

# **THE SASNA ONLINE SUBCOMMITTEE POLICY & PROCEDURES**

**Ratified August 1, 2018**

## **I. SUBCOMMITTEE PURPOSE**

The SASNA Online Subcommittee is responsible for providing functional websites for anyone seeking information about recovery in the Suffolk County Area of NA, and for maintaining SASNA Webmail.

### **DESCRIPTION OF SUBCOMMITTEE**

The committee consists of the following: Chair-Person, Vice- Chair-Person, Tech Team Member, Secretary and any other NA member that wants to participate.

### **FUNCTIONS OF SUBCOMMITTEE**

- Conduct monthly business meetings.
- Prepare & maintain all SASNA websites, policies, guidelines and procedures with Online subcommittee and SASNA approval.
- Serves as a communication link for meeting information between the ENYRSC, Other Areas, and NA World Services.
- Holds regular elections for open commitments within the subcommittee.
- Provide & participate in orientations, workshops and learning days.

## **II. VOTING PARTICIPANTS & PROCEDURES**

Any interested NA member that is in attendance at the SASNA Online subcommittee, is permitted to fully participate.

Participation includes but is not limited to: voting, questioning, presenting a motion, presenting a nomination, presenting reports, presenting points of personal privilege, calling for points of order and querying the chair.

- Simple majority vote for all matters before the subcommittee except policy changes.
- Two thirds majority to change established policy.
- All policy changes must be approved by the SASNA Online subcommittee.
- Voting members must attend the subcommittee meeting where the motion is being voted on, as well as the previous subcommittee meeting.

### **A. REMOVAL OF TRUSTED SERVANTS FROM SUBCOMMITTEE POSITIONS**

Any of the following may be reason to be removed from a trusted servant position within the committee

- Relapse.
- Two consecutive absences from SASOS monthly meeting.
- Gross neglect in fulfilling the responsibilities or carrying out tasks delegated as determined by the subcommittee as a whole.

## **B. PREFERRED EXPERIENCE AND RESPONSIBILITIES FOR TRUSTED SERVANTS**

### **1. CHAIR**

- Elected by SASNA ASC.
- Must qualify in accordance with the policies of SASNA.
- Preside over Website Subcommittee meetings.
- Attendance at SASNA STEERING and regular meetings as per their policies.
- Written and oral report at SASNA Online subcommittee regular meetings.
- Handles & monitors the revolving funds.
- Chair assumes responsibility in absence of any or all coordinators.
- Assumes responsibility of the standing subcommittee's revolving fund. The revolving fund is used for administrative expenses such as photocopying, printings, mailings and website maintained.

### **2. VICE CHAIR**

- One year clean time.
- One year website experience.
- A working knowledge of the twelve steps, traditions and concepts as they relate to NA service.
- Help the Chair maintain an orderly meeting.
- Act as Chair in the absence of Chair.
- Attend Website Subcommittee, STEERING meeting, and SASNA regular meeting.
- Vice Chair shall assist the Chair with the responsibilities in the absence of any or all coordinators.

### **3. SECRETARY**

- One year clean time.
- Good note-taking skills.
- Produce an accurate set of minutes at each subcommittee meeting.

### **4. TECH TEAM MEMBER**

Assist the webmaster with the following tasks.

- Updating & editing the site according to the direction of the Meeting List & Website Subcommittee.
- Brainstorming ideas to upgrade & improve the site
- Tech team members must have 1 year clean time if they are going to have access to Online subcommittee intellectual property.
- Knowledge of computers and web site design.
- Experience with HTML (Hyper text markup language)
- Experience with various web-design programs and FTP, PDF, DOC, JPEG, GIF files.
- Good technical communication skills.

**III. Suffolk Area Policy, The Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts of N.A. Service are the basis of our policy.**

In all matters of policy, and in all of our affairs, it is imperative that the SASOS abides by Suffolk Area Policy, the Twelve Traditions and the Twelve Concepts of N.A. Service.

**IV. Roberts Rules of Order (RRO) will govern our service structure and the procedures of our assemblies.**

Unless RRO conflicts with the Twelve Traditions of Narcotics Anonymous, we will use RRO as a "final word" in all questions of organizational structure and/or assembly procedure. In some extreme cases, it may be necessary to circumvent it; but this should be determined on a case-by-case basis by the SASOS Chair.

**V. SASOS Assembly**

SASOS will meet at least once per month.

**VI. Privacy Policy**

A privacy policy should be posted on the site and followed stringently by this subcommittee. This privacy policy should require a full 2/3 quorum for approval and for alteration.

**VII. Technical Policy**

A technical policy should be developed and followed. This policy does not need to be posted. This policy should require a full 2/3 quorum for approval and for alteration.

