

New River Valley Area Of Narcotics Anonymous Guidelines

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New River Valley Area of Narcotics Anonymous
Area Service Committee Guidelines

The 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.

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The 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.

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New River Valley Area of Narcotics Anonymous Area Service Committee Policy

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Any change in existing policy must be tabled and sent to the policy subcommittee for review. The policy subcommittee will then issue an impact statement establishing how the policy will be affected by the proposed change. The motion must be voted on and approved by home groups. Any change requires a ¾ majority vote.

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New River Valley Area Service Committee Guidelines

I. PURPOSE

The purpose of the Area Service Committee is to be supportive of in any way possible, and directly responsible to the groups in their efforts to accomplish their primary purpose, which is “*to carry the message to the addict who still suffers*”, for this is the spirit of service. In respect for this spirit, and with the understanding that “*the therapeutic value of one addict helping another is without parallel*” this committee meets, conducts business, and interacts with the groups in a loving and caring way. Our goal is to help, not hinder, the process of carrying and sharing recovery through the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

II. AREA DEMOGRAPHICS (Added 05/04/14)

This body shall be known as New River Valley Area Service Committee for Narcotics Anonymous. This Committee shall serve the Counties of Virginia known as: Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Wythe and all the Municipalities within said county.

III. AGENDA (Revised 11/17/17)

- A. Opening Prayer
- B. Twelve Traditions
- C. Twelve Concepts
- D. Purpose
- E. Welcome Members to First ASC
- F. Roll Call
- G. Acceptance of New Group into Area
- H. Establish next meeting place and time
- I. Read and approve Old Minutes**
- J. Treasurer Report (make motion to accept reports)
- K. Distribute group mail
- L. GSR Reports
- M. RCM Report
- N. Subcommittee Reports
- O. Ad Hoc Committee Reports
- P. Elections
- Q. Open Forum
- R. Old Business
- S. New Business
- T. Read Area Calendar
- U. Closing Prayer

*It is the responsibility of the chairperson to make sure quorum is met before opening prayer.

Quorum is one half plus one of all recognized groups in the area. In the event the number of home groups is an odd number, round up to get quorum. Quorum is to be re-established if there is a break during the ASC meeting.

**ASC minutes will include topics only for open forum section. Also, a policy issues section will be added to minutes. This information is given to secretary by policy chair or area vice chair.

IV. MEMBERSHIP IN THE ASC *(Revised 11/17/17)*

A. Attendance and Participation

1. Any member of NA may attend an ASC Meeting. Any addict or group representative may purchase literature at cost from the literature subcommittee if they show up to the area service meeting.
2. All Administrative Committee members and all GSRs must attend the ASC meeting.
3. A member may hold only one Administrative/Subcommittee Chair position at a time.
4. Upon recognition from the ASC Chair any NA member may address the floor.

B. Recognition of a Group as a Voting Member of the ASC

1. A meeting must meet at a regular place and time, have Trusted Servants to open/close the meeting, must follow the Twelve Steps, and must adhere to the Twelve Traditions of NA to be recognized by the ASC Chair and acknowledged on the ASC floor.
2. When a group desires to become a participating (voting) member of the ASC they must send a GSR attend the ASC on a regular basis. Once a group's GRS has attended their first ASC, their representative will be allowed to vote on any business at the next ASC meeting.
3. A meeting will be listed on the area meeting schedule upon recognition and acknowledgement by the ASC, provided they meet the criteria set in 1 and 2.
4. A group will be removed from the ASC roll call, losing their voting privileges on their third (3rd) consecutive absence from the ASC OR if at any point they fail to meet the criteria set in 1 and 2.
5. For a group to regain their membership and voting privileges with the ASC, Their Group representative must attend 2 consecutive ASC meetings. Voting privileges will be reinstated at their 2nd attendance to ASC.

C. Recognition of Groups and Meetings as Non-Voting Members of ASC

1. A group or meeting that chooses to not be a voting member of the ASC may request that their meeting be listed in the NRVNA meeting list and area website, if a representative of said group/meeting comes before the ASC and can confirm that said group/meeting meets at a regular place and time, have Trusted Servants to open/close the meeting, follows the Twelve Steps, and adheres to the Twelve Traditions of NA. Upon confirmation, the voting body of the ASC may ask for any additional information of said group/meeting.
2. Once all inquiries have been satisfied an immediate vote will be taken by the GSR's on said request.
3. Once the ASC has agreed to list said group/meeting on the NRVNA meeting list and area website, this approval will be limited to a 6-month listing (2 printings of meeting lists by the ASC). After 6 months, said group/meeting must again send a representative to the ASC to request an additional 6-month listing.

