BYLAWS of the
MID-WILLAMETTE VALLEY AREA SERVICE COMMITTEE
Revised March 2026

I. PURPOSE AND SCOPE

A. The purpose of the Mid-Willamette Valley Area Service Committee (hereinafter referred to as the MWV ASC) is to be supportive of its groups and members and their primary purpose, by linking together the groups and members within an area, helping groups and members deal with their basic needs, and encouraging the growth of the fellowship.

B. In all areas not covered by MWV ASC Bylaws, the following will be used; the 12 traditions, 12 concepts of service, the NA local guide to service and Addendum A Rules of Order of the Mid Willamette Area Service Committee.

C. All sub-committees elected by the MWV ASC will be autonomous in carrying out their assigned functions but are accountable to the MWV ASC.

D. The MWV ASC will meet the second Sunday of each month.

E. For the purpose of these bylaws, the term NA group shall be defined as stated in the Guide to Local Service Manual of Narcotics Anonymous. "An NA group is any meeting which meets regularly at a specific place and time providing that it follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous." The focus of any NA meeting (even if a special group conducts it) is on recovery from addiction. Any addict is welcome to attend.

1. An N.A. group may join the M.W.V.A.S.C. simply by attending a regular A.S.C. meeting in person. Provided the Group meets the requirements of an N.A. Group as stated in this section.

II. NOMINATIONS, ELECTIONS AND VOTING

A. Nominations of officers will automatically be open annually at the June MWV ASC meeting. They will automatically be closed at the July MWV ASC meeting. Nominations will be taken back to the groups and then voted on by the groups at the August MWV ASC meeting. Term of office will begin annually September 1.

B. Before nominations can be formalized, persons nominated for MWV ASC positions must be present to accept the nomination and answer the following questions to be asked by a member of the executive committee, these questions will not be asked to 2nd term nominees.

1. Have you read the job description?
2. Do you meet the suggested requirements of the job description?
3. Are you willing to carry out this position with attention to the Twelve Traditions of N.A and the guidelines of the M.W.V.A.S.C.
4. What other service positions have you had?
5. Are you willing and able to be at all ASC monthly business meetings for the year this position requires?

C. These officers must be nominated and seconded by the attending GSR's. A majority vote of the GSR's in active voting status attending the meeting will be required to elect these officers.

D. The Executive Committee Officers will include a:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. Regional Committee Member (RCM)
6. Alternate Regional Committee Member (Alt. RCM)
7. Archivist

E. Other Area officers will include chairpersons for the following Sub-Committees:

1. Activities
2. Helpline
3. H & I
4. Literature
5. Public Relations (PR)
6. Conventions and Conferences (C&C)

7. Outreach
8. Any other committee deemed appropriate by the MWV ASC

F. All officers will be elected yearly with no member serving more than two consecutive terms in one position. The Conventions and Conference chair will be allowed to serve three terms if the Committee is planning a convention when the two-year term is completed. The C&C chair will be allowed to run for a third term.

G. While discussion is welcome from all attending the MWV ASC meeting, only Officers, with the exception of Chairperson and Vice Chairperson, Sub-Committee, Chairpersons, GSR's of active voting groups or acting Alternate GSR's can make motions. GSR's or Alternate GSR's of active voting groups are the only ones who can second and vote on motions.

1. An individual member may not vote on behalf of more than one group at each monthly Area Service Committee meeting.

H. Voting on all MWV ASC motions will be done on a one group - one vote system with the Chairperson voting only to alleviate a tie.

1. A quorum is defined in these by-laws as the number of group representatives, with active status, present at each monthly MWV ASC meeting.
2. For the purpose of conducting business, a group failing to be represented by a GSR or Alt. GSR at two consecutive MWV ASC meetings shall be considered "inactive". Inactive status is not meant to be punitive but is meant to attain a quorum at the MWV ASC. Any inactive group who sends a GSR or alt. GSR will be returned to active voting status on their second consecutive MWV ASC meeting. This would include newly seated groups.
3. A group will lose its membership at the MWV ASC entirely if it no longer meets the requirements of an NA group as stated in Section I, sub-heading E.
4. In the event that there are abstentions, the quorum would automatically change to the YES and NO votes only.
5. Voting is conducted by a show of hands; there are no fractions of votes.
6. A simple majority vote is more than half of those voting. Thus, since 5 is half of 10, 6 would be more than half and the majority of 10. Since 5.5 is half of 11, 6 would be more than half and the majority of 11.
   a. A ⅔ majority means at least ⅔ of those voting. 7.33 is ⅔ of 11, thus 8 would be at least ⅔ of the vote. 6 is exactly ⅔ of 9, thus 6 would be at least ⅔ of 9.