**VIII. Resources provided by SASOS will include but are not limited to the following**

**A. Web Pages**

**1. Public Information Page**

This would be a textual "PI Presentation". It would contain information needed by newcomers, relatives and organizations that are interested in finding out about SAS NA. This page should be created in close conjunction with a PI liaison.

**2. Meeting Lists**

This is quite possibly the most important resource we will provide to our visitors. The current SAS meeting list should be provided here and kept as up-to-date as possible.

It is imperative to cooperate with the Meeting List Subcommittee in the presentation of the meeting lists.

**3. Links**

We may provide links to other NA sites; but we should be very careful to which sites we link. A link could be construed as an implied endorsement, so we need to carefully consider the contents and the adherence to the Traditions of sites to which we link.

It should be made abundantly clear that our privacy policy may not apply to these other sites.

**4. Literature & Downloads**

Approved literature may be posted, as long as all copyright and the FIPT is honored. An FAQ (Frequently Asked Questions) page may be

created; but care should be taken to ensure that the contents are appropriate if possible. This should be reviewed by a PI liaison prior to being posted.

#### **5. Events and Activities**

Events and activities from the Suffolk Area, as well as from other areas will be posted. Cooperation with other areas should be utilized when possible.

#### **B. Email addresses/SASOS Members**

The SASOS will maintain a server that will have the following mail accounts. These accounts will be provided to the SAS officeholders for the duration of the term of their service to SAS. When SAS members leave their office, these Email accounts will be revoked and will be provided to the successor to that office.

These Email accounts are to be considered the property and responsibility of SAS, and should not be used as personal Email accounts. Their primary purpose is to provide people outside of SAS a means by which to communicate with SAS members.

Any and all correspondence to and from these Email addresses should be considered the property of SAS. SAS members are responsible for observing decorum and abiding by the Traditions in their use of these Email addresses.

SAS members should remember that these addresses represent SAS. Such things as participation in flame wars, indecent or suggestive discussions and harassing behavior will result in immediate suspension of the affected Email address. Such behavior will be determined at the SASOS Chair's discretion.

These mail accounts will be set to autoforward to the private accounts of SAS members. It is the responsibility of SAS members that wish to work with the SASOS to get their own Internet access and personal Email account, then inform the SASOS of that account. The SASOS and its ISP are not responsible for providing general online access for SAS members, although it may be consulted. Care should be taken not to endorse organizations outside of NA; but individual SASOS members may have preferences that they may wish to share.

#### **1. SAS Members**

##### **a. All Administrative Committee**

- 1. SAS Chair**
- 2. SAS Vice Chair**
- 3. SAS Secretary**
- 4. SAS Treasurer or Assistant**
- 5. SAS Regional Committee Member or Alternate**

**b. All Subcommittees**

Each Subcommittee of SAS is encouraged to send a representative to SASOS meetings, and should appoint/elect a member responsible for maintenance of the Subcommittee's Web page. This representative would serve as the liaison between the Subcommittee and SASOS, and would be considered a voting member of SASOS.

- 1. Hospitals and Institutions**
- 2. Events and Activities**
- 3. Policy**
- 4. Convention**
- 5. Literature Sales**
- 6. Meeting List**
- 7. Public Information**
- 8. Online**
- 9. Outreach**
- 10. Helpline**
- 11. Insurance Liaison**
- 12. Ad Hoc Subcommittees**

**2. PI Contact**

A separate Email address is to be provided to addicts and non-addicts outside of SAS and NA as a point of contact with SAS. This Email address and any mail thereof are under the control of the SAS PI Chair. It is essential that any outgoing mail from this address be carefully reviewed by the SAS PI Chair prior to it's being sent, as this address will represent SAS to the outside world.

**C. Technical Support**

The SASOS may, at the discretion of the Committee, provide some technical support to SAS members in order to allow these members to utilize the services provided the subcommittee.

Support should be limited to that support necessary to get the SAS member working with our services. Under no circumstances should any SAS member consider the SASOS to be a technical support organization. Support is provided as a courtesy and in a spirit of cooperation and unity. Its scope is entirely determined by the SASOS Committee as a whole.

The SASOS Committee has the final word on all technical support provided by a member of the subcommittee, as long as that member is working on behalf of the SASOS. An SASOS Committee Member may withhold support at their personal discretion, but should keep the spirit of the First Tradition in mind at all times.

**IX. Facilities**

**1. SASOS facilities will consist of the following**

**a. Internet Service Provider**

This will be a third party Internet Service Provider (ISP) that will

maintain our domain, mail services and Web pages. In order to comply with the Traditions, we cannot accept donations of services.

**b. Meeting Place**

The time and place will be determined by the SASOS Chair. This is a venue for our monthly meetings. It can only be donated if an SASOS member provides it.