**Seattle Area Heroin Anonymous Structures and Bylaws**

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# SECTION 1 - BASIC DEFINITIONS

## **1.1: How Heroin Anonymous works in Seattle, WA**

Heroin Anonymous in Seattle has always tried to adhere to the principles and traditions of our fellowship as a whole. We want to maintain our identity as an anonymous 12-step recovery fellowship whose primary purpose is to carry the message to the heroin addict who still suffers. We recognize the dangers of affiliation with other groups or organizations. Therefore, keeping with the Twelve Traditions, Heroin Anonymous in Seattle, hereafter referred to as Seattle Area of Heroin Anonymous (or S.A.H.A.), has developed working principles which guide our actions. Some of these follow:

## **1.2: Anonymity**

Individual anonymity is paramount. No H.A. members have the right to disclose the identity or membership of any other H.A. member. We must always maintain personal anonymity at the level of press, radio, television, film, and internet. Inquiries for verification of a person’s membership are always turned down; S.A.H.A. under no circumstances makes such a disclosure with the exclusion of signing “attendance verification cards'' from treatment programs, courts, and probation departments.

## **1.3: Membership**

In the spirit of Tradition Three, “The only requirement for membership is a desire to stop suffering from heroin addiction”, a person is a member of Heroin Anonymous if they have the desire to stop suffering from heroin addiction.

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## **1.4: Flyers**

Flyers which announce special speakers may only use the speaker’s first name, first initial of their last name, and may also mention the speaker’s home city. All flyers must include the H.A. logo, with the registered trademark symbol and a pull date. Flyers should be shown and approved by a majority vote from the steering committee of the committee they are intended for. Additionally, they must not include reference to any facilities or outside enterprises in such a way as to imply endorsement or utilize images and verbiage that may be controversial such as: referencing drug use, sexual acts, violence, etc.

## **1.5: Advertisements**

Any and all advertisements for H.A. events must be approved prior to their publication at the regularly scheduled business meeting of Seattle Area and should adhere to H.A.W.S. approved Public Information guidelines.

# SECTION 2 - GROUP POLICIES AND PROCEDURES

## 2.1 Record Retention Policy

### A. Document DestructionThe Document Retention and Destruction Policy outlines the record retention responsibilities S.A.H.A. members are required to honor:

1. Paper or electronic documents indicated under the terms for retention in the following

section will be transferred and maintained by S.A.H.A Secretary.

2. All other paper documents will be destroyed after three years.

3. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year.

4. Paper or electronic documents will not be destroyed or deleted if pertinent to any

ongoing or anticipated legal issues.

### B. Record RetentionThe following table indicates the retention periods for various types of documents S.A.H.A may handle:

| Type of Document | Minimum Requirement |
| --- | --- |
| Accounts Payable ledgers and schedules | 7 years |
| Audit Reports | Permanently |
| Bank Reconciliation | 2 years |
| Bank Statements | 3 years |
| Checks (for important payments and purchases | 7 years |
| Contracts (still in effect) | Contract Period |
| Correspondence (general) | 2 years |
| Correspondence (legal & important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Year end financial statements | Permanently |
| Inventory records for products, materials, policies etc | 3 years |
| Invoices (to customers, from vendors) | 7 years |
| Minutes, bylaws, and charter | Permanently |
| Tax Returns and Worksheets | Permanently |

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## 2.2 Service Attendance Policy

Members who hold service positions on behalf of S.A.H.A at any level will be asked to attend their regularly scheduled business meeting for the group that they are serving. It is suggested that if the trusted servant is not able to attend the regularly scheduled business meeting that they contact the meeting chair to let them know they will not be in attendance. If an elected member is unable to attend the business meeting it is strongly encouraged that they send a proxy in their place. It is suggested that if an elected member has not attended the business meeting for the group they are serving for two (2) consecutive meetings, that the chair person or other trusted member contact this individual and ask for their recommitment to the position. However, if the member is not in attendance at the following business meeting, totaling three (3) consecutive meetings, the group may move to vacate the member’s position in order to conduct business. If a member is absent from greater than 20% of total meetings during their service term, the committee may also choose to vacate their position in order to conduct business.