III. MWV ASC OFFICERS DUTIES / JOB DESCRIPTIONS

A. Officers will be expected to familiarize themselves with their job descriptions. Failure to perform the duties outlined in the job description will be considered noncompliance.

1. Loss of clean time is an automatic resignation from any MWV ASC position.

B. Any officer or sub-committee chairperson may be removed from office for noncompliance after due notification to the most current email address on file to be sent within one (1) week stating the allegation and giving the individual until the next scheduled MWV ASC meeting to respond. The issue will be voted on and a 2/3 majority of attending GSR is required for removal from office.

1. An officer or sub-committee chairperson of the MWV ASC may be found in noncompliance for missing two consecutive MWV ASC meetings without an excused absence. An absence will only be considered excused if officer or sub-committee chair notifies the MWV ASC chair or vice chair prior to that month's MWV ASC meeting.

C. A six (6) month moratorium from active area office will be required for any officer or Sub-Committee Chairperson resigning or dismissed from office prior to completion of that term in office. The only exception is when the resignation is intended to perform a newly elected position.

D. In the event that an MWVASC position becomes vacant for any reason – (loss of clean time, resignation, committee suspension/reinstatement etc.) interim nominations will be automatically opened and taken back to groups. Nominations will be closed at the following MWVASC meeting and sent back to groups for voting. In the event that there are no nominees, nominations will remain open. Nominations will then need to be closed with the motion.

E. CHAIRPERSON

1. Clean time requirement: Three years. Plus, one year at Area level service.

2. Is a signer on the MWV ASC checking account.
3. Presides over MWV ASC meeting, keeping focus of meeting on agenda.
4. Conducts MWVASC meeting according to the 12 Traditions, 12 Concepts, the NA Guide to Local Service, and Addendum A Rules of Order of the Mid-Willamette Valley Service Area.
5. Votes only to alleviate a tie.
6. Records MWV ASC vote on motion forms (pros, cons, and abstentions).
7. Shall assume the duties of any Executive Committee Officer in their absence or upon the vacancy of the position.

F. VICE-CHAIRPERSON

1. Clean time requirement: three years.
2. Is a signer on the MWV ASC checking account.
3. Shall perform the duties of the Chairperson at the MWV ASC meeting in Chairperson's absence.
4. Assists Chairperson in performance of chairperson's duties.
   a. Second person counting votes on motions.
   b. Lists in order those wishing to be recognized to discuss motions on the floor.
5. Attend and submit a monthly written report to MWVASC.
6. Position of Vice-Chair is often intended to prepare that person for the position of Chairperson in the future.
7. Shall immediately assume duties of any subcommittee chair, upon absence of, or resignation of said officer.
8. Must attend each Sub-Committee meeting a minimum of once a year.
9. Promotes inter-committee cooperation and communication among all MWV ASC sub-committees, acting as liaison between committees when necessary.

H. TREASURER

1. Clean time requirement: three years.
2. Is a signer on the MWV ASC checking account.
   a. The treasurer's signature must be on all checks.
   b. Be a signor on the Literature checking account.
3. All Area monies collected by the Treasurer must be deposited into Area's bank account within five working days.
4. Reports all deposits and expenditures at every MWV ASC meeting. This report will include a reconciled bank statement for current month.
5. Responsible for maintenance and accuracy of the MWV ASC checking account.
   a. Retains all receipts for expenditures and deposits.
6. Provides an annual written report of all expenditures and deposits at the end of service period.
7. Is responsible for renewing the State of Oregon Not for Profit Assumed Business Name every year.
8. Must be present at all MWV ASC meetings.
9. Responsible for maintaining MWV ASC P.O. Box.
   a. Checks mail weekly and notifies appropriate persons of the receipt of mail pertaining to them.
   b. Notifies MWV ASC of rental costs.

