



SOUTHEASTERN FAMILY AREA SERVICE COMMITTEE POLICY GUIDELINES

Revised March 2023

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Article One: Name and Boundaries

- 1.01** This body shall be known as the Southeastern Family Service Committee hereafter referred to as the SEFASC.
- 1.02** The SEFASC shall serve the needs of member groups within its area which is inclusive but not limited to Kenosha and Racine Counties.
- 1.03** This committee is a member of the Wisconsin Regional Service Committee and thereby a member of the NA World Service Conference (WSC).
- 1.04** The SEFA name or Logo is not to be used on group flyers without prior approval of the SEFASC.
- 1.05** Any flyer created by a SEFASC Executive or Subcommittee must bear the SEFASC logo and be approved by the ASC prior to distribution.

Article Two: Statement of Purpose

- 2.01** The purpose of the SEFASC is to be supportive of its area and groups and their primary purpose by associating with other groups locally, and by helping groups deal with deal with day-to-day situations and needs.
- 2.02** This body recognizes itself as a closed NA Service Committee and thereby adheres to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous

Article Three: Meetings

- 3.01** The SEFASC Shall hold a regular meeting on the second Sunday of every month at 9:30am except for the month of May when we will meet the first Sunday of the month. The SEFASC will take rescheduling into consideration when meetings conflict with other important events.
- 3.02** All SEFASC meetings shall be open to any member of Narcotics Anonymous as non-participating observers and shall be closed to the general public unless specifically approved by the voting body. The only participants shall be those listed in Article Six, unless the chair requests special input or clarification
- 3.03** World Services Conference Rules of Order (Consensus Based Decision Making) will be used as procedures in all SEFASC meetings.
- 3.04** Area quorum to be no less than 25% of all GSR's from Area meetings.
- 3.05** If GSR's are not present and have not contacted the executive board by 10:00am, the chair will declare no quorum and dispense with the meeting.
- 3.06** The Agenda in Appendix A will be the normal order of business.

Article Four: Operating Functions

- 4.01 The SEFASC shall maintain a mailing address.
- 4.02 SEFASC minutes include an attendance sheet to include names, email addresses and phone numbers.
- 4.03 All Executive and Subcommittee Chairs shall turn in a monthly written report at the ASC meeting.
- 4.04 The Executive Committee shall approve minutes within a week of receipt and then the Secretary will distribute them to the GSRs.
- 4.05 Minutes subject to review as per agenda.
- 4.06 All SEFASC functions shall be approved by the Area Service Committee (ASC)
- 4.07 The SEFASC will obtain or provide a contract for any agreement for facility space or entertainment purposes.
 - 4.07.01 In the event that a contract is not available a receipt must be provided.
- 4.08 All signature required contract(s) must be reviewed and approved by the executive committee of SEFASC. At that time the chairperson of SEFASC or a delegated person approved by the executive committee can sign the contract(s)
- 4.09 SEFASC approved functions shall be held within the boundaries of our area.
- 4.10 SEFASC to keep a subcommittee policy for each subcommittee in the archives.
- 4.11 Literature will be available at the SEFASC meeting for all addicts to purchase. Literature not available at the ASC meeting must be paid for when ordering and will be available at the next ASC meeting.
- 4.12 All new meetings are eligible for a \$50.00 starter kit. There will be a probationary period of 3 months and must attend three consecutive ASC meetings prior to being added to the SEFA meeting list.

Article Five: Financial Guidelines

- 5.01 The SEFASC shall maintain a checking account.
- 5.02 The SEFASC checks shall bear the legal address of the area.
- 5.03 Three members of the SEFASC Executive Committee will be designated as signers of the SEFASC checking account.
- 5.04 Checks drawn on the SEFASC checking account will require any two of three signatures for any and all transactions. ***NO CASH WITHDRAWLS EVER FROM ACCOUNT***
- 5.05 No two signers on the account may reside in the same household.