V. ELECTION OF ASC OFFICERS *(Revised 11/02/14)*

A. Solicitation of Nominees:

1. NRVANA ASC nominations are solicited at the January ASC meeting by the presiding ASC Chair.
2. The presiding ASC Chair or Secretary will read the "Duties and Responsibilities" for each position at the time of solicitation of nominees, reminding all GSRs that this information is found in the existing NRVANA Policy.

B. Nominations:

1. Nominations are received at the February ASC Meeting.

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2. Nominations are opened and accepted from GSR's "Group Conscience". The Chair will then ask for the nominations from the floor.
3. All persons to be nominated must be present at the time of their nomination.
4. At the time of nomination, each nominee is asked the questions found in Appendix II of the NRVANA Policy.
5. All nominations are returned to the group for a vote. *(added 7-2010)*

C. Elections:

1. Elections are held at the March ASC Meeting.
2. All persons up for election must be present for the process of their election.
3. Elections are conducted by the presiding Chairperson.
4. Prior to the voting process, each nominee is asked to leave the room while a vote is cast for their position.
5. Voting is done by show of hands, unless there is a motion for an alternative ballot method.
6. Voting is done by simple majority. The presiding Chair will cast the deciding vote in case of a tie. In the event that a deciding vote cannot be cast, the current version of "Roberts Rules of Order" will determine the course of action.
7. This procedure is repeated until all elections are concluded.

D. Additional Election Guidelines:

1. Any officer elected to position will serve through March of the succeeding year.
2. All ASC Subcommittees elect or appoint their own Vice-Chair and Secretaries.
3. In the event a position is not filled at the annual election, or becomes open during the year, the ASC will hold nominations and special elections for those positions until the position is filled. That position will terminate at the same time all other regularly elected positions terminate.
4. In the spirit of rotation, no individual should serve more than two consecutive years in the same position.

VI. QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

CHAIRPERSON *(Revised 11.02/14)*

A. Qualifications

1. A willingness and desire to serve, giving the time and resources to fulfill the commitment.
2. Two (2) years uninterrupted abstinence from all drugs.
3. Leadership ability, ability to communicate and the ability to organize.
4. Service experience: Active for a least one (1) year in the NA service structure at an Area level.
5. Willingness to place principles before personalities.

B. Responsibilities

1. Arranges for and presides over monthly ASC meeting.
2. Is the point of contact and liaison with representative(s) of ASC meeting facility.
3. Is a co-signer on the Area bank account.
4. Casts the deciding vote in the event of a tie.
5. Is familiar with and enforces "Roberts Rules of Order", when necessary.
6. When required, is authorized to appoint Ad-Hoc Committee Chair(s) for special, but limited tasks, without Group approval.
7. Chairperson is not to hold any other positions on the Administrative Committee, or serve as a Subcommittee Chair or GSR.
8. Makes contact and/or visits Groups that have been absent from Area meeting for past 2 or more months.
9. Is authorized to delegate any tasks required by the ASC, delegating responsibilities to others so that ASC may fulfill all required business matters.

VICE-CHAIRPERSON *(Revised 12/07/14)*

A. Qualifications

1. A willingness to serve. This is a one-year commitment. Preparing and becoming familiar with Chair Position, if elected.
2. Service experience, active for at least one (1) year in the NA service structure at an Area level.
3. The willingness to give the time and resources to do the job.
4. Two (2) years uninterrupted abstinence from all drugs.
5. Leadership ability, ability to communicate, the ability to organize.
6. Willingness to place principles before personalities.

B. Responsibilities

1. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson.
2. Liaison between all Subcommittees to assure proper cooperation of responsibilities.
3. When practical and necessary will perform the duties of any vacant Administrative position.

SECRETARY *(revised 07/12/15)*

A. Qualifications

1. A willingness and desire to serve, giving the time and resources to fulfill the commitment.
2. One (1) year uninterrupted abstinence from all drugs.
3. Leadership ability, ability to communicate and the ability to organize.
4. Service experience: Active for at least six (6) months in the NA service structure at an Area level, including GSR position.
5. Willingness to place principles before personalities.

