities. All Newsletter subcommittee participants are equally accountable to the members of the American River Area for any and all actions/decisions of the Newsletter Subcommittee. Elections for Chair, Vice-Chair, Recording Secretary, Mail Coordinator, And Distribution Coordinator, i.e. All elected positions shall be held each August. The Chair and Vice-Chair will then go before the ASC for election in the September meeting of the ASC.

A. CHAIR/EDITOR:

- 1) **REQUIREMENTS:** It is suggested that the Chair have previous experience on the Newsletter Subcommittee, a commitment to service, the willingness and resources (computer, printer, etc.) to do the job, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service and a minimum of 2 years abstinence from all drugs. Term is to be 1 year. No more than two consecutive terms may be served.
- 2) **DUTIES:**
 - a) Arranges agenda for and presides over Newsletter Subcommittee meetings. Votes only in cases where there is a tie. Approves all Newsletter Subcommittee expenditures. Is responsible for correspondence and maintaining the Newsletter archives.
 - b) Is a member of the Administrative Committee and shall attend the monthly Agenda Meeting and the Bi-Annual Budget meetings (Held in December and June). Reports to the American River Area Service Committee in writing, once a month on the progress, needs and activities of the Newsletter Subcommittee. To be accountable in writing, for all financial transactions incurred for monthly expenses and accounts for all income generated by newsletter sales from subscriptions, area sales and sales transactions between subcommittees.
 - c) Reviews all materials submitted to the Newsletter Subcommittee. Reviews, for correctness, all draft copies of materials to be printed and reviews the final draft of the Newsletter prior to delivery to printer. Delivers and picks up the Newsletter from the printer.
 - d) Maintains control of keys (3) to Newsletter Post Office Box. (Keys- 1- Chair, 1- Vice Chair, 1- Mail Coordinator; total of 3)

B. VICE-CHAIR/ASSISTANT EDITOR:

- 1) **REQUIREMENTS:** It is suggested that the Vice-Chair have a commitment to service, the willingness and resources (computer, printer, etc.) to do the job, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service and a minimum of 1-year abstinence from all drugs. Term is to be for 1 year. No more than two consecutive terms may be served. Should be willing to become the Chair when the current Chair's term is completed.
- 2) **DUTIES:**
 - a) In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. Shall maintain an ongoing communication with the Chair regarding all matters pertinent to Newsletter activities.
 - b) Shall be available for coordination between the Newsletter Subcommittee and group or Area functions. It is suggested that the Vice-Chair create a monthly article/page.
 - c) Maintains control of key to Newsletter P.O. Box.

C. RECORDING SECRETARY:

- 1) **REQUIREMENTS:** It is suggested that he or she be elected from active participants of the Newsletter Subcommittee. It is suggested that the Recording Secretary have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service and a minimum of 1 year abstinence from all drugs. Term is to be 1 year.

2) **DUTIES:**

- a) To attend all monthly scheduled Newsletter Sub-committee meetings and take minutes at those meetings. Maintains archives and sends copy of previous months minutes to the Chair for inclusion in the Newsletter Sub-committee Agenda Packet
- b) Maintain archive of minutes.

D. REPORTER:

1) **REQUIREMENTS:** It is suggested that the Reporter be elected from active participants of the Newsletter Subcommittee, with the willingness and resources to collect responses to the Question of the Months from as diverse an audience as possible. This is to be a non-elected position and yet member must have a minimum of six months abstinence from all drugs. **Term of service is 6 months.**

2) **DUTIES:**

- a) Ask the Question of the Month at various meetings. Be accurate in recording each individual's answer to the Question of the Month. Remind individuals providing answers that they are not to include profanity or any endorsement of any outside organizations.
- b) Be sure to inform each person answering the Question of the Month that whatever they say may be printed in the next issue of the "INSIDE CONNECTION."

E. DISTRIBUTION COORDINATOR:

1) **REQUIREMENTS:** It is suggested that the Distribution Coordinator be elected from active participants of the Newsletter Subcommittee. It is suggested that the Distribution Coordinator have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps of Narcotics Anonymous and a minimum of 3mo abstinence from all drugs. Term is to be for 1 year.

2) **DUTIES:**

- a) To attend ASC from 6:30 P.M. to 8:30 P.M.
- b) Assist Chair and Vice-Chair as needed.
- c) Fold and staple Newsletters in preparation to be mailed.

F. MAIL COORDINATOR:

1) **REQUIREMENTS:** It is suggested that the Mail Coordinator be elected from active participants of the Newsletter Subcommittee. It is suggested that the Mail Coordinator have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps and a minimum of 1-year abstinence from all drugs. Term is to be 1 year.

2) **DUTIES:**

- a) To maintain a post office box key and to check Post Office box monthly.
- b) To keep and update current mailing list.
- c) To mail Newsletters monthly.

VII. PROCEDURES:

The following is required of all Newsletter Subcommittee elected individuals:

- A. Representation at each regularly scheduled Newsletter Subcommittee meeting. Failure to be represented at two consecutive meetings will result in that individual becoming inactive. The Newsletter Subcommittee would then take over direct administration of that individual's duties until a new individual is elected. Please remember that each elected position is vital to the Newsletter and each individual should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are as concerned for the member as we are for the service responsibility. It would be a disservice to the Primary Purpose of Narcotics Anonymous to allow someone to serve who is unable to stay clean.
- B. It should be remembered that at no time will any member of the Newsletter Subcommittee be reimbursed for labor or services rendered.

VIII. FINANCIAL RESPONSIBILITIES:

- 1. Each month the "Inside Connection" may incur certain operating expenses, specifically: printing the Newsletter, stamps, "printing materials" such as ink cartridges and paper and "general expenses" such as staples, mailing labels and receipt books, etc. There is also a Annual expense incurred in Post Office Box rental and printing Birthday forms. It is strongly suggested that these expenses be paid, if possible by the Chair and be directly reimbursed to the same. These expenditures must stay within the Budget approved by the ASC.
- 2. Each month the "Inside Connection" collects money, in the form of cash, checks and money orders. There is also a "transfer of funds" **in the amount of \$50.00**, derived from sales to the H & I Subcommittee. Sales at the monthly Area Service Meeting are the main source of income for the Newsletter. These sales are made to groups/individuals at a cost as stated in the ASC Guidelines. All income is to be turned over to the ASC Treasurer on the night of the ASC. It is the responsibility of the Chair to handle all forms of income to the Newsletter and give a detailed monthly report.
- 3. Newsletter shall be represented at SacFNA ASC with the purpose of distributing Inside Connection Newsletters. All monies collected shall be deposited within 48hours with receipt to be turned into ARANA ASC Treasurer (As per ASC motion).
- 4. Any changes in the price per Newsletter to the groups/individuals or for subscriptions **must** be approved by the voting body of the ASC.