- 5.06 Any expense transaction is to have a receipt or itemized report.
- 5.07 Bank statements will be held by the SEFASC treasurer and shall be available at the ASC meetings.
- 5.08 Monies coming from the group must be used to further our primary purpose. Therefore, the SEFASC will not accept “earmarked” funds ****GROUPS MAY DONATE DIRECTLY TO THE ACTIVITIES SUBCOMMITTEE TO FUND A SPECIFIC EVENT****
- 5.09 The treasurer will use a separate running ledger to keep track of checks and deposits which will serve as a double check and balance system.
- 5.10 Executive committee to audit treasurer’s records once per year at random but not less than two months prior to elections.
- 5.11 The treasurer will present a financial report at each SEFASC meeting. The monthly treasurer’s report will include a copy of the most recent checking account statement.
- 5.12 The secretary shall have a \$150.00 quarterly working reserve to cover typing supplies, copy expenses, and mailing expenses. This can be accessed during each ASC with GSR approval. The secretary will turn in a monthly financial statement with receipts.
- 5.13 In order to reimburse RCM, RCMA and subcommittee chairpersons for expenses while conducting ASC business, receipts are necessary. (See 5.06)
- 5.14 RCM, RCMA and subcommittee chairs shall be allowed reasonable reimbursement for accommodations while attending Regional Meetings as pre-approved.
- 5.15 The RCM/RCMA team is allotted a \$30.00 per day allowance for food.
- 5.16 Reimbursement for fuel expenses not to exceed \$0.55 per mile.
- 5.17 If RCM and RCMA are of the same sex, they are required to stay in the same hotel room.
- 5.18 RCM and RCMA cannot collect financial donations from WRSC if they are collecting from ASC.
- 5.19 The literature chair may order \$600.00 max in a single order without ASC approval.
- 5.20 The H&I chair may order \$200.00 of literature per month without ASC approval.
- 5.21 The SEFASC shall donate monies to the Wisconsin Regional Service Committee based on the availability of excess funds, minus prudent reserve, a 10% bi-monthly donation.
- 5.22 The SEFASC Treasurer must provide receipts to GSRs for donations made to the area.
- 5.23 The SEFASC Treasurer shall keep a \$1,400.00 prudent reserve in the checking account.

5.23.01 Should the need arise for the checking account to fall below the prudent reserve, the following shall happen:

- A.** Spending shall occur only with the group conscience of the area's voting GSR's
- B.** In the event that a group conscience of the area's voting GSR's is not available, the executive committee, in full attendance, shall vote, and with consensus minus one, give approval for such spending.

5.23.02 The following format shall be used to initially establish the prudent reserve or rebuild the prudent reserve if the account falls below the set amount:

- A.** Fifty dollars (\$50.00) per month will be added to the reserve until the prudent reserve figure has been reached.

5.24 All monies received at the ASC must be deposited in the SEFASC checking account within 3 business days.

5.24.01 Monies received from functions, or any other processes need to be deposited by the following business day.

Article Six: Participants

6.01 Group Service Representative (GSR's) form the voting body of the SEFASC.

6.01.01 In the event of a GSR's absence, that group's duly elected Group Service Representative Alternate (GSRA) or duly appointed group representative shall have all of the rights and responsibilities of the GSR.

6.02 Members of NA outside of the ASC may attend SEFASC as non-participating observers using their GSR as a channel through which to communicate. Any member of NA may speak at SEFASC meetings if granted the floor by the chair. Any person with excessively disruptive behavior will be asked to leave the ASC meeting.

6.03 Members must be alert and under no mood-altering substances to participate in the SEFASC.

Article Seven: Trusted Servants

7.01 The trusted servants of SEFASC shall consist of members of the Executive Committee and Subcommittee Chairpersons

7.02 Trusted servants shall be elected by a simple majority to serve for a period of one (1) year or until their successors are elected. Term office shall begin at the next scheduled ASC meeting after being elected.

7.03 No trusted servant shall be eligible to serve for more than two (2) consecutive terms
Any member of NA who fits the requirements for an office may be elected for that office.

