



*Palm Coast Area
Literature
Distribution*

Subcommittee Guidelines

Revised 6 / 9/2013

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1. Purpose

The purpose of the Literature Distribution Committee is to procure NA conference-approved literature and related items, and make it available for purchase by Palm Coast Area members and groups **at** the scheduled monthly business meeting of the Area Service Committee.

The subcommittee is responsible for maintaining the Area's literature inventory holding a prudent reserve of literature. This amount will fluctuate from time to time based on the needs of our area either growing or declining in its size and needs, not to exceed 10% over PAR (*See Supplements*). The subcommittee also serves as a communication link in all matters of literature between the group and literature committees on all levels – area, region, and world.

2. Subcommittee Structure

A. Administrative Committee

- i. Chairperson
- ii. Vice-Chairperson

B. Volunteers

All committee members should have knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA Service

3. Qualifications

A. Chairperson

- i. A minimum clean time requirement of two years continuous abstinence
- ii. Willingness to serve
- iii. **6 Months Prior** experience with a Literature Distribution subcommittee
- iv. An understanding of the service structure of Narcotics Anonymous
- v. An understanding of the responsibilities of all areas of Literature Distribution
- vi. Time, abilities and resources needed to meet the responsibilities of the position

B. Vice-Chairperson

- i. A minimum clean time requirement of one year continuous abstinence
- ii. Willingness to serve
- iii. **Prior** experience with a Literature Distribution subcommittee
- iv. An understanding of the service structure of Narcotics Anonymous
- v. An understanding of the responsibilities of all areas of Literature Distribution
- vi. Time, abilities and resources needed to meet the responsibilities of the position

C. Volunteers

- i. A desire to stop using
- ii. Willingness to serve
- iii. A desire to develop an awareness of the Twelve Steps, Twelve Traditions and the Twelve Concepts for NA Service

4. Responsibilities

A. Chairperson

- i. Shall be ultimately responsible for the functioning of the subcommittee
 - ii. Shall maintain all files and records
 - iii. Gives guidance, direction, encouragement and support to all committee members
 - iv. Represents the subcommittee at all ASC meetings and submits a monthly, written report of the committee's sales and purchases from the previous month's ASC meeting.
 - v. Stays in contact with Region and World in regards to availability and development of new literature
 - vi. Is responsible for placing and taking delivery of the literature order
- B. Vice-Chairperson
- i. Shall be in training for Chairperson position
 - ii. Shall perform the duties of the Chairperson in his or her absence
 - iii. Shall attend all ASC meetings
 - iv. Must be able to work hand in hand with **the** Chairperson

5. Decision-Making Procedures

A. CONSENSUS-BASED DECISIONS It is suggested that all subcommittee members;

- i. Should strive to remember that our personal recovery depends on unity
- ii. Should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints
- iii. Strive to establish unity, common respect and trust for one another
- iv. Whenever possible the subcommittee Chair shall seek a plan of action which all subcommittee members can "live with." This plan may not turn out to be anyone's ideal plan, but if all members can live with the plan, we can move forward in unity.
- v. The Chair shall encourage members with opposing viewpoints to suggest compromises which they will be able to support. This type of discussion shall be encouraged until common ground is discovered and adopted.
- vi. If after extensive discussion, common ground cannot be arrived at, the Chair shall suggest prayer and meditation on the issue, and shall table the discussion until later in the meeting, or until the following meeting.
- vii. If after extensive discussion, prayer and meditation, common ground still cannot be found, the subcommittee will resort to the Motion and Voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk a loss of unity.

B. Motions

- i. A motion can be made by any subcommittee member, including a volunteer member

- ii. A motion may be seconded by the subcommittee Vice-Chair, or any voting member

C. Voting

- i. All members with the exception of the Chairperson may vote on motions
- ii. In the event of a tie, the Chairperson may cast a tie-breaking vote

6. Policy & Procedures

A. Elections

i. The Chair for the Literature Distribution Subcommittee is elected by the GSR of the ASC. In addition to the suggested clean time requirements listed for the chair, 6 Months experience serving on a Literature Distribution Committee would be required.

B. Literature Sales

- i. The committee is responsible for the literature sales and collection of the money for the literature sold at the ASC meeting
- ii. The money collected from literature sales is finalized with the treasure at the end of each ASC meeting.
- iii. The literature committee sets the price for literature based on the cost and needs of the area adding appropriate state ~~and~~, local sales tax and shipping costs.
- iv. Backorders orders that could not be fully filled at the last ASC meeting, will be filled first.
- v. Orders submitted to the subcommittee will be paid for and then filled in the order in which they are received.
- vi. The literature distribution sub committee will make available 25 meeting lists per group each month at no charge when requested. Additional lists may be purchased in bundles of 25 at a cost of \$1.00

7 Removal of Officers

A. Voluntary Resignation

- i. Must be given in writing to the ASC chairperson.