B. Responsibilities *(revised 03/06/16)*

1. Keeps accurate records of each ASC meeting, maintaining a monthly attendance sheet of ASC Officers, Sub-Committee Chairs and all others present, as per the guidelines found below:
 - a. Heading to read:

New River Valley Area of Narcotics Anonymous
Area Service Meeting
(Date of Meeting)

- b. Document the time the meeting is opened and note what readings were read.
- c. Document any new attendees to ASC meetings and any changes in contact information of current members, providing Name(s), Group Name/Position, phone number and email address.
Ex: Joe A. Recovery Group/GSR 888-888-8888 recoveryingaddict@gmail.com
- d. Document all present and absent at the ASC meeting. For those absent, documenting how many times they have missed the monthly ASC meetings and their status as voting members.
- e. Document the date, time and location of the next ASC meeting.
- f. Document if the following reports were accepted and the vote count:
 1. Previous month's minutes.
 2. Current Treasurer's report.

Document any changes or corrections made to said reports

- g. Document any mail/information received from the post office box.
- h. Clearly document reports from the following:
 1. RCM/RCM alternate
 2. Sub-Committees
 3. Ad Hoc Committees
 4. GSRs

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****If reports are re-typed from written reports, give exact quotes. All reports are to be written or typed, and turned into secretary to be included in minutes. Written reports may be scanned and inserted into minutes****

- i. Nominations:
 1. Document the Position for which the person is being nominated.
 2. Name of person/Group that makes nomination.
 3. Name of nominee and full list of their qualifications.

****Repeat for each position up for nomination****
 - j. Elections:
 1. Document the Position for which the person is being elected.
 2. Name of person(s) up for election.
 3. Document vote count and who was elected.

****Repeat for each position up for election****
 - k. Open Forum:
 1. State clearly any subject/topic brought to the ASC floor.
 2. Document any comments, feedback or suggestions made in response to subject/topic.

****Names are not to be disclosed, only subject matter(s) and responses****
 - l. Old Business:
 1. Document any old business which may have been addressed (i.e. Motions or any business tabled at the prior ASC meeting).
 2. All Motions should be charted as per Item C of Secretary's Responsibilities.
 3. Document whether any tabled business is to be addressed at the current ASC meeting. If so, restate business item and document the steps taken to address said business item. If not addressed it shall remain tabled until the next ASC meeting.
 - m. New Business:
 1. Note any new business brought to the ASC floor.
 2. Motions:
 - i. Note full motion with intent and content.
 - ii. Note any discussions concerning motion.
 - iii. Remind GSR's to bring their Group's vote back to the next ASC meeting.
 3. Any other business:
 - i. Give full account of any other business which may be addressed at the current ASC meeting with details on the path forward plans set by the present body.
 - n. Document the time a motion was accepted to adjourn and how meeting was closed out (i.e. Serenity Prayer or other).
2. Types the meeting minutes and distributes copies to each ASC Officer, Sub-Committee Chair and GSR within 14 days of the ASC meeting. Note: Any member may request a copy of the ASC minutes.
 3. Shall assign each motion brought to the ASC floor a number and maintain a running report of said Motion numbers. NOTE: A master for the running record of assigned motions can be found in Appendix III of the policy guidelines. *(added 03/06/16)*
 4. Maintains current contact information of all members of the ASC Committee, forwarding updates to said members when notified of any changes.

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5. Types and sends out any letters and/or correspondence as the ASC committee so dictates.
6. Collects, organizes and properly stores the following for Archives at the end of each fiscal year (March 31st):
 - a. ACS Committee minutes and notes
 - b. All Sub-Committee minutes and notes
 - c. Treasurer Reports (along with copy check registry of previous year)
 - d. Any additional documentation that has been presented the ASC floor i.e.; Event Fliers, Notices from NAWS and/or other Areas, etc.

TREASURER (Revised 07/12/15)

A. Qualifications

1. A willingness and desire to serve.
2. Active for at least one (1) year in the NA service structure at an Area level.
3. Two (2) years uninterrupted abstinence from all drugs.
4. Leadership ability, ability to communicate, the ability to organize.
5. Ability to manage money responsibly.

B. Responsibilities

1. Keeps an accurate record of all financial transactions and reconciles bank statements.
2. Prepares a simplified and comprehensibly written financial report of monthly contributions and expenditures and presents it at every ASC meeting.
3. Disburses monies as per previously-approved expenditures.
4. Deposits all donations from Area and Committees within 5 working days of receipt.
5. Chairs an annual budget meeting.
6. Will submit a yearly projected budget at the February ASC, running from April 1 and ending on March 31, to go back to groups for approval.
7. Takes care of all ASC bills promptly.
8. Is a co-signer on the Area bank account.
9. Checks area mail box monthly (*added11-10*).