7.04 All members of the Executive Committee will hold only one position at a time at SEFAC.

7.05 All trusted servants shall turn in a monthly written report at the ASC meeting.

7.06 It is the expectation that trusted servants will attend every ASC meeting. When this is not possible a member of the executive committee needs to be informed and a written report needs to be provided to be read on the floor of the ASC.

7.07 Trusted servants of the SEFASC shall fall into 2 groups:

Executive Committee

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Vice Treasurer
6. RCM
7. RCMA

Sub Committee Chairpersons

1. Public Relations
2. Hospitals & Institutions
3. Policy & Administration
4. Unity & Activities
5. Literature
6. Outreach
7. Web Servant

7.08 Subcommittee Chairpersons and Executive Committee persons shall review their corresponding SEFASC guidelines and submit any suggested amendments, additions, and/or omissions to the Policy and Administration Chairperson no later than one month before the end of their current term.

7.09 All trusted servants are responsible for creating an annual budget for the incoming chairperson.

Article Eight: Executive Committee Qualifications and Duties

8.01 All positions are a 1 year term with the exception of the RCM & RCMA which is a 3 year term.

8.02 Prior service experience at the group level, preferably as a GSR, is highly recommended for trusted servants at our ASC.

8.03 Chairperson – Minimum 2 year(s) continuous clean time (Suggested)

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. Arranges for and presides over the monthly meetings.

1. Will be one of the signers of the SEFASC checking account.

2. Can only vote at ASC meetings in the case of a tie.
3. Must be capable of conducting a meeting with a firm yet understanding hand.
4. Prepares an agenda for each ASC meeting following the format outlined in Appendix A.
5. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

8.04 Vice-Chairperson – Minimum 1 year(s) continuous clean time (Suggested)

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The vice chairperson is also responsible for assisting the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

1. Coordinates all subcommittee functions.
2. Attends subcommittee meetings whenever possible.
3. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.
4. In the absence of a sub-committee chair, the vice-chairperson will fill in until a new chair is elected.
5. Can be one of the signers on the SEFASC checking account.
6. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

8.05 Secretary – Minimum 1 year(s) continuous clean time (Suggested)

Area secretaries manage all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to the executive committee. The secretary will also keep an updated list of participants' e-mail addresses.

1. Keeps accurate minutes of the ASC meetings.
2. Responsible for correspondence, maintaining area files, and archives.
3. Types and distributes copies of the minutes to the Executive Committee within 1 week of the ASC meeting for approval.
4. Distributes copies of the approved minutes to area GSR's
5. Has a \$150.00 quarterly working reserve to cover typing supplies, copy expenses, and mailing expenses.
 - a. Will turn in a monthly financial statement with receipts.

8.06 Treasurer – Minimum 3 year(s) continuous clean time (Required)

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects

someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, provides what was brought in during ASC, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records. Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer. These cautions are offered to protect the treasurer from controversy as well as to protect area funds. (See Article 5)

1. Maintains a \$1400 prudent Reserve in the SEFASC checking account.
2. Makes a report of contributions and expenditures at every regular ASC meeting which will include a copy of the most recent bank statement.
3. Bank statements will be held by the SEFASC treasurer.
4. Makes an annual report at the end of the calendar year.
5. Provides receipts to GSR's for donations made to the ASC.
6. Deposits any all monies received at the ASC in the SEFASC checking account within 3 business days.
 - a. Monies received from functions, or any other processes need to be deposited by the following business day.
7. Will be one of the signers of the ASC's bank account.
8. Must have a steady source of income.
9. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

8.07 Vice-Treasurer– Minimum 3 year(s) continuous clean time (Required)

1. Becomes familiar with the duties of the Treasurer by working closely with the Treasurer and attending all ASC meetings.
2. Assists the treasurer with receipts during ASC.
3. Will fill in for the treasurer if they are absent or for any reason unable to complete the term of office.
4. Will be one of the signers on the SEFASC checking account.
5. Must have a steady source of income.
6. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