I. SECRETARY

1. Clean time requirement: one year
2. Attends each MWV ASC meeting and keeps accurate minutes of each meeting.
3. Proof-reads minutes for accuracy.
4. Types and distributes copies of the minutes to each GSR no later than ten (10) days following each MWV ASC meeting.
5. Will make available extra copies of minutes for NA members attending area.
6. Maintains a current and updated list of MWV ASC members (officers, GSR's, Alt. GSR's, and Sub-Committee chairs). This list will contain email address and phone numbers.
7. Will maintain accurate and updated bylaws and distribute updates when changes occur.
8. Twice a year will put out a current list of all GSR's and executive committee members' e-mail addresses, to all GSR's and executive committee.
9. This position requires access to a computer and a working knowledge of email, PDF, WORD and EXCEL or equivalent of.

J. REGIONAL COMMITTEE MEMBER (RCM)

1. Clean time requirement of 2 years including one year at Area level service.
2. The primary purpose is to work for the good of NA.
3. Provides three-way communication between the MWV ASC, the Pacific Cascade Regional Service Committee (PCRSC), and the rest of NA as a whole.
4. Represents group conscience of the MWV ASC at the Regional level.
5. Attends all PCRSC meetings.
   a. Provides a written report to the PCRSC.
   b. Takes part in any decisions that affect the Region, speaking as a voice of the MWV ASC's group conscience.
6. Will attend all MWV ASC meetings and submit a written report. A written report concerning the PCRSC meeting will also be included at the next MWV ASC meeting following the RSC.
7. Distributes any correspondence from the PCRSC to the MWV ASC.
8. Coordinates with the Alternate RCM.

K. ALTERNATE REGIONAL COMMITTEE MEMBER (ALT-RCM)

1. Clean time requirement: one year.
2. Will attend all MWV ASC and PCRSC meetings and will share responsibilities with the RCM.
3. Maintains communication with the RCM.

L. ACTIVITIES CHAIRPERSON

1. Clean time requirement: one year
2. Is responsible for communication with other officers of the committee to ensure continuity of effort.
   a. Coordinates with Fundraising chair of the Area Conference and Conventions committee to coordinate dates of events and types of events or fundraising activities.
3. Sets up, schedules, and presides over regular monthly meetings.
4. Is contact person for MWV ASC in regard to coordinating activities/fundraisers.
5. Informs the Area of proposed activities scheduled.
6. To be a liaison between MWV ASC and PCRSC for activities/fundraisers.
7. Attends all MWV ASC meetings and submits a written report.
8. When an activity is held, there will be an itemized accounting of that activity to be presented to the area Treasurer and monies deposited within 5 working days of event.
9. Suggested attendance at PCRSC meetings.
10. Suggested Attendance at the Fundraising and Entertainment sub-committee meeting of the Conference and Convention Committee.

M. HELPLINE CHAIRPERSON

1. Clean time requirement: one year.
2. Chair the Helpline sub-committee meeting.
3. Oversees organizing and scheduling of volunteers.
4. Coordinates communication for phone service.
5. Is knowledgeable of Regional and Area service structures and duties.
6. Attends MWV ASC meetings and submits a written report.
6. Suggested attendance at PCRSC meetings.
7. Suggested regular contact with Public Relations (PR) Committee.
8. Assist in resolving problems and obstacles in maintaining existing Helpline service.

N. LITERATURE CHAIRPERSON

1. Clean time requirement: two years.
2. Maintains Literature inventory of the MWV ASC and the literature checking account. Is a signer on said account along with Area treasurer. Acts as the representative of the MWV ASC where purchase or sale of literature is concerned.
3. Attends all MWV ASC meetings and submits a written report on literature inventory, account balance, literature prices, and orders, literature development, and new items, or any other relevant information.