REGIONAL COMMITTEE MEMBER (RCM)

A. Qualifications

1. A willingness and desire to serve.
2. Active for at least one (1) year in the NA service structure at an Area level.
3. The willingness to give the time and resources to do the job.
4. Two (2) years uninterrupted abstinence from all drugs.
5. Leadership ability, ability to communicate, the ability to organize.
6. Ability to place principles before personalities.

B. Responsibilities

1. To represent the group conscience of the ASC at the Regional level.
2. To provide the Area with a report of the Regional meeting and activities of concern in the Fellowship as a whole.
3. The RCM attends all Regional Service Conferences and takes an active part in the decisions that affect the Region, always aware of the Area's conscience.
4. Must be able to work for the common good of the Fellowship.

ALTERNATE REGIONAL COMMITTEE MEMBER (Alternate RCM)

A. Qualifications

1. Same as for RCM with the exceptions that he/she must have one (1) year uninterrupted abstinence from all drugs and be active for at least six (6) months in the NA service structure.

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B. Responsibilities

1. This is a 1-year commitment, spent becoming familiar with position of RCM, if needed to fill in or get elected.
2. Fill in for the RCM if they are absent or unable to fulfill their duties.

VIRGINIA REGIONS CONVENTION CONCLAVE (VRCC Director)

A. Qualifications

1. A willingness and desire to serve.
2. Active for at least two (2) year in the NA service structure.
3. Three (3) years uninterrupted abstinence from all drugs.
4. Leadership ability, ability to communicate, the ability to organize.

B. Responsibilities

1. To represent the group conscience of the NRVANA at the VRCC level and provide the Area with a report of the VRCC meeting and activities of concern in the VRCC as a whole.
2. Attends all VRCC Conferences and takes an active part in the decisions that affect the region always aware of the Area's conscience.
3. Must be able to work for the common good of the VRCC and NRVANA, placing principles before personalities.

VII. RESPONSIBILITIES OF STANDING SUBCOMMITTEES

1. Each subcommittee submits a report of accomplishments and upcoming plans to the ASC each month. Any plans that involve special consideration or financial expenditures not included in the allotted budget must be put in the form of a motion to be voted on by the Area. In the event a subcommittee is requesting funds beyond their budget in excess of \$50, the subcommittee chair is responsible for presenting the request in a timely manner, so the vote can be taken to the home groups.
2. Each subcommittee is required to follow its own standing policy as approved by the ASC.
3. Each subcommittee is responsible for following its proposed budget.
4. No Subcommittee may have a Treasurer or bank account.

VIII. ADDITIONAL GUIDELINES

1. ASC officers do not represent groups and thus have no vote at the ASC. GSRs (or their Alternate GSR) are the only voting members of the ASC. The Chairperson will cast a vote in the event of a tie.
2. All ASC meetings are open to all NA members and any member has a voice on the floor.
3. To speak at an ASC meeting, the person must raise their hand and be recognized by the Chairperson.
4. If a group is absent of representation at two consecutive ASC meetings, the area Chairperson or Vice-Chairperson will attempt to contact the Group to see if they are in need of some assistance, they will be dropped from the roll call at the third ASC roll call and can be reinstated when a representative is present at a succeeding ASC meeting. *(changed9-10)*
5. If you are not present within 10 minutes of the start of the ASC, your group/position will be counted absent.
6. Motions:
 - a. Only the following can make or second a motion:
 1. GSRs or their Alternate GSR.
 2. RCM, Alternate RCM, Vice-Chairperson, ASC Secretary, ASC Treasurer, Subcommittee Chairperson or Subcommittee Vice-Chairperson (in the event of the chairs absence.) Subcommittee Chairs and Administrative Committee members can make motions only directly related to their respective Subcommittees or positions.
 - b. A motion must be hand written, with an intent included and seconded by a GSR, then submitted to the Secretary. If there is no second, the motion dies on the floor.

