

## **UNITY SUBCOMMITTEE POLICY**

### **I Description**

The Unity Committee is a standing subcommittee of the RSC responsible for promoting NA unity within the Greater Philadelphia Region.

### **II Purpose**

The purpose of the Unity Committee is to hold events to promote NA unity through out the Greater Philadelphia Region and to attract member to NA.

### **III Membership**

- A. Officers:
  - 1. Chairperson – elected by the RSC.
  - 2. Co-Chairperson – elected by the subcommittee.
  - 3. Secretary – elected by the subcommittee
  - 4. Other officers may be elected as necessary by the subcommittee.
- B. Area Representatives elected by the member areas of the Greater Philadelphia Region.
- C. Other concerned NA members from the region as a whole.

### **IV Voting**

- A. The following have automatic voting privileges:
  - 1. The Co-chairperson, unless serving as acting chair
  - 2. The Secretary, unless acting as the chairperson
  - 3. The elected representative from each member area
- B. Other interested members may receive voting privileges after meeting the following criteria:
  - 1. Suggested minimum one (1) year clean time
  - 2. Six (6) months service experience at group or area level
  - 3. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service
  - 4. Necessary skills for dealing with the public.

These members will then give voting privileges by a majority of voting members.

- C. Each area represented shall be limited to one (1) vote.
- D. Alternate area representatives shall be granted voting privileges for one (1) meeting if they have a written proxy from the area.

### **V Nominations and Elections:**

#### A. Nominations:

- 1. Nominations for subcommittee officers shall be held in April every odd year in the same manner as the RSC.
- 2. The subcommittee shall conscience a nomination for chairperson to be sent to the RSC.
- 3. Nominations may be made by any voting member of the subcommittee and require a second by another voting member.
- 4. The nominees must be present at the time of nomination to qualify themselves and answer questions from the subcommittee pertaining to the nomination.
- 5. Any volunteers must also be seconded by a voting member.

#### B. Elections:

- 1. Elections shall be held in June every odd year in the same manner as the RSC.
- 2. Nominees must be present and may be subject to further questions prior to a vote.
- 3. Simple majority of votes cast, including abstentions, is required to elect the nominee.
- 4. Special elections may be held to fill vacancies for a remainder of the present term. This shall not be counted as a full term.
- 5. Members may only serve in the same position for two (2) full consecutive terms.

### **VI Duties Qualifications of Officers**

#### A. Chairperson:

##### Duties:

- 1. Conducts subcommittee meetings with a firm and loving hand in the same manner as the RSC Chair.
- 2. Prepares the agenda
- 3. Reviews minutes with Secretary prior to distribution.
- 4. Ensures that the Twelve Traditions, Twelve Concepts, the Guide to Local Services and regional policies are upheld during all subcommittee

- activities.
5. Is a member of the RSC and the JAC, and reports the subcommittees activities to those bodies.
  6. Reports back from the aforementioned bodies to the subcommittee.
  7. Coordinates subcommittee cooperation with the GPRS, Inc office and other subcommittees.
  8. Handles all subcommittee correspondence.
  9. Votes only in case of a tie.

Qualifications:

1. All qualifications for Chairperson are set by the RSC.

B. Co-Chairperson:

Duties:

1. Assists Chairperson in conducting the meeting and performing other Chairperson duties as needed.
2. Prepares the budget for subcommittee approval.
3. Chairs task forces or adhoc committees set up the subcommittee.
4. Chairs subcommittee meeting in absence of Chairperson.

Qualifications:

1. Two (2) years continuous clean time.
2. NA sponsor and homegroup.
3. Service experience on the group, area or regional levels
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. May not be area representative.

C. Secretary:

Duties:

1. Keep accurate minutes of all subcommittee meetings.
2. Distributes copies of minutes to subcommittee participants.
3. Maintains an archive of past minutes and correspondence for reference.
4. Chairs subcommittee meeting in absence of Chair and Co-Chair.

Qualifications:

1. One (1) year continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and homegroup.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. Simple business experience required to fulfil commitment.
6. May not be area representative.

## **VII Operational Procedures**

- A. This subcommittee shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- B. The Unity Chairperson and/or Co-Chairperson are responsible for contract negotiation and payment with facilities and vendors.
- C. The Unity Chairperson and/or Co-Chairperson are required to be present at all events involving money and are responsible for collection and custodianship of all unity funds.
- D. 50/50 tickets are not to be used as a source of fundraising.
- E. The subcommittee must hold at least two (2) learning days each year.

## **VIII Functions**

- A. The Unity Committee shall meet in regular session monthly. This subcommittee meeting shall be conducted according to the "Revised Robert's Rules of Order" as specified in the Guide to Local Service. The Chairperson may call additional meetings as necessary. When possible ten (10) days notice shall be given for all additional meetings.
- B. Each regular subcommittee meeting shall be opened with a moment of silence followed by the Serenity Prayer, reading of the Twelve Traditions and the Concept of the month. Concept One will be read in January, Concept Two in February and so forth.
- C. Minutes shall be recorded at each meeting and distributed to all subcommittee participants.
- D. Meeting attendees shall be recognized by the Chair in the following order:
  - 1. Area Representatives and Voting Members.
  - 2. Alternates with written proxy.
  - 3. Members of NA as a whole.
  - 4. All other attendees.
- E. Motions will only be recognized from voting members or those with written proxy.
- F. Debate on motions will be limited to three (3) minutes per member and to two (2) pros and two (2) cons. Discussion shall be limited to fifteen (15) minutes for each motion.

- G. All functions and operations of this subcommittee shall be performed at the will of the RSC.

**IX Meeting Agenda:**

- A. Meeting is opened with a moment of silence followed by Serenity Prayer.
- B. Twelve Traditions read.
- C. Concept of the month is read.
- D. Introduction of members.
- E. Secretary reads past minutes: additions, deletions, corrections and approval.
- F. Introduction of agenda: additions, deletions, corrections and approval.
- G. Order of reports:
  - 1. Philadelphia
  - 2. Riverfront
  - 3. Bucks
  - 4. Clean Acres
  - 5. SWANA
  - 6. Montco
  - 7. Delco
  - 8. ICA
  - 9. Bee-Hive
  - 10. Schuylkill Valley
  - 11. Pure and Simple
  - 12. Greater Camden
  - 13. WSW
  - 14. Northwest
  - 15. South Philly
  - 16. Pyramid of Freedom.
  - 17. Chairs Report.
- H. Nominations
- I. Elections
- J. Old Business
- K. New Business
- L. Open Forum (announcements and discussions)
- M. Close meeting with a moment of silence followed by the Serenity Prayer.