8.08 Regional Committee Member – Minimum 3 year(s) continuous clean time (Suggested)

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

1. A Regional Committee Member (RCM) is to an ASC what a GSR is to a group.
2. Prior experience in the ASC as a GSR or Subcommittee chair preferred.
3. As the representative of the area, the RCM speaks for the members and groups within the ASC.
4. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly with neighboring ASC's.
5. RCMs represent the group conscience of an ASC at the regional level, attend all Regional Service Committee meetings and take part in any decisions which affect the region.
6. An RCM may serve on one or more ASC and RSC subcommittees but not as a chairperson.
7. An RCM must be able to work for the common good, placing principles before personalities at all times.
8. It is suggested that an RCM have service experience, the willingness to give the time, and resources necessary.
9. RCM/RCMA and subcommittee chairs shall be allowed reasonable reimbursement for accommodations while attending Regional Meetings as pre-approved.
 - a. If RCM and RCMA are of the same sex, they are required to stay in the same hotel room.
 - b. Reimbursement for fuel expenses not to exceed \$0.55 per mile.
 - c. RCM/RCMA cannot collect financial donations from WRSC if they are collecting from ASC.

10. The RCM/RCMA team is allotted a \$30.00 per day allowance for food.
11. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

8.09 Regional Committee Member Alternate – Minimum 2 year(s) continuous clean time (Suggested)

1. The RCMA becomes familiar with the duties of the RCM by working closely with the RCM.
2. Attends all ASC and RSC meetings, filling in for the RCM if he or she is absent or for any reason unable to complete the term in office.
3. Prior experience in the ASC as a GSR or Subcommittee chair preferred.
4. It is suggested that an RCM have service experience, the willingness to give the time and resources necessary.
5. RCM/RCMA and subcommittee chairs shall be allowed reasonable reimbursement for accommodations while attending Regional Meetings as pre-approved.
 - a. If RCM and RCMA are of the same sex, they are required to stay in the same hotel room.
 - b. Reimbursement for fuel expenses not to exceed \$0.55 per mile.
 - c. RCM/RCMA cannot collect financial donations from WRSC if they are collecting from ASC.
6. The RCM/RCMA team is allotted a \$30.00 per day allowance for food.
7. Reviews & approves minutes within 1 week of receipt from the ASC Secretary.

ARTICLE NINE: SUBCOMMITTEES

- 9.01 All Positions are a 1 year term.
- 9.02 Subcommittee chair position suggested clean time is 1 year, except in all money handling positions such as Unity & Activities and Literature, which is a required 2 year clean time.
- 9.03 Subcommittees are directly responsible to SEFASC.
- 9.04 The subcommittee chairperson may not miss more than two consecutive ASC meetings.
- 9.05 Every subcommittee chairperson shall carry out its work in accordance with the Twelve Traditions of Narcotics Anonymous.
- 9.06 Subcommittee chairpersons will hold a minimum of 1 meeting every month to be announced in advance at that month's ASC meeting.
 - 9.06.01 The subcommittee is responsible for securing a meeting location.

9.07 Attends the regional subcommittee meeting wherever possible to stay current on regional efforts and lend assistance where possible.

9.08 Participation in all subcommittee activities shall be open to all addicts.

9.09 All subcommittee recommendations will be presented to and approved by the SEFASC before going into effect.

9.10 Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available, and that more information can be had either by calling the local NA information phoneline or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for cooperation with the professional community) to focus especially on the NA community's relations with local treatment professionals.

1. Supplies information and guidance to the area on press announcements, arranging any interviews, any requesting facility or organization.
2. Coordinates public speaking engagements with any requesting facility or organization.
3. Supplies the following locations with Informational Pamphlets (IP's) and meeting lists.
 - a. Police Station(s) within the SEFA boundaries
4. Sets up displays of NA information (i.e.: meeting lists and IPs), at area functions.
5. Responsible for compiling, printing, and distributing area meeting lists as needed.
6. Required to provide a report on literature expenses monthly.

9.11 Hospitals & Institutions (H&I)

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community. H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

1. Shall have a \$200.00 monthly reserve for NA literature.
 - a. This is not a cumulative reserve. Any funds not used within the month will not “rollover” or be available to use in future months without approval from the ASC.
2. Required to provide a report on literature expenses monthly.
3. Collaborates with Unity and Activities to plan the Pie in the Eye H&I Fundraiser to take place in November.