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- c. Usually a two pro, two con discussions takes place. However, the Chairperson may make allowances to this rule as the Chairperson sees a need.
 - d. A motion withdrawal can be made only by the one submitting the motion and only before calling the motion to a vote. The member seconding the motion must withdraw their second also.
7. Resignation of Officers
1. Voluntary
 1. Should be made in writing to the ASC. Advance notice prior to leaving office is greatly appreciated.
 2. Involuntary
 1. If an officer/subcommittee chair is absent for two (2) consecutive ASC meetings the position will become vacant and sent back to home groups for nominations.
 2. Relapse
 3. Impeachment – Requires a $\frac{3}{4}$ vote of the GSRs present. The maker of the impeachment motion will have three (3) minutes to show reasons and then the Officer or Committee Chair in question has three (3) minutes to speak. Nominee for impeachment is then asked to leave the room while vote is taken by show of hands. If person in question is not present, the impeachment process is tabled for one month, so they may have a chance to present their rebuttal.
8. The most recent version of the Scott, Foreman *Roberts Rules of Order* will be the rules of order at the ASC except where in conflict with the Traditions or the NRVANA Policy Guidelines in which case the latter will have priority.
9. Any use of ASC property, literature or supplies must be approved by the NRVANA ASC.
10. Topics from Open Forum discussion will be included in the minutes. *(changed 8-10)*
11. Open Forum will have a 20-minute time limit.
12. ADHOC subcommittees will follow the guidelines established on page 57 of the GTLS
13. Policy chairperson may sit in as area chair if the chair and vice chair positions are vacant or both are absent from area meeting

IX. FINANCIAL GUIDELINES (Updated 11/05/17)

A. Financial Structure

1. All monies shall be maintained by the ASC Treasurer in a checking account. All checks written from said checking account will have two ASC members who will be able to sign checks (the Chairperson and Treasurer).
2. All money above and beyond established monthly allotments to be given to any subcommittee is to be discussed one month prior to the need for funds. A motion must be made and voted on by the ASC body.
3. All funds request over \$50.00 must be taken back to the Home Groups for Group Conscience approval. This excludes our regular monthly allotments to Subcommittee Chairs and Administrative Committee members for the completion of the tasks they have been assigned.

B. Prudent Reserve

1. Prudent reserve is the dollar amount that the Area sets aside as a safeguard to cover monthly expenses. It is equivalent to three months of the ASC's operating expenses, and is established at \$550.00. (See Appendix I, "Approved Annual Budget")
2. The only exception to the established amount is for the monetary value of the Literature Subcommittee's stockpile, to be valued at no more than \$750.00 at any time.
3. In the event Prudent Reserve drops below \$400.00 (\$150.00 below established amount), then only the essentials will be dispersed. The essentials are defined as: Area Rent, Area Mailbox, Outreach Subcommittee: Mailing List & Area Website (See Appendix I "Approved Annual Budget" for

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expected fees). All orders for Literature will be on a “Pre-paid” basis and shipping & handling fees are to be no greater than \$50.00.

4. If Prudent Reserve is \$550.00 or greater, it will be “Business As Usual” and all others projected costs will be paid. (See Appendix I “Approved Annual Budget” for projected expenses).

C. Donations to Region

1. NRVANA will donate \$30.00 at every Regional Committee Meeting, if funds are available

D. Distribution of Funds-Operating Expenses

1. Literature Subcommittee: Average of \$50.00 each month for shipping and handling expenses. Additional literature may be ordered by the Subcommittee in order to maintain its stockpile as long as the established monetary cap is honored.
2. Activities Subcommittee: \$100.00 per event, up to four (4) events per year.
3. Outreach Subcommittee: \$50.00 per month for PR and H&I expenses, \$70.00 every 3 months for Meeting Lists and the fees required to maintain the Area Website (See Appendix I “Approved Annual Budget” for annual fees).
4. RCM: Up to \$70.00 gas reimbursement for traveling expenses to and from Regional.
5. Area Rent: \$15.00 every three (3) months for Area Meeting.
6. All other Subcommittees pay rent out of their allotted budgets.
7. Area Mailbox: Post Office Box fees are to be paid on a bi-annual basis directly to the US Postal Services (See Appendix I “Approved Annual Budget” for projected annual fees).
8. All subcommittee chairs must turn in their money and/or receipts on a monthly basis.
9. Each Trust Servant s solely responsible for their receipts from all money disbursed to them.
10. All reimbursements must be approved by the Treasurer and require a receipt.
11. When at all possible, we do not write checks to people in their name, excluding the case of reimbursements.

