

Guidelines for Metro Nashville Public Relations Subcommittee

Article I Definition

We are a standing subcommittee of the Middle Tennessee and the Greater Nashville Area Service Committees of Narcotics Anonymous. We are supported by both area service committees and are accountable to those committees.

Article II Purpose

- A.** To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
- B.** To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- C.** To open and maintain lines of communication between the Volunteer Region Public Relations Subcommittee, Narcotics Anonymous World Services, PI Coordinators, and World Service Conference.

Article III Spiritual Guidance

In all of its endeavors, the Public Relations Subcommittee shall comply with the following:

- A.** The Twelve Traditions of Narcotics Anonymous.
- B.** The Twelve Concepts of Service for Narcotics Anonymous.
- C.** The current publication of the Guide To Local Service.
- D.** The current publication of the Public Relations Handbook.
- E.** Middle Tennessee and Greater Nashville Area Service Committee Guidelines.
- F.** Any special rules of order adopted by this subcommittee.
- G.** In the case of a conflict, the Public Relations Subcommittee will turn to the Greater Nashville and Middle Tennessee Area Service Committees for guidance.

Article IV Responsibilities

- A.** To become the resource and coordinating body for all Metro Nashville Public Relations efforts, responding to any requests for information within the area.
- B.** To maintain a close working relationship with other Public Relations Subcommittees within the region.
- C.** To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

Article V Function

To inform the public about Narcotics Anonymous through services including, but not limited to, the following:

- A.** Coordinating all requests from media.
- B.** Providing all radio and television Public Service Announcements (PSA) with the approval of the Middle Tennessee and Greater Nashville Area Service Committees.

- C. Creating, distributing, and maintaining all Narcotics Anonymous Public Relations signage, including posters, bulletins, and fliers, in the Metro Nashville Area.
- D. Coordinating all non-Narcotics Anonymous requests for information.
- E. Providing regularly occurring meeting schedules.
- F. Providing and maintaining an area website.
- G. Providing and maintaining an area Helpline.

Article VI Membership

Membership is open to any NA member. Any attending NA member may vote (see Article VII section D). More than three (3) voting members (including the chair) are required to pass a motion. Each subcommittee member will have a working knowledge of the Twelve Traditions, Twelve Concepts, and the Public Relations Handbook. Each member is required to have their own copy of the Public Relations Handbook.

Article VII Meetings/Membership

- A. This subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary, members, and any Task Group Coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.
- B. The Chairperson with the approval of the subcommittee appoints Task Group Coordinators or Ad-Hoc chairs.
- C. All meetings are open to interested members.
- D. Any member that attends two (2) consecutive meetings may vote at the second meeting, with the exception of the chair, who may vote only in the case of a tie vote.
- E. The Chairperson will be nominated by the Middle Tennessee and Greater Nashville Area Service Committees and elected by the Middle Tennessee and Greater Nashville Area Service Committees to serve a one (1) year term.
- F. All other PR officers will be elected by the subcommittee to serve a one (1) year term.
- G. All nominees for office must be present at the time of nomination.
- H. No officer shall hold more than two (2) consecutive terms of any one position.
- I. The committee will meet at least once a month, with a consistent time and place, determined by the Chairperson. The members of the Subcommittee shall be notified of any changes in meeting time or location at least one (1) week prior to the meeting.

Article VIII Removal from Office

Subcommittee officers and coordinators may be removed from office for non-compliance, which includes but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position.
- C. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.

The Chairperson may be removed from office for non-compliance as follows:

- D. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written request to remove then may be submitted to the Middle Tennessee and Greater Nashville Area Service Committee Administration.

E. Upon receipt of said written request, the Middle Tennessee and Greater Nashville Area Service Committee Administrations may remove or investigate the officer.

All other Subcommittee officers and coordinators may be removed from office by a two thirds (2/3) vote of the Subcommittee.

