



Better Late Than Never
Group of Narcotics Anonymous

Conroe, Texas

Group By-Laws

Revised September 2020

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Purpose

The purpose of the By-Laws for the Better Late Than Never (BLTN) group of Narcotics Anonymous is to define group policies, outline the daily operations and procedures for the group, and to help members have a clear and concise reference for conducting group business. The By-Laws also define the duties and requirements for trusted servants.

Articles

1. Authority

- a. Monthly Group Conscience meetings are the vehicle for all major decisions related to BLTN group business. Group Conscience meetings are open to all BLTN members.
 - i. When appropriate, emergency Group Conscience meetings may be scheduled in addition to the normal monthly meetings.
- b. Group Conscience elects Trusted Servants for managing group activities.

2. NA Concept 10

- a. NA Concept 10 states: Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.
- b. Personal grievances can be brought to a Group Conscience meeting for discussion and resolution by the group.
- c. In the spirit of this Concept, the group shall deal with the issue from a position of respect for all people involved

3. Voting Eligibility

- a. Any member of BLTN that is present at the Group Conscience meeting is eligible to vote.
- b. Each NA member is limited to one vote on issues pertaining to Area, Region, or World. Members who vote on these issues at the BLTN Group Conscience meeting shall refrain from voting on the same issue in another group.

4. Voting Procedures

- a. New Business topics for an upcoming Group Conscience meeting should be posted on the board in the meeting room one week prior to Group Conscience. Any NA member may post a topic for New Business.
- b. Motion made and seconded
- c. Open for discussion
- d. Re-state motion and vote
- e. Simple majority carries the motion
- f. The Group Chairperson only votes in the event of a tie.
- g. Policy changes and Suspension of the Rules requires a 2/3 majority vote.

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5. Nominations for Trusted Servants

- a. Nominations will be during the November's Group Conscience meeting or as positions open throughout the year.
- b. Any member may nominate another member for a service position. Self-nominations are acceptable.
- c. The nominees must be present in order to qualify themselves. Their presence is required the day of the nomination and the day of the election.
- d. Members shall be given the opportunity to ask questions about or object to a nomination.
- e. Minimum clean time requirements for any position except Treasurer may be waived by a majority vote of Group Conscience.

6. Election for Trusted Servants

- a. Elections will take place during December's Group Conscience meeting or as positions open throughout the year.
- b. A simple majority vote of members present is needed to elect trusted servants.
 - i. If a majority is not achieved, the position will remain open for new nominations.
- c. If a nominee is not present for election, Group Conscience can either:
 - i. Agree to wait and vote on this office at the next meeting when the nominee is present, or
 - ii. Solicit a new nominee for the position, qualify that nominee, and elect the new nominee in the same meeting. This is the same procedure followed for filling open positions during the year.
- d. No member shall be elected to more than one service position at a time unless there are no more available nominees to take the position.

7. Assumption of Duties

- a. Newly elected trusted servants shall assume duties immediately following the end of the meeting in which they are elected.

8. Terms of Office

- a. Trusted servants shall serve for a period of one year with the exception that Treasurer shall serve for two years.
- b. The outgoing trusted servants shall assist the new trusted servants for one month, normally through the January Group Conscience meeting.
- c. Interim trusted servants shall serve for the remainder of the predecessor's term.
- d. If the interim trusted servant served for six months or more, it shall be considered a full term.
- e. No trusted servant shall serve for more than two consecutive terms in the same position.

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9. Dismissal

- a. Trusted servants shall be automatically dismissed for:
 - i. Misappropriation of funds
- b. Trusted servants may be dismissed by a simple majority vote at Group Conscience for:
 - i. Relapse
 - ii. Non-fulfillment of duties
 - iii. Absence at more than two consecutive Group Conscience meetings without notifying the Group Chairperson or another Trusted Servant
- c. Dismissal for a Meeting Chairperson is addressed in Section 13.

10. Financial Procedures

- a. The group shall be self-supporting through
 - i. Group donations
 - ii. Group functions
- b. All funds accumulated will be kept by the Treasurer in BLTN's bank account.
- c. A prudent reserve of \$600 shall be maintained in the BLTN bank account.
- d. The account shall be in the name of the treasurer and another person approved by Group Conscience vote.
- e. All expenditures must be approved by a majority vote of the Group Conscience.
- f. Reimbursements:
 - i. No reimbursement shall be made without receipt or proof of payment.
 - ii. Expenses may be advanced with receipts presented later.
 - iii. For advances, unspent funds shall be returned to the Treasurer within 10 days of the transaction date.
- g. No part of the group funds may be used to benefit any member outside of NA use.
- h. Upon dissolution, the assets of the group shall be donated to the Area Service Committee (ASC).
- i. The Treasurer shall prepare monthly financial reports. These reports shall be presented during monthly Group Conscience meetings and posted on the bulletin board.
- j. The group has the right to ask for a financial review at any time. The process for a financial review is as follows:
 - i. During any Group Conscience meeting, a majority vote can request a financial review
 - ii. The Treasurer shall respond to this request within 3 days by presenting the requested financial information, typically including the Treasurer's ledger, bank statements, lists of recent transactions, and receipts.

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11. Group Conscience Format

- a. Group Conscience meetings shall follow a standard format approved by the Group.