E. Auditing and Accountability

1. At the January Area Service Committee meeting, each year, an Ad Hoc Committee will be formed to review the past year’s expenses and establish the upcoming year’s expenses. The Ad Hoc Committee will be chaired by the Standing Treasurer and all standing Officers must attend. This Ad Hoc Committee will provide a projected budget (Appendix I) for the upcoming year. Once the upcoming budget has been approved by the ASC a copy will be provided to all GSRs, to be taken back to their Groups. The ”New” Approved Budget will cover the term of April through March of the following year.
2. The ASC will conduct an annual inventory and financial audit of the NRVANA and the ASC bank account at the end of each March. Both outgoing and incoming Officers/Subcommittee Chairs must attend and all Members of the NRVANA are invited to participate. The purpose of this inventory/audit will be to go over any group concerns pertaining to the Fifth Tradition, which states each group has but one primary purpose – to carry the message to the addict who still suffers, and the Eleventh Concept, which states NA funds are to be used to further our primary purpose, and must be managed responsibly.

X. VOTING PROCEDURES

1. Groups not in attendance when motions are made do not count toward number of votes needed for a majority vote. (Added10-10)

XI. SUBCOMMITTEE GUIDELINES

A. Ad Hoc Committee

1. The residing Chairperson is empowered to appoint an Ad Hoc Committee should a need arise that requires special attention and/or a special task to be completed, without Group approval. Following are the stated guidelines for such a committee:
2. Clear guidelines on what is required of the Ad Hoc Committee must be stated at the time that the Committee is formed.
3. The term of the Committee will be stated clearly, indicating the begin date and end date of said Committee.
4. The residing Chairperson must appoint both a Committee Chair at the time that the Committee is formed.
5. The Committee Chair may recruit as many willing volunteers needed to complete the assigned task.
6. If the required task is not completed within the time limit stated, the Committee Chair must come before the ASC and give a report on the status of said task, why more time is required and request, in writing, an extension for completion of said task. This extension must be approved by the ASC by majority vote.
7. If there were any financial expenses required to complete said task, the Committee Chair will provide receipts to the ASC Treasurer.
8. Once the task is completed and/or the time limit has expired, the Committee Chair must provide a written report to the ASC with the final results of said task and the Committee will be disbanded.

B. Literature Subcommittee Policy (4/24/11)

1. Purpose:

To maintain an adequate supply of NA literature to meet the needs of the local fellowship. Also to stock and make available review and approval literature. And to serve as a communication link in matters of literature between groups and literature committees on all levels of area, region and world. Also, to provide an atmosphere where members may contribute to the development and creation of NA literature as opportunities arise.

2. Responsibilities

- a. The stockpile should include a full inventory of conference approved literature, both personal recovery and service related as well as review and approval literature.
- b. Bookkeeping is a vital part of a literature stockpile. Accurate record keeping is a must. A bookkeeping system to include but not limited to the order invoices and numbered sales receipts Financial report are given at each meeting of the ASC this will aid the service committee in assuring that it is responsible and accountable with fellowship funds.
- c. The monthly report should include:
 1. Literature sold during allotted time period
 2. Expenses
 3. Inventory
 4. Petty cash
 5. Any Literature being reviewed

3. Chairperson

a. Qualifications

1. One-year uninterrupted clean time and nine months of service experience

b. Responsibilities

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1. Communicating with groups and other subcommittee to take care of literature orders
 2. Makes monthly reports to ASC
 3. Order literature
 4. Have literature available at ASC
- 4. Vice chairperson**
- a. Qualifications**
 1. Nine months uninterrupted clean time and six months of service experience
 - b. Responsibilities**
 1. Assist chair in all duties relating to literature
 2. Attend ASC and act as literature chair, if chair is unable to attend
- 5. Budget**
- a.** Monthly order amount should be sufficient to maintain predetermined stockpile amount of \$750
 - b.** If area account drops \$100 below prudent reserve only \$150 including S&H may be ordered
 - c.** Area covers S&H on orders

C. Policy Subcommittee Guidelines

1. Purpose

The Policy Subcommittee is to maintain a viable policy and guidelines, which allow the area to operate functionally. Policy and rules should be reviewed periodically, at least annually. Any new policy or changes in existing policy should be done with the advice of the Policy Subcommittee before voting at the Area level. Policy Subcommittee should function as parliamentarian for the area and assist in clarification of procedures and policy.