4. Submits a monthly financial report at every MWVASC with a reconciled current bank statement. Transfer any monies exceeding $1000.00 operating capital to ASC Treasurer, which includes accounting of petty cash exceeding $50.00.
    a. Required to deposit all monies exceeding $50.00 petty cash a minimum of 2 times per month: 7 days after and 7 days before monthly MWVASC.
5. Maintains a relationship with “Narcotics Anonymous World Services” (NAWS); for the purpose of purchasing literature.
6. Corresponds with outside enterprises; for the purpose of selling literature.
7. Serves as a liaison between MWV ASC and the World Board in literature committee matters.
8. Makes literature available for sale to NA Groups at reasonable times and locations; to be determined by the literature chairperson.
9. Suggested attendance at Regional Literature Committee meetings and workshops.

O. PUBLIC RELATIONS CHAIRPERSON

1. Clean time requirement: two years
2. Attend and submit a written report to the MWV ASC.
3. Respond to all requests for information in a timely manner including emails sent to the MWVANA e-mail account.
4. To provide current meeting schedules to the H & I committee, SOS, and Welcomma club.
5. To keep the MWVANA website updated with lyers, announcements, service committee meetings, and meeting schedule updates. Responsible for printing updated schedules for monthly MWV ASC meetings.
6. Coordinates publication of MWVA meeting list as directed by the MWV ASC.
7. Must have access to a computer, basic computer skills, and access to Wi-Fi.
8. Suggested attendance at PCRSC meetings.
9. Coordinates maintenance of MWVA website as directed by the ASC.

P. CONVENTIONS AND CONFERENCES CHAIRPERSON

1. Clean time requirement: four years
2. Attend and submit a written report to the MWV ASC.
3. Schedule and preside over monthly meetings.
4. Act as Chairperson for any Convention, Conferences, or Bid Committee initiated during their term of office, while vice chairperson assumes all other duties of the office.
5. Suggested attendance at PCRSC meetings.

Q. HOSPITAL & INSTITUTIONS CHAIRPERSON

1. Clean time requirement: two years plus a minimum of six months active involvement in the MWVA H&I sub committee.
2. Coordinates all H&I activities.
3. Presides over all regular, special, and general H&I meetings.
4. Prepares written agenda for all meetings.
5. Handles all public relations contact involving policy matters and /or interpretation at the public level that pertains to H& I.
6. Handles all correspondence at the public level, as well as correspondence with H&I, involving policy matters.
7. Meets with administrators of institutions, in the interest of harmony or to establish new panel leaders.
8. Fills appropriate positions.
9. Attends all monthly MWVASC meetings and submits a written report.
10. Suggested attendance at Regional Service Committee meetings
11. See attached bylaws for H & I.

R. ARCHIVIST

1. Clean time requirement: three years.
2. Attends MWV ASC meeting, submits a written report, and provides information for all questions on past Area business.
3. Works directly with Area Secretary to ensure minutes and bylaws are accurate. Proofreads all minutes prior to being distributed by Area Secretary.
4. Will maintain archived records for Area, as well as all sub-committees.
    a. Each sub-committee is responsible for providing historical records to Archivist quarterly.

b. At end of special events (ie conventions), all records will be turned over to Archivist for historical reference.

5. Request of Archivist will come to the regular scheduled Area in the form of a motion. The Archivist will have 7 days to get requested information to GSR or subcommittee chairperson who has requested the information.

6. This position requires access to a computer and a working knowledge of email and software of Word or equivalent.

7. The Archivist will be the keeper of all pertinent and needed information. Any and all changes to codes, pin #, account numbers, debit card information, email addresses, PO box information as well as the location of all debit cards, keys, checkbooks, PO boxes will be given to Archivist, and the Area important information document will be kept updated at all times.

8. The Archivist is responsible for keeping records of the contents of the Area storage unit. Quarterly, the Archivist will submit a report to the MWV ASC providing an inventory of the contents. The last report will be submitted at the July MWV ASC meeting.

S. ALTERNATE LITERATURE CHAIRPERSON

1. Clean time requirement: two years.

2. Attends all MWV ASC meetings. Attend and submit a written report to the MWV ASC.

3. Works closely with Literature Chair and shares Responsibilities as defined in Section III Paragraph N including subheadings.