B. Involuntary Removal

- i. Missing 2 consecutive ASC meetings without notifying an ASC admin committee member.
- ii. Relapse during term of office.
- iii. Failure to adhere to PCASC and sub-committee guidelines.

C. Impeachment-Contingent upon intentional violation of the Traditions and/or failure to perform duties and responsibilities.

- i. The Chairperson will give the individual notice in writing at least seven days prior to the ASC / Subcommittee meeting.
- ii. The motion for removal will be presented at the ASC meeting with said due cause.
- iii. The respondent will be given an opportunity for rebuttal immediately following the presentation of the motion.

- iv. A vote will be taken by closed ballot.
- v. 2/3 majorities vote is **required** for impeachment.

8 Suppliments

Current Palm Coast Area Policy Package

Handbook for Narcotics Anonymous Literature Committee WSO Rev 4/91

Par Inventory Allotment

Interactive Form with Par Inventory Allotment for Monetary value amount.

Palm Coast Literature Inventory Date 6/09/2013

| Item | English Par | Ending | | TOTAL |
|---|-------------|--------|---------|----------|
| Basic Text - Hard Cover | 60 | 20 | \$11.88 | \$237.60 |
| Basic Text - Soft Cover | 15 | 12 | \$11.88 | \$142.56 |
| Basic Text - Pocket Sized | 4 | 7 | \$11.88 | \$83.16 |
| It Works - Hard Cover | 30 | 25 | \$8.75 | \$218.75 |
| It Works - Soft Cover | 15 | 9 | \$8.20 | \$73.80 |
| It Works - Pocket Sized | 4 | 10 | \$9.00 | \$90.00 |
| Just For Today | 50 | 39 | \$8.75 | \$341.25 |
| Just For Today - Pocket Sized | 4 | 10 | \$9.00 | \$90.00 |
| Step Working Guide | 40 | 24 | \$8.30 | \$199.20 |
| Sponsorship Book | 15 | 20 | \$8.00 | \$160.00 |
| Introductory Guide to NA | 30 | 23 | \$1.95 | \$44.85 |
| White Book | 100 | 0 | \$0.72 | \$0.00 |
| Large Print Basic Text | 3 | 3 | \$16.20 | \$48.60 |
| Living Clean:The Journey Continues - Hard Cover | 20 | 5 | \$9.45 | \$47.25 |
| Living Clean:The Journey Continues - Soft Cover | 20 | 18 | \$9.45 | \$170.10 |
| | | | | |
| #1 Who, What, Why & How | 100 | 91 | \$0.24 | \$21.84 |
| #2 The Group | 35 | 50 | \$0.24 | \$12.00 |
| #5 Another Look | 75 | 49 | \$0.24 | \$11.76 |
| #6 Recovery and Relapse | 100 | 86 | \$0.24 | \$20.64 |
| #7 Am I an Addict | 100 | 80 | \$0.24 | \$19.20 |
| #8 Just For Today | 100 | 57 | \$0.24 | \$13.68 |
| #9 Living The Program | 75 | 36 | \$0.24 | \$8.64 |
| #11 Sponsorship | 100 | 37 | \$0.24 | \$8.88 |
| #12 Triangle of Self Obsession | 100 | 55 | \$0.24 | \$13.20 |
| #14 One addict's Experience | 75 | 66 | \$0.24 | \$15.84 |

| | | | | |
|---|-----|-----|--------|-------------------|
| #15 PI and the NA Member | 25 | 15 | \$0.24 | \$3.60 |
| #16 For the Newcomer | 100 | 72 | \$0.24 | \$17.28 |
| #17 For Those in Treatment | 50 | 40 | \$0.24 | \$9.60 |
| #19 Self Acceptance | 125 | 61 | \$0.24 | \$14.64 |
| #20 H&I and the NA Member | 50 | 47 | \$0.24 | \$11.28 |
| #21 The Loner | 40 | 111 | \$0.24 | \$26.64 |
| #22 Welcome to NA | 100 | 83 | \$0.24 | \$19.92 |
| #23 Staying Clean on The Outside | 100 | 67 | \$0.24 | \$16.08 |
| #24 Money Matters Self Support in NA | 50 | 108 | \$0.24 | \$25.92 |
| #26 Accessibility Additional Needs | 30 | 48 | \$0.24 | \$11.52 |
| #28 Funding N.A. | 40 | 115 | \$0.24 | \$27.60 |
| Information about NA | 30 | 95 | \$0.24 | \$22.80 |
| #2201 Introductions to NA Meetings | 40 | 95 | \$0.24 | \$22.80 |
| #2202 Group Business Meetings | 40 | 36 | \$0.24 | \$8.64 |
| #2203 Group Trusted Servants | 40 | 41 | \$0.24 | \$9.84 |
| #2204 Disruptive & Violent Behavior | 40 | 40 | \$0.24 | \$9.60 |
| #2205 NA Groups & Medication | 40 | 38 | \$0.24 | \$9.12 |
| #2206 Principles & Leadership in NA Service | 40 | 87 | \$0.24 | \$20.88 |
| #2207 Social Media & Our Guiding Principles | 40 | 46 | \$0.24 | \$11.04 |
| By Young Addicts, For Young Addicts | 80 | 42 | \$0.24 | \$10.08 |
| For the Parents of Young Addicts | 40 | 28 | \$0.24 | \$6.72 |
| | | | | \$0.00 |
| 12 Concepts of NA | 20 | 24 | \$2.00 | \$48.00 |
| Behind The Walls | 20 | 66 | \$0.92 | \$60.72 |
| In Times of Illness | 30 | 43 | \$3.18 | \$136.74 |
| Group Booklet | 15 | 13 | \$0.92 | \$11.96 |
| Step 4 Working Guide | 25 | 10 | \$0.75 | \$7.50 |
| NA A Resource in the Community | 20 | 84 | \$0.38 | \$31.92 |
| TOTAL: | | | | \$2,705.24 |