## 2.3 Member Safety Policy

Tradition Five states: “Each group has but one primary purpose — to carry its message to the heroin addict who still suffers.”

Any person seeking help for a heroin addiction is welcome at this group. No H.A. entity determines an individual’s membership in Heroin Anonymous. It is this group’s conscience that if any person endangers or threatens another individual or disrupts the group’s efforts to carry the message of Heroin Anonymous, the group may ask that person to leave the meeting.

This group strives to safeguard the anonymity of H.A. members and attendees; however, keep in mind that anonymity in H.A. is not a cloak for unsafe and illegal behavior. Addressing such behavior and/or contacting the proper authorities when appropriate, does not go against any H.A. Traditions and is meant to ensure the safety of all in attendance.

The short form of Tradition One states: “Our common welfare should come first; personal recovery depends upon H.A. unity.” Recognizing the importance of group unity, our group strives to create a safe meeting environment in which heroin addicts can focus on achieving sobriety.

• Safety is a topic within H.A. that groups and members can address. Developing workable solutions to help keep meetings safe can be based on the principles of H.A. In discussions about safety, keep the focus on our primary purpose, our common welfare, and placing principles before personalities.
• Predatory behaviors and unwanted sexual advances are in conflict with carrying the H.A. message of recovery and with H.A. principles.
• H.A. does not provide medical advice or detox services; it has no opinion on outside issues, including medication. Medical advice should only come from a qualified physician.
• The only requirement for H.A. membership is a desire to stop suffering from heroin addiction. Groups and members strive to create a safe environment for the heroin addict who still suffers.
• If safety concerns arise, individuals can speak with a sponsor, members of the group, a trusted friend, and/or a professional to address the concern.
• Service entities, such as areas, districts, and intergroup/central offices are available to help provide H.A. services and shared experience. All groups and entities in H.A. are autonomous. There is no government within H.A. and no central authority to control or direct its members, but we do share our experience, strength and hope.

## 2.4 Financial, IT, and Software Policies

In the interests of S.A.H.A. as a whole, and to ensure transparency to those we serve, no one member can be the sole holder/signer/admin of any passwords, program credentials, bank accounts, S.A.H.A. social media pages, financial institutions, and important documentation associated with S.A.H.A. It is suggested in the spirit of transparency that there be a viewable password manager that is available to the steering committee upon request and that the Secretary maintain and update all credentials.We suggest the following:

Bank account information (Finance Committee)- Treasurer, Vice Treasurer, Secretary, Vice Chair, Advisor

I.T. login credentials- The Chair-person of said committee and Secretary

# SECTION 3 - H.A. MEETINGS

## 3**.1: Regular Meetings**

Closed Meeting - Attendance is restricted to H.A. members only.

Open Meeting - Attendance by anyone interested in H.A. is permitted. Visitors are, however, asked to respect the anonymity of those attending the meeting.

## 3**.2: Hospitals and Institutions Meetings**

Hospitals and Institutions (H&I) Meetings - Open only to people on the Hospitals and Institutions Committee, their guest speakers, and clients of the hospital or institution. No visitors are permitted at any time. These meetings are not listed in the meeting directory, nor do they observe the Seventh Tradition. H&I meetings should always be closed meetings.

# SECTION 4 - THE HEROIN ANONYMOUS GROUP

The basic unit in H.A. is the local group, which is autonomous in matters not affecting other groups or H.A. as a whole.

The group has but one primary purpose, to carry its message to the heroin addict who still suffers. Each group is self-supporting through their own contributions, as according to the Seventh Tradition. As the Twelve Steps are our guide to personal recovery, the Twelve Traditions are our guide to group unity, growth, and discipline.

The importance of the group, what it constitutes, and its functions can’t be stressed enough. Maintenance of our recovery is greatly enhanced by the sharing of our experience, strength, and hope with each other.

Most members in H.A. achieve and sustain their recovery as a direct result of working the Twelve Steps with the guidance of a Sponsor. Many of these same people find the inspiration to get a sponsor and work the Twelve Steps in a group of H.A. The group is the heart of the fellowship of Heroin Anonymous and is vital to those who suffer from heroin addiction.