9.12 Policy & Administration

1. Follows the general policies of NA as expressly stated in our Twelve Traditions and Twelve Concepts of NA Service.
2. Responsible to maintain, revise, and evaluate the effectiveness of the current SEFASC policy and/or procedure and recommend to the ASC any changes where appropriate.
3. This subcommittee shall provide newly elected Trusted Servants with a copy of current policy and provide a copy of policy to groups and/or GSRs.
4. Policy will be revised biannually on odd years.

9.13 Unity & Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA’s primary purpose, not to replace group contributions in funding area services. Unity & Activities will work with the treasurer at least 90 days prior to set budget (Article 5, Section 20).

1. SEFASC approved functions shall be held within the boundaries of our area.
2. Annual functions of the SEFASC include but are not limited to:
 - a. Hearts & Hugs (Valentines Weekend)
 - b. Grill-N-Chill (Memorial Day Weekend)
 - c. Campout (July/August)
 - d. Unity Picnic (Labor Day Weekend)
3. Collaborates with the H&I Chairperson on the Pie in the Eye H&I Fundraiser
4. Creates an event flyer for each activity with enough time allotted for each flyer to be distributed at the ASC and the Regional Service Committee Meeting
 - a. Flyers must be approved by the SEFASC before distribution.
 - b. Event flyers must contain the SEFA logo.
 - c. If any NA logos are used, they must contain the trademark symbol ®
5. Provide a written financial ledger for each function at the next scheduled ASC with “out of pocket” expenses to be reimbursed that supersedes agreed upon budget.

9.14 Literature

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other

areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. The subcommittee then goes to the treasurer for a check when it has to reorder stock.

1. Makes literature available at the SEFASC meeting for all addicts to purchase.
2. Provides receipts to GSR's for literature purchased at the ASC.
3. All literature purchases shall come directly from the WRSO.
4. Shall have a \$600.00 monthly reserve for NA literature.
 - a. May order \$600.00 max in a single order without ASC approval.
 - b. This is not a cumulative reserve. Any funds not used within the month will not "rollover" or be available to use in future months without approval from the ASC.
5. Required to provide a report on literature expenses monthly.

9.15 Outreach

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

1. This committee shall bridge communication between the ASC and those meetings identified as being in need of support at the ASC meeting.
2. Attends as many meetings within the area as possible, prioritizing meetings that are in need of help or do not have a regular representative at the ASC.

9.16 Web Servant

1. Maintains and updates the SEFASC web site (www.sefa-na.org)
2. Maintains and updates the SEFASC meeting information on the Wisconsin Region's BMLT server.
3. Adds new area event information and flyers to the SEFA web site within 2 weeks of approval from the SEFASC.
4. Provides SEFA event information to the regional web servant within 2 weeks of approval at the SEFASC.
5. Updates group information on the SEFA website and BMLT within one day of that group's next meeting wherever possible.
6. Respond to web inquiries/emails as soon as possible, but no later than 48 hours from the time they were received.

ARTICLE TEN: VOTING PROCEDURES

- 10.01** Only GSR's can vote except as otherwise described in policy.
- 10.02** Each GSR is entitled to 1 vote, in the event of the GSR's absence, the GSRA shall have the GSR's vote.
- 10.03** The chairperson/facilitator shall have 1 vote only in the case of a tie.
- 10.04** Votes on proposals/motions shall be counted by a show of hands.
- 10.05** A "Stand Aside" vote will be reflected in the vote count but will not be counted as a "yes" or "no".
- 10.06** If more GSR's stand aside than there are yes votes, then the proposal/motion will be tabled until the next ASC under "Old Business."
- 10.07** A proposal/motion changing the policy/bylaws must reach consensus minus one.
- 10.08** To have any policy proposals/motions changed, it must be sent back to the groups' business meeting before they get voted in.
- 10.09** All issues not covered herein will be described in the WSC Rules of Order.