2. Qualifications and Responsibilities

A. Chairperson: Nominated and elected by the ASC

1. Two (2) years clean time
2. Six (6) months prior involvement in the Policy Subcommittee
3. One (1) year prior ASC experience; defined as GSR, Administrative Committee or Subcommittee Chairperson
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Prepares agenda for each Policy Subcommittee meeting. Presides over all meetings of the NRVANA Policy Subcommittee. Coordinates and keeps records of the Policy Subcommittee. Must attend all ASC meetings. Should acquaint him/herself with the NRVANA Service Policy. Chairperson votes only in the event of a tie.

B. Vice-Chairperson: Nominated and elected by the Policy Subcommittee's voting members

1. One (1) year clean time
2. Six (6) months prior involvement in the Policy Subcommittee
3. Six (6) months prior ASC experience; defined as GSR, Administrative Committee, or Subcommittee Chairperson
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
Performs all duties of the Chairperson in their absence.

C. Secretary: Nominated and elected by the Policy Subcommittee

1. Six (6) months clean time
2. Some secretarial and organizational abilities
3. Three (3) months prior involvement in the Policy Subcommittee.

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Is responsible for keeping a written record of all Policy Subcommittee meetings. Is responsible for typing, copying and distributing minutes to the Policy members.

D. Members

1. You must be present at two (2) consecutive subcommittees to earn a vote.
2. You can't miss more than one (1) out of the last three (3) consecutive subcommittee meetings or you will lose your vote.
3. You may regain your voting privileges by attending two (2) consecutive subcommittee meetings.

3. Agenda for Meeting

- a. Serenity Prayer
- b. Read 12 Traditions
- c. Read 12 Concepts
- d. Read Purpose
- e. Roll Call
- f. Old Business
- g. New Business
- h. Next Meeting Time and Place
- i. Close with the We Version of the Serenity Prayer

4. Motions and Voting Procedures

- a. Motions:
 1. May be made and seconded only by voting members.
- b. Voting:
 1. Anyone may participate in discussion at Policy meetings, however, voting is limited to the members of the Subcommittee.
 2. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
 3. To make a recommendation to the ASC, there shall be a majority vote of the members present.

5. Budget:

General operating expenses, these might include copies of minutes, guidelines, or policies, postage, meeting hall fees, etc.

D. Outreach Subcommittee Guidelines (1-11-10)

1. Purpose

The outreach subcommittee shall perform all functions historically performed by Hospitals and Institutions Committee, Public Relations Committee. It will utilize local, region, and world approved service handbooks/ tools and material that are written for those committees. The purpose of our efforts is to inform our community that NA exists. Everything we do in NA service is motivated by the desire to successfully carry the message of recovery. We are a working body for our combined group service efforts, and directly accountable to the Area Service Committee and the groups it represents in its actions.

2. Agenda

- a. Open with Serenity Prayer
- b. Read Twelve Traditions
- c. Read Subcommittee Purpose
- d. Welcome new members
- e. Roll Call
- f. Reports
- g. Old business

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- h. New Business
- i. Establish next meeting place and time
- j. Close with Serenity Prayer

3. Trusted Servants/ Committee Coordinators:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

4. Chairperson

A. Qualifications

- 1. 1-year uninterrupted clean time
- 2. Active home group member in NRVANA area
- 3. Prior involvement in H&I, PR, or Outreach Subcommittee
- 4. Familiar with H&I and PR related NAWS handbooks

A. Responsibilities

- 1. Coordinate Committee Efforts
- 2. Presides over monthly subcommittee meeting
- 3. Makes monthly report to ASC on status of proposed, current and future plans
- 4. Ensures all positions on subcommittee are fulfilled
- 5. Contact on regional phone list

5. Vice-Chairperson

A. Qualifications

- 1. 1-year uninterrupted clean time
- 2. Prior involvement in H&I, PR, or Outreach Subcommittee
- 3. Familiar with H&I, PR related NAWS handbook
- 4. Has a home group in NRVANA

B. Responsibilities

- 1. Coordinate Committee Efforts
- 2. If Chair position becomes vacant assume all responsibilities of Chair

6. Secretary

A. Qualifications

- 1. Six months uninterrupted clean time
- 2. Prior involvement in H&I, PR, or Outreach subcommittee
- 3. Has a home group in NRVANA

B. Responsibilities

- 1. Keep record of attendance at subcommittee meetings
- 2. Keep record of contact information for committee members
- 3. Maintain records of all committee plans, minutes and correspondence

7. Website Coordinator

A. Qualifications

- 1. 6 months uninterrupted clean time

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2. Previous PR service experience
3. Familiar with Chapter Ten Internet Technology in NAWS handbook
4. Has a home group in NRVANA