12. Requirements and Responsibilities for Trusted Servants

- a. Requirements for each Trusted Servant position are in Tables 1 and 2. See Pages 6 and 7.
- b. Responsibility for leading Group Conscience meeting
 - i. In the absence of the Chairperson at a Group Conscience meeting, the responsibility for presiding over the meeting flows as follows: Vice-Chairperson, GSR, GSRA, Treasurer, Secretary
- c. Responsibility for Attending ASC meeting
 - i. If the GSR is unable to attend an Area Service Committee (ASC) meeting, responsibility for carrying Group Conscience to the ASC flows as follows: GSRA, Vice-Chairperson, Chairperson, Treasurer, Secretary

13. Meeting Chairperson

- a. Philosophy: The Meeting Chairperson position and its associated responsibilities are often a first service commitment for NA members. The Group encourages as many members as possible to participate in this role.
- b. Requirements
 - i. Minimum clean time of 90 days
 - ii. Familiar with the 'Chairperson's Responsibility Guidelines'
 - iii. Willing to hold position for 3 months minimum
 - iv. Willing to release position after 6 months maximum
- c. Responsibilities
 - i. Leads the meeting following the format approved by Group Conscience
 - ii. Acts as a liaison between the group and the individual member by encouraging and assisting members during the meeting
 - iii. Arrives 15 minutes prior to the meeting start
 - iv. Arranges for a fill-in Meeting Chairperson if unable to attend a meeting
 - v. When ready to hand off the position, announces at the end of the meeting that the position is coming open and seeks volunteers
 - vi. Assists the incoming Meeting Chairperson on understanding the Chairperson's Responsibility Guidelines, the Meeting Format, and how to run the meeting. An overlap of two meetings is suggested for a handoff.

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d. Removal

- i. It is intended that a Meeting Chairperson will willingly hand off responsibilities to their successor at the end of their term.
- ii. When necessary, a Meeting Chairperson may be removed by a majority vote of Group Conscience. Typical reasons for removing a Meeting Chairperson include:
 1. Missing 3 or more consecutive meetings without arranging for a replacement Meeting Chairperson
 2. Not following the approved meeting format or Chairperson's Responsibility Guidelines
 3. Not maintaining order during the meeting
 4. Consistently allowing the meeting to drift off-topic
 5. Not effectively carrying the NA message
- iii. A Meeting Chairperson removed by Group Conscience vote shall be prohibited from signing up as a Meeting Chairperson until either:
 1. 6 months have passed since the removal vote
 2. Group Conscience votes to reinstate Meeting Chairperson privileges

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**Table 1 – Requirements and Responsibilities
For Trusted Servant Positions**

General requirements for all service positions include:

- Willingness to give time and resources necessary for the position
- Working knowledge of or willingness to learn the 12 NA Steps, 12 NA Traditions, and 12 Concepts for NA Service.
- Assist the incoming Trusted Servant during the first month of their term

Position	Minimum Clean Time	Additional Requirements	Responsibilities
Chairperson	2 years	Capable of conducting Group Conscience meetings in a fair and objective manner	<ul style="list-style-type: none"> • Presides over Group Conscience meetings • Sets agenda for Group Conscience meeting • Responds to inquiries from members on policy matters and questions regarding the business of the Group Conscience
Vice-Chairperson	1 year	Capable of conducting Group Conscience meetings in a fair and objective manner	<ul style="list-style-type: none"> • Acts in the Chairperson's absence • Works closely with trusted servants and subcommittee representatives, including covering duties in their absence
Treasurer	2 years Non-waivable	Has a steady financial income	<ul style="list-style-type: none"> • Custodian of Group funds • Keeps an accurate NA Treasurer's ledger • Pays all expenses in a timely manner, following the guidelines outlined under Financial Procedures of the By-Laws • Prepares a written monthly report for each monthly Group Conscience meeting • Makes a full financial report at the January Group Conscience meeting and before the ledger is passed to a new Treasurer
Secretary	6 months	Must possess the skills necessary to produce accurate and legible meeting minutes	<ul style="list-style-type: none"> • Records the minutes at each Group Conscience • Performs roll call at seminars and Group Conscience meetings
Group Service Representative (GSR)	1 year		<ul style="list-style-type: none"> • Represents and carries the Group Conscience to all ASC meetings • Makes a written report to the Group Conscience about the business of the previous ASC meeting • Works closely with the trusted servants and subcommittee representatives in matters that relate to the Group and Area
Group Service Representative Alternate (GSRA)	6 months		<ul style="list-style-type: none"> • Works closely with the GSR and helps with all duties and responsibilities of that position, including attending ASC meetings • Serves as the GSR in his/her absence at the ASC and provides a written report to the following Group Conscience

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**Table 2 – Requirements and Responsibilities
For Subcommittee Chairperson Trusted Servant Positions**

General requirements for all service positions include:

- Willingness to give time and resources necessary for the position
- Working knowledge of or willingness to learn the 12 NA Steps, 12 NA Traditions, and 12 Concepts for NA Service.
- Assist the incoming Trusted Servant during the first month of their term

Position	Minimum Clean Time	Additional Requirements	Responsibilities
Hospitals and Institutions (H&I) and Public Information (PI) Subcommittee Representatives	6 months	Familiar with H&I or PR Service Handbooks	<ul style="list-style-type: none"> • Attends monthly Group Conscience meetings • Schedules and leads subcommittee meetings as required • Attends ASC meeting once per year • Makes a written report to Group Conscience for subcommittee meetings
Functions and Fundraisers (F&F) Subcommittee Representative	1 year	Able to arrange and plan functions and fundraisers	<ul style="list-style-type: none"> • Attends monthly Group Conscience meetings • Schedules and leads subcommittee meetings as required • Attends ASC meeting once per year • Makes a written report to Group Conscience for subcommittee meetings
Literature Representative	1 year	Has a steady financial income	<ul style="list-style-type: none"> • Is responsible for acquiring literature for the Group • Keeps a Literature Inventory • Reports at Group Conscience meetings