The group’s first responsibility - perhaps best expressed by the First Tradition “Our common welfare should come first; personal recovery depends on H.A. unity.”

Most meetings follow a set format, although distinctive variations have developed. A trusted servant describes the program briefly for the benefit of the newcomers, and then turns the meeting over to the speaker or participation. A “Speaker Meeting” involves one or more speakers, who relate their experience, strength, and hope. A “Participation Meeting” involves individuals voluntarily sharing their experience, strength, and hope.

During the meeting, there is usually a period for announcements of interest to the meeting. A collection is often taken to cover rent, literature, chips, refreshments, and contributions to the Area and World Service Office as per the Seventh Tradition.

## 4.1: Definition of an H.A. Group

A group is recognized as an H.A. group if the following conditions are met:

1. The only requirement for membership is a desire to stop suffering from heroin addiction.
2. Fully self-supporting.
3. The primary purpose is to carry its message to the heroin addict who still suffers.
4. No outside affiliations.
5. Has no opinion on outside issues.
6. The public relations policy is based on attraction rather than promotion. Its members maintain their personal anonymity at the level of press, radio, television, films, and internet.

## 4**.2: Definition of an H.A. Homegroup**

A group is an H.A. homegroup if it meets the conditions for an H.A. group defined above and also wishes to be a homegroup. It’s important to note that a homegroup must be recognized by S.A.H.A. to be considered a part of S.A.H.A.. New meetings that want to become homegroups should send a representative to the Area meeting to inform them of their status as a homegroup and request to be added to meeting lists.

# SECTION 5 - GROUP TRUSTED SERVANTS - HOMEGROUP LEVEL

As Tradition Two reminds us, “For our Group purpose there is but one ultimate authority - a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern”. Group servants at any level should be experienced with the Twelve Steps and the Twelve Traditions. The following are suggested guides for the formation and organization of Heroin Anonymous groups in the Seattle, Washington Area. Each Heroin Anonymous group is, however, autonomous and may organize itself within the Traditions as it sees fit.

## 5.1: Meeting Level Positions

### Meeting Secretary

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 month
 Suggested Term Limit: 1

The Group Secretary is a trusted servant whose responsibility lies in providing the H.A. Group with the leadership best suited to ensure that the Homegroup operates within the Twelve Steps and Twelve Traditions. The suggested requirements for the office are a minimum of six (6) months of continuous sobriety, and a working knowledge of the Twelve Steps and the Twelve Traditions. Duties and responsibilities include:

1. Seeing that the format, in accordance with the group conscience, is followed.
2. Seeing the responsibilities of other trusted servants are met.
3. Seeing that 7th Tradition collection is accounted for in accordance with the group conscience, through the Treasurer.
4. Seeing that the group conscience is represented through the GSR at the Seattle Area monthly business meeting.
5. Seeing that rent for meeting space is paid.
6. Keeping an accurate, up-to-date record of changes in the group conscience.
7. Keeping a record of the Homegroup list.
8. Keeping a record of each officer’s election date.

### B. Speaker Seeker, Greeter, Setup, and Cleanup

Suggested Sobriety Requirements: 1 month

Suggested Term of Office: 1 month
Suggested Term Limit: None (This should rotate monthly in accordance with the spirit of rotation)

Speaker Seekers (or Meeting Chair seekers) are responsible for finding each week's speaker. Greeters are persons assigned to the door to greet people when they arrive at the meeting and introduce themselves. This person helps to make those who come to the meeting feel welcome. Other group members may be of service by arriving early to set up the meeting, or staying after to clean up after the meeting.

## 5**.**2**: Homegroup Business Meeting Positions**

### Business Meeting Chairperson

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The Business Meeting Chairperson presides over the regular business meeting of the group. The business meeting chair is responsible for leading the business meeting in accordance with basic parliamentary procedure. This person may arrive early and work together with the Group Business Secretary to see that the meeting is set up and started punctually. The chairperson does not have a vote in business matters, unless in the instance of a tied decision by voting members.

