

Sept.30, 1976

By-Laws Newark Friday Night N.A.

1. No chemicals or paraphenalia allowed in meeting.
2. ~~A new member may come to his/her first meeting still using; afterwards come clean.~~

~~3. Violence will not be tolerated.~~

4. Time period for each office:

Chairman: 2 months

Treasurer: 3 ³⁶

Secretary: 3

General Service Representative: 6

Officers are to be elected by the group. To be considered they must have at least 4 months sobriety.

5. Responsibility of each officer:

Chairman: choose topic or speaker for each meeting
attend all meetings

maintain order —

start and stop the meeting on time

welcome new members at some point in the meeting

bring literature and order new material when necessary

~~ask for volunteers for coffee, if no one volunteers,~~

~~appoint someone~~

Make the group aware of irresponsibility of other officers when such negligence threatens the well being of the group as a whole.*

Follow format of meeting as written in By-Laws**

Do not allow the group to be harmed

Treasurer: keep accurate records of money collected and spent
report weekly amount of all transactions to chairman
provide receipts
open joint bank account with secretary when savings total 20 dollars or more
pay rent on time once a month
provide coffee person with money when necessary

Secretary: take notes at business meetings
announce business meetings one week prior
arrange for the celebration of "birthdays" of home group members
answer correspondence
make sure meeting area is left in proper order
provide home group members with copy of By-Laws
provide new members with telephone numbers of home group and pass a sheet during a meeting which people can sign and write telephone numbers for the new comer.

GSR Act as liason between home group and N.A. as a whole

- * A group conscience (2/3 majority) can dismiss officers, change By-Laws, enact new By-Laws. The 12 Traditions of N.A. must be followed when considering new enactments.

Please speak once

** Format

Tues.

Welcome to the regular Newark ~~Friday~~ Night N.A. Meeting. All ~~persons~~ present are reminded that this is a closed meeting. ~~that anything said must remain confidential.~~ Everyone's anonymity must be respected. *ADD other 2 is the responsibility of each member to limit their*
 Could we all rise and say the serenity prayer *sharing*

Pass the N.A. white book to someone and ask them to read "What is the N.A. Program" and "How it Works" (this includes the 12 steps)
 Introduce the topic or speaker *TOPIC: DAY by DAY*

If it is a speaker, lead a round of applause before and after he speaks. (Speakers need at least 3 months of sobriety)

If it is a topic, introduce it briefly. It is also not necessary to share your insight after each speaker as this cuts down on the time available for each member to speak.

After a speaker, the meeting is open. Usually the members will give support to the speaker by reacting in part to what he says.

To close it is announced that we are out of time but if anyone is jammed up go ahead and speak

Ask if there are any announcements

Pass the book to someone and have them read the 12 traditions.

Close by saying the our father and holding hands

A 5 minute coffee break should be called during the meeting

The officers of the meeting are servants only They are just like any other member. The Chairman is reminded that his position does not entitle him/her to any privelage other than the responsibility of conducting the meeting.

6. A speaker has roughly 30 minutes to share, it is the responsibility of the Chairman to remind the speaker to cut it off.
7. The meeting is 1 and 1/2 hour long.
8. The Chairman passes a book to sign during the meeting. It is to be signed first name and last initial only. This book always belongs to the N.A. group.

9. *The meeting will be closed immediately after everyone has spoken.*

10. *Be ready 1st Tuesday of month after regular meeting.*

12.- Regular attendance is necessary before becoming a home group member

Everyone's Anonymity and right to speak once during the meeting must be respected.