

**Bay Cities Area Newsletter Committee (BCANLC)**  
**Guidelines**  
**Revised March 12, 2025**

**I. Definition**

The Bay Cities Area Newsletter Committee (BCANLC) is a subcommittee of the BCASC, and consists of elected officers and interested members of NA from within the Bay Cities Area.

**II. Purpose**

- A. To collect articles sent in by members of NA, print and distribute in the newsletter at the BCASC business meeting.
- B. We distribute the newsletter to the Bay Cities Area every month as a service to its members and a way to generate unity within the area.

**III. Function**

- A. To receive information to print from the subcommittees of the Bay Cities Area.
- B. To provide committee representation at the monthly Bay Cities Area Business and quarterly Policy meetings.
- C. To provide a monthly newsletter to include, but not limited to:
  - 1. Articles sharing NA members' experiences with the Steps, Traditions, and Concepts.
  - 2. To announce upcoming service, entertainment, and recovery functions as a means of encouraging participation.
  - 3. To acknowledge recovery birthdays.
  - 4. To provide space for NA members to share their experience, strength and hope.
- D. To complete all functions within the framework of the Twelve Traditions and Concepts of NA.

**IV. Qualifications and Duties of Officers**

A. Chair person

**1. Qualifications**

- a. At least two years continuous clean time and maintenance thereof for the duration of the commitment
- b. At least one year of area service to include at least six months as a member of the BCASC.
- c. Willingness and ability to serve.
- d. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

**2. Duties**

- a. To preside over all monthly BCANLC meetings.
- b. To prepare an agenda for all said meetings.
- c. To provide a draft copy of the said newsletter to the Area Chair

and/or Vice-Chair.

- d. To review/proofread the newsletter, notifying the graphic artist of final changes or corrections prior to printing and distribution.
- e. To attend the monthly BCASC, quarterly Policy meetings, and any special meeting.
- f. To present an oral or written report to the BCASC summarizing BCANLC activities.
- g. Train the Vice-Chair in the performance of the duties of the chair.
- h. Getting the final draft to the printer.
- i. Picking up the newsletter from the printer and getting to the BCASC meeting.
- j. Delegate any of the above duties as required or needed to other BCANLC officers or members.

**B. Vice-Chair Person**

**1. Qualifications**

- a. At least one year continuous clean time and maintenance thereof for the duration of the commitment.
- b. At least six months of Newsletter or Area service.
- c. Willingness and ability to serve.
- d. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

**2. Duties**

- a. To attend all the BCANLC meetings.
- b. To assume the duties of the Chair person in their absence.
- c. To attend at least six BCASC and two Policy meetings to become familiar with the duties of the Chair person.

**C. Editor**

**1. Qualifications**

- a. At least six months continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Willingness and ability to serve.
- c. A working knowledge of the 12-Steps, 12-Traditions, 12-Concepts and Newsletter Guidelines.
- d. Have access to and working knowledge of a computer, graphic design and proofreading.

**2. Duties**

- a. To attend all BCANLC meetings.
- b. To layout and produce the monthly Keep It Simple Newsletter.
- c. Work closely with the Chair and Vice-Chair.
- d. Responsible to get the final copy(via Fax, e-mail, or in person) of the newsletter to the Chair eight (8) days prior to the business meeting, or 24 hours before the Policy meeting.

D. Assistant Editor

**1. Qualifications**

- a. At least six months continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Willingness and ability to serve.
- c. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts and Newsletter Guidelines.
- d. Have access to and working knowledge of a computer, graphic design and proofreading when the Editor is unavailable.

**2. Duties**

- a. To attend all BCANLC meetings.
- b. To assume the duties of the Editor in their absence.

E. Secretary

**1. Qualifications**

- a. At least four months continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Willingness and ability to serve.
- c. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.

**2. Duties**

- a. To attend all BCANLC meetings.
- b. To record and prepare minutes of the BCANLC meeting.
- c. To provide copies of the approved minutes to the Chair and Executive body of the BCASC.

F. Treasurer

**1. Qualifications**

- a. At least two years continuous clean time and the maintenance thereof for the duration of the commitment.
- b. At least six months of Newsletter or Area service experience.
- c. Willingness and ability to serve.
- d. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
- e. Must have financial stability.

**2. Duties**

- a. To attend all BCANLC meetings.
- b. To keep financial records of and take responsibility for BCANLC transactions.
- c. To attend and oversee sales of the Newsletter to the GSR's at the BCASC business meeting.
- d. To provide an updated financial record at the BCANLC meetings and attend all BCANLC audits.
- e. Maintain \$300 (three-hundred dollars) for prudent reserve.) Donate the rest to the Area on a quarterly basis.

**V. BCANLC Membership and Voting Privileges**

1. Anyone at the first meeting under a new Chair is a member and has full voting privileges.
2. Anyone is welcome to the monthly Newsletter Committee meeting. To be an active participant, one must meet the following:
  1. **Qualifications**
    - a. At least sixty days continuous clean time.
    - b. Attendance to two consecutive meetings.
    - c. Willingness and ability to serve.
    - d. A willingness to work the 12 Steps, 12 Traditions and 12 Concepts of NA.
  2. **Duties**
    - a. To attend all BCANLC meetings
    - b. To assist officers in the selection of articles for the Newsletter.
    - c. To solicit articles, birthdays, and subscriptions from within the rooms of NA.

**VI. Operational Guides**

1. Committee officers shall serve a term of at least one year.
2. All committee officers may succeed themselves in office if voted in by a simple majority vote. No officer may serve more than two consecutive terms in a particular office and/or when the position is filled.
3. Any committee officer may be removed during their term through a 2/3 vote, by the BCANLC or the BCASC due to unaccountability and/or lack of responsibility thereof.
4. Non-maintenance of clean time in an elected member is considered an automatic resignation of their position.
5. BCANLC Chair may vote only to break a tie.
6. BCANLC meetings are to be held monthly.
7. All submissions by e-mail are automatically considered to in compliance with the release form, giving permission to edit, as the committee deems necessary.
8. Acknowledgment of clean time birthdays may appear in the month that they occur.
9. Any unsold newsletters may be donated to BCASC H&I Subcommittee.

**VII. Article Approval**

- A. 500 word maximum for each article
- B. Must be recovery related, with no gang affiliation or logo association.
- C. No specific drug should be mentioned.
- D. No specific religion should be mentioned.
- E. When necessary, language will be changed to reflect a clean NA message.
- F. All members of the BCANLC may participate in acceptance of articles.
- G. Articles may be proofread for grammar.

**VIII. Newsletter Pricing**

- A. The “Keep It Simple” newsletter will accept a donation of a \$1.00 for each Cost subject to change depending on cost to print each month.
- B. Subject to change without notice by vote of the BCANLC committee.

**IX. Amendment Statement**

- A. Any amendments of the BCANLC Guidelines shall receive 2/3 vote of the committee members and the approval of the BCASC. These guidelines are intended to adhere to the BCASC guidelines.