### Business Meeting Vice-Chairperson

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The primary purpose of the Vice-Chairperson is to shadow the Chairperson in order to learn how to preside over a business meeting. The Business Meeting Vice-Chairperson presides over the regular business meeting of the group if the chair is absent. It is suggested that the Vice-Chair position rolls into the Chair Position upon completion of business term. The Vice-Chairperson has a vote, unless they are acting as the Chairperson in which they can vote in the instance of a tied decision by voting members.

### Business Meeting Secretary

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain records and minutes from the homegroup business meeting. The Business Secretary is also responsible for maintaining records and minutes in accordance with the guidelines suggested for record retention (outlined in section 2, subsection 2.2).

### Business Meeting Treasurer

Suggested Sobriety Requirements: 1 year

Suggested Term of Office: 1 year

Suggested Term Limit: 1

The purpose of the Group Treasurer is to collect incoming funds, keep an open record of

the group’s income and expenses, and to give the group a monthly financial report. The

Group Treasurer disperses funds for the purchase of any needed materials and turns

over the 7th Tradition donation to the GSR. The group’s finances should be open to any

and all homegroup members upon request.

### Business Meeting Vice-Treasurer

Suggested Sobriety Requirements: 1 year

Suggested Term of Office: 1 year

Suggested Term Limit: 1

The primary purpose of the Vice-Treasurer is to shadow the Treasurer in order to learn how to preside over the meeting treasury. The Business Meeting Vice-Treasurer can step in to help with treasury if the treasurer is absent, at the discretion of the group. It is suggested that the Vice-Treasurer position rolls into the Treasurer Position upon completion of business term.

1. Group Service Representative (GSR)

Suggested Sobriety Requirements: 1 year
Suggested Term of Office: 1 year
Suggested Term Limit: 1

The GSR is the link between the Seattle Area and the homegroup. It is the responsibility of the GSR to carry the conscience of their group to the monthly business meeting of S.A.H.A.. The GSR is not, however, necessarily bound by this group conscience when voting at S.A.H.A., in keeping with Concept III of the Twelve Concepts for World Service, the traditional “Right of Decision.” The GSR is also responsible for bringing monthly donations from the Seventh Tradition to S.A.H.A., the purchasing of chips and literature, and keeping receipts and records of these transactions. The suggested requirements and responsibilities for the office of GSR are as follows:

1. Has completed and maintains a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Heroin Anonymous.
2. The person be an active member of a homegroup.
3. A commitment to attend the S.A.H.A. monthly business meeting.
4. Keeping the alternate GSR informed, and notifying them if they cannot attend the monthly S.A.H.A. meeting.
5. Take the group’s 7th Tradition donations to Area, and maintain records and receipts of these donations.
6. Purchase all chips & lit material for the group during S.A.H.A. monthly business meeting.

### Alternate Group Service Representative (GSR)

Suggested Sobriety Requirements: 1 year

Suggested Term of Office: 1 year

Suggested Term Limit: 1

The Alternate GSR’s responsibility is to fulfill the duties of the GSR if the GSR is absent

or unable to attend to their responsibilities.

# SECTION 6 - SERVICE AT THE AREA LEVEL

##

## 6**.1: Area Level General Guidelines**

### Purpose

The purpose of S.A.H.A. is to serve Heroin Anonymous Groups in the Seattle Area, and to make decisions concerning the business affairs and services of Heroin Anonymous in Seattle, Washington in the spirit of the Twelve Traditions and Twelve Concepts World Services.

### Membership

The membership of Seattle Area is composed of an GSR from each H.A. Group in the Seattle, Washington Area, the chairpersons from each sub-committee, and the Board of Directors. Visitors are welcome to attend and participate but may not make motions or vote.

### Voting Procedures

The attendees eligible to vote in Seattle Area are the GSR’s from each H.A. group in the Seattle, Washington area, the chairpersons from each sub-committee, and the Board of Directors. The members of the Board of Directors have one (1) vote each, except in elections where the Board of Directors has one (1) vote collectively. A simple majority of all eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution, with the exception of motions concerning changes to the guidelines of S.A.H.A.. Each voting member of Seattle Area is limited to carrying no more than one homegroup; if a member is voting in an election or other matter that has been taken to the homegroup for consideration, that member may cast votes representing a maximum of two homegroups’ group consciences. A two-thirds majority of all eligible votes is required for any change or revisions to the Seattle Area Guidelines.