B. Responsibilities

1. Maintain up to date information on website
2. Maintain Email correspondence on website
3. Make a monthly report to subcommittee about website

8. Budget set by ASC

- a. \$70.00 allotted every 3 months for meeting list printing
- b. \$50.00 monthly operating expenses for outreach according to ASC budget

9. Additional Guidelines

- a. A Subcommittee meeting shall be held at least once a month at a designated place and time established by the subcommittee
- b. Any Narcotics Anonymous member may become a subcommittee member by attending two consecutive subcommittee meetings and making the secretary or chairperson aware of desire to be a member
- c. Votes are decided by simple majority, if there is a tie, the chairpersons vote will serve as the decision-making vote. Otherwise chairperson remains neutral in voting process.
- d. A trusted servant can be removed from their position for non-compliance. Noncompliance includes but is not limited to Loss of abstinence from drugs, failing to perform the duties of the position, or missing three consecutive subcommittee meetings
- e. Only NA approved literature will be used in projects, meetings, presentations, etc.
- f. PR and HNI handbooks will be provided to the Chair of outreach
- g. Chapter 10 of PR handbook will be provided for the Website Coordinator
- h. All proposed presentations and commitments need to be presented to the subcommittee.
- i. No presentations or commitments shall be attended by only one member.
- j. Any subcommittee member can vote.
- k. Any subcommittee member can make motions
- l. All positions on subcommittee are held for one year

E. Activities Subcommittee Guidelines

1. Purpose

To encourage unity for our area by planning and coordinating activities to bring groups together within the N.R.V.A.N.A.

2. Responsibilities

- a. Recognizing the Traditions of our fellowship while planning activities.
- b. Ensuring that each activity stays within requirements of where ever it is being held.

3. Chairperson

A. Qualifications

1. Elected at A.S.C. by N.R.V.A.N.A groups
2. 1 Year uninterrupted clean time.
3. 6 months prior service experience
4. A willingness to serve.

B. Responsibilities

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1. A guide for the Sub – Committee’s monthly meetings.
2. Is the liaison between A. S. C. and sub – committee.
3. Keeps notes of each meeting and activity.
4. Delegates duties as needed.
5. Cast vote in case of tie vote within the committee.
6. Keep accurate record of monies used for activities

4. Vice Chair

A. Qualifications

1. Elected from within the sub-committee.
2. 6 months uninterrupted clean time.
3. 3 months prior service experience.
4. A willingness to serve.

B. Responsibilities

1. Takes role at monthly meeting.
2. Fills in for Chair when needed.

5. Members of committee

No clean time required to be a member only requirements are willingness to serve and being a member of a home group in our area.

6. Speakers for activity events:

- a. Carries a clear N.A. message.
- b. 1-year uninterrupted clean time.
- c. Active in a N.A. home group.
- d. Has a sponsor.
- e. Working the steps.

7. Business within committee:

- a. Voting or motions for votes will be handled in the same manor set by the Area policy.
- b. Budget is set by area and monitored by Chair.

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NRVANA PROJECTED BUDGET

APRIL 2018 -March 2019

EXPENSES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Activities	\$100			\$100			\$100			\$100		
Policy Printing		\$70						\$70				
Outreach:												
Meeting Lists		\$70			\$70			\$70			\$70	
Website Host									\$200			
H&I/PR	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
AREA												
PO Box	\$62											
Rent	\$20			\$20			\$20			\$20		
Literature S/H	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Treasurer	\$20	annually										
Regional Don.		\$30		\$30		\$30		\$30		\$30		\$30
RCM Gas	\$150	annually										
Monthly Totals	\$314.50	\$282.50	\$112.50	\$262.50	\$182.50	\$142.50	\$232.50	\$282.50	\$312.50	\$262.50	\$182.50	\$142.50

Annual Total \$2,712

Literature on Hand: \$750

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APPENDIX II

Suggested Questions Asked of Nominees of ASC Officers.

1. First Name, Last Initial _____
2. Position you are running for: _____
3. Clean Date _____
4. Home Group _____
5. Service Experience & Term of Commitment:
 - At Group Level: _____
 - At Area Level: _____
 - At Regional Level: _____
 - Other Service Work: _____
6. Do you have an NA Sponsor?
7. Are you working steps?
8. Do you have an understanding of the 12 Traditions?
9. Are you familiar with the 12 Concepts of Service?
10. How many NA meetings do you attend each week?
11. Why do you want to serve the NRVANA?

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