ARTICLE ELEVEN: ELECTIONS

- 11.01** Nominations shall be opened to all members of NA as long as they meet the requirements as stated in Article Eight and Article Twelve.
- 11.02** All nominees must be present at the time of their nominations and elections to be elected for a position. If not present at the time of elections, the nomination is dropped.
- 11.03** In the event of a vacant office, temporary appointments may be made by election to fill that position until the next regular scheduled election.
- 11.04** Vice chairperson, RCMA and other alternate positions do not automatically assume the position they are alternate for. Other nominees must be given an opportunity.
- 11.05** Nominations for all ASC officers and subcommittee chairpersons shall be opened at the September ASC meeting each year and close at the end of each September ASC meeting. Intent: To ensure that the GSR's are able to bring back to their respective groups the names of the nominees.
- 11.06** Elections for all ASC officers and subcommittee chairperson shall be held at the October ASC meeting each year.

ARTICLE TWELVE: REMOVAL OF OFFICERS

- 12.01** The SEFASC may declare vacant the office of an elected officer or subcommittee chairperson who has 2 consecutive unexcused absences and not to exceed more than 2 absences in a 6 month period; A 66.6% attendance rate for the year.
- 12.02** No officer or subcommittee chairperson shall be removed from office without cause.

12.02.01 For an officer or subcommittee chairperson to be removed from office with cause:

1. A problem must be present in the person's responsibilities in their position.
2. The person must be approached by the executive committee (at least two members present) to discuss the problem.
3. If the problem can't be resolved through step 2, the problem is to be taken to the ASC for immediate disposition.

12.03 A consensus minus one vote shall be required for the removal of any officer or subcommittee chairperson.

12.04 The use of any drug while serving as an officer or subcommittee chairperson constitutes an automatic resignation from service positions.

Appendix A: Meeting Format/Agenda

Open Meeting with the Serenity Prayer

Reading of the Service Workers Prayer

Reading of the Twelve Traditions

Reading of the Twelve Concepts for NA Service

Acknowledgement of Consensus Based Decision Making

Roll call/Establish quorum

Recognition of new groups

Additions/Corrections to last month's minutes

REPORTS

Executive Committee

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Vice Treasurer
- RCM
- RCMA

Sub Committee Chairpersons

- Public Relations
- Hospitals & Institutions
- Policy & Administration
- Unity & Activities
- Literature
- Outreach
- Web Servant
- Ad Hoc (If Applicable)

GROUP REPORTS

BREAK

Reopen meeting with the Serenity Prayer

Roll call/Establish quorum

SHARING SESSION

General discussion of group concerns and issues raised by reports.

OLD BUSINESS

Nominations/Elections of any open positions.

Proposal/Motions & Discussion regarding business left over from previous meetings.

NEW BUSINESS

Proposals/Motions are in order regarding business that is new to this committee.

ANNOUNCEMENTS

ADJOURNMENT

Appendix B: Service Workers Prayer

God, grant us knowledge that we may serve according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this truly be your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.

Appendix C: Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA 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

Appendix D: Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Appendix E: Consensus Based Decision Making

1. In simple terms, consensus refers to agreement on some decision by all members of a group, rather than a majority or a select group of representatives. The consensus process is what a group goes through to reach this agreement. The assumptions, methods, and results are very different from traditional parliamentary procedure or majority voting methods.
2. Consensus is based on the belief that each person has some part of the truth and that no one has all of it (no matter how tempting it is to believe that we ourselves really know best!) It is also based on a respect for all persons involved in the decision being considered.
3. Acting according to consensus guidelines enables a group to take advantage of all group members' ideas. By combining their thoughts, people can often create a higher-quality decision than a vote decision or a decision by a single individual. Further, consensus decisions can be better than vote decisions because voting can actively undermine the decision. People are more likely to implement decisions they accept, and consensus makes acceptance more likely.