### Election Procedure

The election procedure is a four-month process. The first month, four months prior to election, the upcoming election is announced. In the second month, nominations are made and seconded. In the third month, each nominee or their representative will have the option of giving a short presentation of their qualifications. Each nominee must submit his or her qualifications in writing, with enough copies for each member of S.A.H.A.. GSRs will then take these “service resumes” back to their homegroups. In the fourth month, the GSRs will return to vote their group conscience. A two-thirds majority of voting members will be needed for election. If there are more than two candidates and none receive two-thirds majority, the two candidates receiving the most votes in the initial balloting will be voted on, until two-thirds majority is reached in a vote between those two.

The election process will be held as follows:

* March - June: Advisors
* September - December: Board Members
* September - December: Chips and Literature Chair

Upon any circumstance that a S.A.H.A. elected position is unable or unwilling to fulfill the responsibilities (i.e. consistent attendance at the monthly business meeting, presenting reports, giving presentations, etc.) of their position, the Board of Directors are responsible for contacting this individual and asking for their recommitment to the position.

If this individual does, in fact, resign and there is no elected alternate in place, the B.O.D. is responsible for appointing an individual to fulfill the current position's elected term.

If this individual does, however, recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the B.O.D. is responsible for replacing this individual in the manner described above. At all times, the utmost care must be taken to ensure the elected position is given the opportunity to serve.

### Constitution of a Quorum

A quorum shall consist of two-thirds of the eligible votes at any regular Area or special Area meeting, held upon proper notification. A quorum will be established at the beginning of each meeting and stay in force for the duration of that meeting’s business.

### Monthly Regular S.A.H.A. Meeting Schedule

The regular business meeting of Seattle Area is held on the second Sunday of each month. Chips, Literature, and Big Books are available during the business meeting starting at 2pm. Special meetings may be called by the Chairperson of Seattle Area with proper notification.

## 6**.2: S.A.H.A. Board of Directors (**B.O.D.**)**

The Seattle Area Board of Directors shall consist of six persons: Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice- Treasurer, and an Advisor. Persons may be elected to the B.O.D. by the Seattle Area; however, the B.O.D. itself may appoint a person to the Board to fill a vacant position. Elections for the Board of Directors for Seattle Area is a 4-Month process beginning in September (with the exception of the Advisor position which will begin in March), with new Directors taking office in January. Members should serve no more than 2 consecutive terms.

### Chairperson

Suggested Sobriety Requirements: 2 years

Suggested Term of Office: 2 years
Suggested Term Limit: 1

It is recommended that the candidates for Chairperson be able to identify as heroin addicts and be active in Heroin Anonymous. They should also have the necessary time available to engage in the H.A. service activity required of the position. A further recommendation is that the nominee shall have served, or is presently serving on Seattle Area in some capacity. The Chairperson is selected by the voting members of S.A.H.A.. It is also suggested that the Chairperson be familiar with the basic parliamentary procedures; have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of World Service. The Chairperson is responsible for signing any contracts entered into by S.A.H.A. or its sub-committees. The Chairperson chairs the monthly S.A.H.A. business meeting but carries no vote except in the case of a tie, in which case, the chairperson will break a tie with one (1) vote.

### Vice Chairperson

Suggested Sobriety Requirements: 2 years

Suggested Term of Office: 2 years
Suggested Term Limit: 1

It is recommended that the candidates for Vice Chairperson be able to identify as heroin addicts and be active in Heroin Anonymous. They should also have necessary time available to engage in the H.A. service activity required of the position. A further recommendation is that the nominee shall have served, or is presently serving on Seattle Area in some capacity. The Vice Chairperson is selected by the voting members of S.A.H.A.. It is also suggested that the Vice Chairperson be familiar with the basic parliamentary procedures; have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of World Service. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Vice Chairperson helps to coordinate all sub-committee functions.