| | English | | | |
|-------------------------------|---------|--------|--------|---------|
| | Par | Ending | | |
| Group Reading Cards | 5 | 5 | \$4.53 | \$22.65 |
| Literature Committee Handbook | 1 | 1 | \$2.70 | \$2.70 |
| Guide To Phoneline Services | 1 | 1 | \$3.50 | \$3.50 |
| Convention Guidelines | 1 | 1 | \$3.50 | \$3.50 |
| Guide To Public Information | 1 | 1 | \$9.65 | \$9.65 |
| Treasures Handbook | 4 | 4 | \$2.05 | \$8.20 |
| Outreach Resource Information | 1 | 1 | | \$0.00 |
| Group Treasurer Record Pad | 8 | 8 | \$0.73 | \$5.84 |
| Group Treasurer Workbook | 4 | 0 | \$2.05 | \$0.00 |
| Starter Kits | 4 | 0 | | \$0.00 |
| Guide to Local Service | 3 | 3 | \$6.90 | \$20.70 |

| | | | | |
|---|-----|------|---------|------------|
| | | | | \$0.00 |
| White - Welcome | 500 | -582 | \$0.52 | \$562.64 |
| Orange - 30 Days | 400 | -531 | \$0.52 | \$484.12 |
| Green - 60 Days | 250 | -6 | \$0.52 | \$133.12 |
| Red - 90 Days | 150 | 25 | \$0.52 | \$13.00 |
| Blue - Six (6) Months | 100 | 2 | \$0.52 | \$1.04 |
| Yellow - Nine (9) Months | 100 | 51 | \$0.52 | \$26.52 |
| Moonglow - One (1) Year | 100 | 35 | \$0.52 | \$18.20 |
| Gray - 18 Months | 100 | 83 | \$0.52 | \$43.16 |
| Black - Multiple Years | 150 | 77 | \$0.52 | \$40.04 |
| 1 Year | 20 | 13 | \$0.52 | \$6.76 |
| 18 Months | 15 | 12 | \$0.52 | \$6.24 |
| 2 Year | 15 | 13 | \$0.52 | \$6.76 |
| 3 thru 7 years (10 of each) | 50 | 47 | \$0.52 | \$24.44 |
| 8 thru 15 year (6 of each) | 48 | 46 | \$0.52 | \$23.92 |
| 16 thru 20 year (4 of each) | 20 | 24 | \$0.52 | \$12.48 |
| 21 thru 25 year (3 of each) | 15 | 14 | \$0.52 | \$7.28 |
| 26 thru 31 Year (3 of each) | 18 | 17 | \$0.52 | \$8.84 |
| Eternity | 3 | 4 | \$0.52 | \$2.08 |
| | | | | \$0.00 |
| Medallion Journals- Black & Terra Cotta | 0 | 0 | \$17.00 | \$0.00 |
| Basic Journals - Gift Edition | 5 | 0 | \$19.44 | \$0.00 |
| Miracles Happen | 1 | 0 | \$28.30 | \$0.00 |
| Southern Exposure | 5 | 0 | \$5.40 | \$0.00 |
| It Works How & Why Gift Edition | 1 | 0 | \$17.00 | \$0.00 |
| Just For Today Gift Edition | 1 | 0 | \$17.00 | \$0.00 |
| Sponsorship Gift Edition | 1 | 0 | \$20.62 | \$0.00 |
| Basic Text Gift Edition | 7 | 0 | \$26.62 | \$0.00 |
| Medallion Key Rings - Black & Tan | 4 | 0 | \$8.64 | \$0.00 |
| Medallion Key Chains - Gold or Silver | 2 | 0 | \$13.60 | \$0.00 |
| Medallion Necklaces - Gold or Silver | 2 | 0 | \$13.60 | \$0.00 |
| Serenity Prayer Stained Glass | 1 | 0 | \$56.70 | \$0.00 |
| Living Clean | 20 | 0 | \$9.45 | \$0.00 |
| | | | | \$1,497.38 |