What the consensus process requires

1. Consensus demands a high level of trust among the members of the group. People need to believe that each member is a fair and reasonable person of integrity who has the organization's best interests at heart. There are no perfect groups or perfect individuals, but for consensus to work the members must believe that everyone is honestly doing their best.
2. Another important element of the consensus process is a good facilitator. This person is responsible for seeing that everyone is heard, that all ideas are incorporated if they seem to be part of the truth, and that the final decision is agreed upon by all assembled. The facilitator is the servant of the group, not its leader. It is his/her job to draw out and focus the best thinking of the group, not to use his/her position to impose or elevate his/her own.
3. It's important that the facilitator never shows signs of impatience or disfavor toward an idea or a member. Total objectivity may be an unattainable ideal, but the facilitator should strive to remain as neutral as possible in the discussion. If he/she can't manage this, then someone else should be facilitating. For this reason, many groups rotate the facilitator role on some kind of regular schedule or choose a facilitator for each discussion depending on who is willing to forgo taking a more active part.
4. A good facilitator needs to be patient, intuitive, articulate, able to think on his/her feet and have a sense of humor. He/she should always be on the lookout for things that are missing—a person who wants to speak but has been too shy, an idea that was badly articulated or dismissed too quickly but has potential, or anything happening on the nonverbal level that might be significant. The facilitator should periodically state and restate the ideas on the table, the elements that have been agreed on, and the questions still being decided. This allows everyone to see that progress is being made, and to focus on the work left to be done.

Key Guidelines For Consensus Based Decision Making

1. Come to the discussion with an open mind. This doesn't mean not thinking about the issue beforehand, but it does mean having the willingness to consider any other perspectives and ideas that come up in the discussion.
2. Listen to other people's ideas and try to understand their reasoning.
3. Describe your reasoning briefly so other people can understand you. Avoid arguing for your own judgments and trying to make other people change their minds to agree with you.
4. Avoid changing your mind only to reach agreement and avoid conflict. Do not go along with decisions until you have resolved any reservations that you consider important.
5. View differences of opinion as helpful rather than harmful.
6. Avoid conflict-reducing techniques such as majority vote. Stick with the process a little longer and see if you can't reach consensus.

Variations on Basic Consensus

1. No matter how well the discussion is carried forward, how good the facilitator and how much integrity and trust exist in the group, there sometimes comes a point where all agree but one or two. At this point there are a few possible courses of action. One is to ask if the individuals are willing to "stand aside." This means that they do not agree with the decision but do not feel that it is wrong. They are willing to have the decision go forward, but do not want to take part in carrying it out.
2. Depending on the size and nature of the group, if more than one or two people want to stand aside from a decision, the group should probably take another look at it. The facilitator might ask for a few minutes of silence to see if there is another decision or an amendment that should have been considered but has been overlooked, or something that would ease the situation.
3. Another possibility is to lay aside the issue for another time. Although this alternative may create some difficulties, the world will probably continue to turn with or without a decision being made right now. The need to decide promptly is often not as important as the need to ultimately come to unity around a decision that has been well-crafted, taking the time it needs to do it right.
4. A third possibility is that one or two people may stop the group from moving forward. At this time there are several key considerations. Most important, the group should see those who are withholding consensus as doing so out of their highest understanding and beliefs. Next, the individual(s) who are preventing the group from making the decision should also examine themselves closely to ensure that they are not withholding consensus out of self-interest, bias, vengeance, or any other such feeling. A refusal to enter consensus should be based on a very strong belief that the decision is wrong and that the dissenter(s) would be doing the group a great disservice by allowing the decision to go forward.
5. This is always one of those times when feelings can run high, and it's important for the group not to put pressure on those who differ. It's hard enough to feel that you are stopping the group from going forward, without feeling coerced to go against your examined reasons and deeply felt understandings.
6. Some groups operate under a modified consensus approach called "consensus-minus-one." What this means is that it takes more than one dissenting member to block consensus. One voice at odds with the rest is considered a workable way to go

forward, but more than one is a sign that the decision should be re-thought. Consensus-minus-one can be a reassuring arrangement for people who are new to the process of consensus decision-making, or in groups where members aren't well acquainted enough to have the level of trust needed to commit to achieving full consensus. If even one member has strong reservations about a decision, it's often enough to keep the group searching for a better answer.