### Secretary

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain records and minutes for S.A.H.A., as described below. It is recommended that the candidates for Secretary be able to identify as heroin addicts and be active in Heroin Anonymous. They should also have the necessary time available to engage in the H.A. service activity required of the position. A further recommendation is that the nominee shall have served, or is presently serving on Seattle Area in some capacity. The Secretary is selected by the voting members of S.A.H.A.. It is also suggested that the Secretary be familiar with the basic parliamentary procedures; have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of World Service.
Duties and Responsibilities:

* Keep minutes of the Seattle Areas monthly business meetings and the monthly board of directors meetings
* Prepare a draft agenda and minutes from the previous months S.A.H.A. meeting
* Maintain, in good form, all minutes of the Seattle Areas business meetings to include written reports from those committees responsible to submit reports.
* Keep records of all elections and terms of office
* Keep an up-to-date H.A. calendars
* Keep an accurate record of any changes to the guidelines

### Treasurer

Suggested Sobriety Requirements: 2 years

Suggested Term of Office: 2 years
Suggested Term Limit: 1

It is recommended that the candidates for Treasurer be able to identify as heroin addicts and be active in Heroin Anonymous. They should also have necessary time available to engage in the H.A. service activity required of the position. A further recommendation is that the nominee shall have served, or is presently serving on Seattle Area in some capacity. The Treasurer is selected by the voting members of S.A.H.A.. It is also suggested that the Treasurer be familiar with the basic parliamentary procedures; have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of World Service.

The treasurer collects, records, and deposits group contributions while paying all debts incurred by Seattle Area. The treasurer gives a monthly financial report to Seattle Area and makes records available to their officers. The budget for any sub-committee of S.A.H.A. is contingent upon the availability of funds. So each committee's monthly budget may be adjusted to the needs of H.A. as a whole with the agreement of the S.A.H.A. Treasurer and the head of the committee in question. If the head of the committee and the Treasurer do not agree, the matter will be resolved by S.A.H.A. itself at the next regularly scheduled business meeting.

\* Special Note: All charges to any Seattle Area account must be cleared through the Treasurer. The Treasurer shall issue an appropriate purchase order number. Persons making unauthorized purchases or charges on any account will be held personally responsible for such charges.

\* Special Note: Any standing committees that have a cash or checking account are required to bring a monthly statement similar to the Treasurer’s Report to the regular monthly S.A.H.A. meeting.

### Advisor

Suggested Sobriety Requirements: 2 years

Suggested Term of Office: 2 years
Suggested Term Limit: 1

It is recommended that the candidates for Advisor be able to identify as heroin addicts and be active in Heroin Anonymous. They should also have the necessary time available to engage in the H.A. service activity required of the position. A further recommendation is that the nominee shall have served, or is presently serving on Seattle Area in some capacity. The Advisor is selected by the voting members of S.A.H.A.. It is also suggested that the Advisor be familiar with the basic parliamentary procedures; have working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of World Service.

Advisors do not represent; they serve. Their purpose is to ensure the continuation and growth of Heroin Anonymous in the Seattle, WA Area. Their function is to deal with things inside and outside the fellowship which affect the continuation and growth of Heroin Anonymous in the Seattle area. They are the guardians of the Twelve Traditions and Twelve Concepts. The advisors do not have the authority to control Heroin Anonymous, or to change the nature of the fellowship. Our Second Tradition ensures that major policy decisions will be made by the group conscience of S.A.H.A.. The practical function of the Advisor position is to offer guidance to members, groups, and committees in matters concerning the Traditions or matters which affect Heroin Anonymous as a whole. Advisors are encouraged to attend the monthly business meetings of S.A.H.A. as well as sub-committee meetings. The advisor will approve all flyers to be distributed to the fellowship of the Seattle area.

# SECTION 7 - STANDING COMMITTEES OF SEATTLE AREA

The following represents the standing sub-committees of Seattle Area:
- Hospitals and Institutions Committee (7.1)
- Chips and Literature Committee (7.2)
- Activities Committee (7.3)
- Structures and Bylaws Committee (7.4)

- Public Information Committee (7.5)

Each sub-committee is directly responsible to Seattle Area and the Chairperson of each sub-committee, or their designated representative, shall report at each regularly scheduled meeting of Seattle Area. Each sub-committee should elect, as chairpersons, members with considerable sobriety. Where possible, qualifications pertaining directly to the service required in the particular sub-committee are desirable. All standing sub-committee Chairpersons shall serve a term of one (1) year, but shall be eligible for re-election. It is suggested that the Chairperson and Vice-Chairperson be selected by the committee for its seasoned members.