Article IX Officer Qualifications and Duties

Chairperson:

A. Requirements

1. At least three (3) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and the Public Relations Handbook.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

B. Duties

1. Arrange times and agendas for subcommittee meetings.
2. Initiates all necessary correspondence, including communications between areas, regions, and WSC-PR or delegates.
3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
4. Attends all Metro Nashville Public Relations Subcommittee meetings.
5. Attends alternately with vice chairperson all monthly Middle Tennessee and Greater Nashville Area Service Committee meetings.

Vice Chairperson

Requirements

1. At least two (2) year abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, and the Public Relations Handbook.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

C. Duties

1. To assume responsibility for the subcommittee in the Chairperson's absence.
2. To work closely with and assist with all duties of the Subcommittee.
3. Carry out responsibilities delegated by the Chairperson and/or the Subcommittee.
4. Attends all Metro Nashville Public Relations meetings.
5. Attends alternately with chairperson all monthly Middle Tennessee and Greater Nashville Area Service Committee meetings.

Secretary

Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience.
3. Willingness to serve, the time and initiative to commit for the length of time involved.

D. Duties

1. Record minutes of each Subcommittee meeting.
2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.
3. Attends all Metro Nashville Public Relations meetings.

Meeting Schedule Coordinator

- 1.** Produces, maintains, and makes available for distribution, a periodic meeting schedule to be given to the NA groups at the monthly Middle Tennessee and Greater Nashville Area Service Committee meetings.
- 2.** List times and locations for Area Service Committee business meetings
- 3.** Provide and assists meetings and/or groups with registration and updating information to NAWS using the NAWS approved forms.
- 4.** Attends all Metro Nashville Public Information meetings.

Website Coordinator

Requirements

- 1.** At least two (2) year abstinence from all drugs.
- 2.** Previous service experience at a group level.
- 3.** A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- 4.** Knowledge of and access to a computer, printer, word processing software, HTML/FTP software, and access to the internet.
- 5.** Willingness to serve, the time and initiative to commit for the length of time involved.
- 6.** Attends all Metro Nashville Public Information meetings.

Duties

- 1.** Maintain and keep current the www.nanashville.org website.
- 2.** Forward all correspondence received through the website to the appropriate persons or committees.
- 3.** Maintain links to NA World Services, and the Volunteer Regional website.
- 4.** Publish local Helpline information on the website.
- 5.** Maintain communication with the Meeting Schedule Coordinator in order to publish a current meeting schedule on the website.
- 6.** Publish information for events in the Greater Nashville and Middle Tennessee areas on the website. These events must be coordinated through the Activities committees from both areas, prior to publication.
- 7.** Provide dates, times, and locations for Greater Nashville and Middle Tennessee Area Service meetings on the website.
- 8.** Provide archival copies of website data to the Alternate Web servant and to the Public Relations Chairperson.

Article X

Special Guidelines for Meeting Schedules

The Meeting Schedule Coordinator will follow these special guidelines that pertain only to the directories.

- A.** Schedules will be printed prior to the Area Service Committee (ASC) meetings on an agreed frequency.
- B.** Information received after printing will be included in the following periods schedule if applicable.

C. A new meeting will be added to the schedule when the meeting is represented at the (ASC) by an elected Group Service Representative (GSR) or a home group representative.

D. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.

Article XI

Special Guidelines for Website

The Web Coordinator will follow these special guidelines that pertain only to the website.

A. Since information made accessible on the Internet can be accessed all over the world, we will not include full names of any individual members.

B. Information will be placed in accounts or web pages under the names of Middle Tennessee and/or Greater Nashville Area and not under the name of an individual member. E-mail directed to the Website will be received at an anonymous "mailto:MNPR", not any individual address.

C. In accordance with the request from NAWs, we will not put any copyrighted NA information online, with the exception of the following:

- 1.** Text not to exceed three (3) sentences in length.
- 2.** The Name "Narcotics Anonymous"
- 3.** The NA Service Symbol.
- 4.** The NA Logo.

E. Any printed material, which contains copyrighted items, must contain ownership information.

Article XII

Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote is needed. The proposed change must then be submitted and approved by both ASC's.