T. OUTREACH CHAIRPERSON

1. Clean time requirement: two years.

2. Oversees organizing and scheduling of volunteers.

3. Chair monthly sub-committee meeting.

4. Attends all MWV ASC meetings. Attend and submit a written report to the MWV ASC..

U. AD-HOC COMMITTEE CHAIRPERSON

1. Clean time requirement: 1 year

2. Ad Hoc Committee opened and closed in motion form at MWVASC monthly meeting. This is not an elected position.

3. Chairperson appointed by MWVASC Chairperson.

4. Schedules and presides over all Ad Hoc meetings.

5. Attends all Monthly MWVASC meetings and submits a written report.

IV. MWV ASC FUNDS

A. All monies accumulated from group contributions and all other NA sources shall be maintained in a bank account subject to dispersal for payment of obligations. All donations collected at the MWV ASC meetings will be delivered to the Area Treasurer.

B. All motions requiring new money expenditures will be passed by ⅔ majority of the GSR's attending the meeting.

C. Prudent reserve –

1. The MWV ASC will have a prudent reserve of $ 1500.00.

2. The MWV ASC will also have a $ 500.00 prudent reserve for seed money for the purpose of holding and funding area activities.

3. The MWV ASC will have a $2500.00 prudent reserve for seed money for conferences and conventions related activities, i.e. Area convention or learning day.

D. The priority for money dispersal shall be in this order:

1. Helpline.

2. Literature

3. H & I

4. Outreach

5. Public Relations.

6. Liability Insurance

7. Activities

8. Conventions and Conferences

9. Additional Needs

E. Money dispersal shall be -

1. Public Relations will have a monthly secretarial and/or literature expense of up to $120, which includes printing schedules.
2. The ASC secretary will have a monthly expense fund of $60.
3. The representatives traveling to the quarterly PCRSC will receive mileage reimbursement and lodging expenses. For PCRSC meetings greater than 130 miles, reimbursement will be up to $130.00 for lodging (including taxes) and mileage reimbursement at the rate of .35 cents per mile. For travel less than 130 miles, they will receive mileage reimbursement only, at the rate of .35 cents per mile.
   a. Representative will request reimbursement for actual expenses through a motion of ASC. A request for money prior to the regional meeting must then be followed up with lodging receipts.
   b. Mileage will be calculated on Google Maps with a starting point of the SOS Club 1797 Center St NE, Salem, OR 97301 to meeting location round trip.
4. Hospitals and Institutions will have a monthly secretarial expense of $35 and literature expense fund of $100.00.
5. Hospitals and Institutions may have up to $100.00 additional per month for literature; as funds allow with 2/3 majority vote of the GSR's.
6. The Helpline chair will have a monthly expense fund up to $25 for printing.
7. The Outreach committee will have a monthly secretarial expense of $45

F. All sub-committees and MWV ASC officers who handle MWVA funds must present a financial report with receipts for funds spent at every MWV ASC to receive reimbursement.
   1. Solicitation or receipt of regional funds or resources, on behalf of the MWV ASC, must be reported to the MWV ASC.

G. The Conferences & Conventions sub-committee will maintain a minimum balance as required by the institution to keep the current open.

H. Area funds shall be used to provide the required insurance for Activities committee functions. Provisions of this insurance by any individual member or members shall not be allowed.

V. AMENDMENT OF BYLAWS

A. Amendments or revisions to the bylaws must be made by a group, in active voting status, at a regular meeting of the MWV ASC.
   1. The group must submit the proposal in writing and must indicate where it is to be placed.
   2. No intent, purpose or interpretation may accompany the proposal.
   3. A representative of the Group must deliver the proposal to the chairperson of ASC before the opening of the ASC meeting at which it is being proposed.
   4. The proposal may be withdrawn at any time by the presenting GSR at the ASC, but it may not be amended in any way without withdrawing it.
      a. Bylaw revisions withdrawn for amendment can be immediately resubmitted.

B. The Chairperson reads the proposed bylaw amendment at the designated time in the agenda.
   1. The Chairperson will allow any attending GSR's to ask any questions they may have to the GSR submitting the proposal for the purpose of clarity only. The proposing GSR will be given an opportunity to respond directly only to the questions asked.
   2. Bylaw revisions will be taken back to groups for discussion. Revision will be voted on at the following MWVASC meeting.

C. If there are abstentions, the quorum would automatically change to the YES and NO votes.

D. A 2/3 majority of groups voting is required to amend.

E. The amendment will go into effect immediately upon adoptions unless the proposal specifies a different time.