\* Special Note: It is suggested that standing committees update their guidelines (if changes have been made) at the beginning of each year and provide the B.O.D. of Seattle Area a copy of the updated guidelines by February of the same year.

\* Special Note: If a standing committee has a budget, said committee should submit a copy of a projected budget to the treasurer and chairperson of S.A.H.A. in the month of December.

## 7**.1: Hospitals and Institutions Committee**

The purpose of the Hospitals and Institution Committee is to carry our message of recovery to addicts in hospitals and institutions. The functions of this committee are as follows:

1. When allowed to do so, take H.A. meetings into facilities within the Seattle, Washington area.
2. Provide a liaison (HPI) between treatment facilities and groups on the outside.
3. Arrange purchasing and distribution of literature for H.A. H&I meetings in hospitals and institutions while adhering with facility guidelines.
4. Understand, respect, and follow all facility requirements and regulations.
5. Make information about H.A.’s functions and purpose available to hospitals and institutions.
6. Seek out new facilities which will accept an H.A. H&I meeting.
7. Provide speakers for treatment facilities, as required.
8. Submit an annual budget to Seattle Area.
9. Any standing sub-committee that has a cash or checking account is required to bring a monthly statement similar to the treasurer’s report to the monthly business meeting of S.A.H.A..

## 7**.2: Chips and Literature Committee**

Both will fulfill the primary responsibility of their positions: To make chips and literature available at the monthly business meetings of S.A.H.A.. Also, to make chips and literature available at other times when possible and prudent.

1. Chairperson

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The chairperson is suggested to attend all Seattle Area monthly business meetings. The Chairperson shall also carry the monthly committee report and carry a vote.

1. Co-Chairperson

Suggested Sobriety Requirements: 6 months

Suggested Term of Office: 1 year
Suggested Term Limit: 1

The Co-Chairperson is suggested to attend all Seattle Area monthly business meetings. The Co-Chairperson shall also carry a vote if the Chairperson is not present at S.A.H.A..

## 7.3: Activities Committee

The Seattle unity committee is responsible for enabling support, recovery, and outreach through extracurricular activities in order for enhanced intergroup fellowship and personal unity. In order to better pursue this course, the H.A. Unity Committee will be empowered to support, enable, provide, and inform Seattle HA in regard to events, fellowship, and outside activities within the programs.

## 7.4: Structures and Bylaws Committee

The Structures and Bylaws Committee is responsible for managing and amending the Seattle H.A. bylaws in order to foster growth and flexibility within the 12 traditions and World Concepts. Any changes made to bylaws or policies must be submitted to Area for approval. Structures and Bylaws will not be empowered to alter or amend any documents or policies unless approved by the normal voting standards described in the existing bylaws at the time of potential amendment.

## 7.5: Public Information Committee

The Public Information Committee will be responsible for, within approval and reason, informing relevant sources (decided upon by Area) with information regarding Seattle HA. Said committee will be responsible for disbursing information, dates, locations and generalized information that forwards our common purpose, helping others to achieve sobriety. The Public Information Committee will be required to submit all potentially disbursed information to Area before said disbursement occurs.

# SECTION 8 - PROCEDURES, TRADITIONS, AND CONCEPTS

## 8**.1: Basic Parliamentary Procedure**

* Motion - Any list of businesses brought before Seattle Area on which an action or decision is proposed.
1. A motion must be seconded before it can be discussed
2. Following discussion on a motion, a call to vote may be made. If the call to vote carries, the motion on the floor may be voted upon
* Eligibility - Those eligible to vote or make motions before Seattle Area are GSRs, Members of the Board of Directors, and Chairpersons of Standing Committees (or their representatives). The board of directors has one (1) vote each, except in elections where they have one (1) vote collectively.
1. A simple majority of eligible voters is required for the adoption of most motions.
2. In most cases a vote is by voice with members signifying either “Aye”, “Nay”, or “Abstain.” If the vote is not unanimous, then a show of hands is called for.
3. In elections, a written ballot is required.
4. Before the vote is actually taken, the Chairperson calls for the Secretary to restate the motion.
5. A motion which passes is “carried”.
* A quorum - Two-thirds of the H.A. Homegroup members in attendance are required for the adoption of any motion or resolution regarding the guidelines for S.A.H.A..
* Point of information - A point of information is a question of the Chair, or someone else the Chairperson designates to answer, regarding the motion on the floor. Points of information will be taken after debate is heard since many questions are answered during the debate.
* Questions regarding the motion may be directed to the person making the motion, though the person asking the questions still retains the floor.
* A point of order - A point of order can be raised by anyone at any time during the course of the meeting as long as it relates to a breach of the rules. This point takes precedence over anything else.
* Types of Motions:
1. Motion to accept the minutes - A motion to accept and approve the minutes of the previous month’s meeting and add these to the record.
2. Motion to accept the Treasurer’s report - A motion to accept and approve the Treasurer’s report and add it to the record.
3. Friendly amendment to the motion - A request to add something simple such as a punctual error to the motion under discussion, it is up to the person making the motion to accept or reject a Friendly amendment. If a friendly amendment is accepted, then it becomes a part of the motion.
4. Motion to suspend the rules - A motion to forgo the regular order of business, usually so that a motion can be made.
5. Motion to table - This suspends discussion on the motion until the next scheduled business meeting of S.A.H.A..
6. Motion to call for a vote - This suspends all discussion on a motion, and, if carried, requires that the motion currently under discussion be voted upon at once. A second and a simple majority vote are required to carry a motion to call for a vote.
7. Motion to close - A motion to adjourn the meeting, it must be a unanimous vote.
8. Motion to limit debate - A motion to limit debate can be made in one of two ways:
9. By time - A specific period of time is allotted to discussion, after which the vote is take
10. By members - A specific number of S.A.H.A. members may be allowed to present their views, after which a vote is taken.
11. Motion to reconsider - Once a motion has passed, it cannot be reconsidered except by a motion to reconsider the vote, or a “Right to Appeal” under the Fifth Concept for World Service. A motion to reconsider must be made by a person who voted on the prevailing side during the debate. The Fifth Concept of the Twelve Concepts for World Service, the “Right of Appeal” should always be observed, “assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will carefully be considered”.
12. Motion to withdraw - A motion may be withdrawn by the person who made it before a vote is taken.
13. Motion to Amend- If there is an idea to change the current motion on the floor that would change the context or outcome of the motion. This must be seconded and discussed as a normal motion before being voted on. If the vote carries, the discussion moves back to the now currently amended motion before a final vote is heard. If the motion does not carry, discussion on the original motion is reinstated.

\* Special Note: In general, Seattle Area attempts to follow Basic Parliamentary Procedure as described in “Robert’s Rules of Order”. There are, however, important exceptions in regards to where these conflict with the Twelve Traditions and/or the Twelve Concepts of Heroin Anonymous, which must always take precedence. Principles before personalities.

## 8.2: The Twelve Traditions of H.A.

1. Our common welfare should come first; personal recovery depends upon H.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for H.A. membership is a desire to stop suffering from heroin addiction.
4. Each group should be autonomous except in matters affecting other groups or H.A. as a whole.
5. Each group has but one primary purpose - to carry its message to the heroin addict who still suffers.
6. An H.A. group ought never endorse, finance, or lend the H.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every H.A. group ought to be fully self-supporting, declining outside contributions.
8. Heroin Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. H.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Heroin Anonymous has no opinion on outside issues; hence the H.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## 8.3: The Twelve Concepts for World Service

1. The final responsibility and the ultimate authority for H.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The H.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Office Board and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of H.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the World Service Board of Heroin Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the H.A. purse for its final effectiveness.
8. The WSOB acts in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the WSOB is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While the WSOB holds final responsibility for H.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staff and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which H.A. World Service Manual 2018 Edition 9 they are related to each other, the special rights and duties of our staff and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the H.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Heroin Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Heroin Anonymous which it serves, the Conference itself will always remain democratic in thought and action.