

GUIDELINES FOR THE WESTERN RESERVE AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Article I.

NAME

The name of this Committee shall be the Western Reserve Area Service Committee of Narcotics Anonymous.

Article II.

PURPOSE

The purpose of the Area Service Committee is to be supportive of its groups and their primary purpose by associating a group locally and by helping a group deal with its day-to-day situations and needs and to adhere to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

Article III.

All issues that are not addressed in the ASC Guidelines shall be referred to A Guide to Local Services in Narcotics Anonymous. (moved from X.1; 10/17/10)

Article IV.

MEMBERS

- Section 1. Voting members-the voting members of the Committee shall be the Group Service Representatives (GSR), or in the GSR's absence, the Group Service Representative Alternate (GSR Alt.). In the absence of a GSR, a representative may vote if sent by the Group and it is stated in the report (11/16/97). Voting members can cast one vote per issue. The Chairperson, or acting Chairperson, (5/17/15) of WRASCNA may vote to break a tie.
- Section 2. The only member who cannot make a motion is the Chairperson.
- Section 3. There are no dues or fees for membership.

Article V.

OBSERVERS

Any Narcotics Anonymous member is welcome to attend Area Service Committee meetings.

Article VI.

TRUSTED SERVANTS

- Section 1. The ASC may establish sub-Committees as necessary to perform certain duties. Sub-Committees shall be formed upon approval of the voting members of the ASC. The standing sub-Committees shall be, but not limited to: Policy & Administration, Hospitals & Institutions, Public Relations/Phone Lines, Activities, Literature, and Newsletter/Webservant Committee. (Newsletter added 10/15/06) (Webservant added 02/02/13)
- Section 2. The Trusted Servants of the Committee shall be: Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, Alternate Regional Committee Member, and Sub-Committee Chairpersons. Chain of service is Chair, Vice-Chair, RCM, Treasurer, Literature, H&I, PR, Activities. (last sentence added 09/21/14)
- a. Upon nomination, all candidates for a Trusted Servant's position shall be asked to share their qualifications for the position. (02/02/13)
- Section 3. Elections shall be staggered according to when positions are up. Nominations announced four (4) months prior to vacancy. (04/27/14) Elections of new Trusted Servants shall be two (2) months prior to vacancy. Training begins immediately upon election. (10/17/10)
- a. Chairperson –nominations in September/election in November. Term expires in January/2 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15). (12/21/03)
 - b. Vice-Chairperson/Policy Chair –nominations in September/election in November. Term expires in January/1 year clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - c. Secretary –nominations in February/election in April. Term expires in June/1 year clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - d. Alternate Secretary –nominations in February/election in April. Term expires in June/6 months clean time required, and actively working a program of recovery

- which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
- e. Treasurer –nominations in October/election in December. Term expires in February/3 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - f. Alternate Treasurer –nominations in October/election in December. Term expires in February/2 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - g. Regional Committee Member –nominations in March/election in May. Term expires in July/1 year clean time required/1 year service, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - h. Alternate Regional Committee Member –nominations in March/election in May. Term expires in July/1 year clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - i. Public Relations/Phone Lines Chair –nominations in September/election in November. Term expires in January/2 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - j. Hospitals & Institutions Chair –nominations in May/election in July. Term expires in September/2 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - k. Activities Chair –nominations in May/election in July. Term expires in September/2 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - l. Literature Chair –nominations in February/election in April. Term expires in June/3 years clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15).
 - m. Newsletter/Webservant Chair –nominations in April/election in June. Term expires in September/6 months clean time required, and actively working a program of recovery which includes the 12 Steps, Traditions, and Concepts of Narcotics Anonymous (5/17/15). (04/15/07)(Webservant added 02/02/13)

(The word required was added 01/20/13)

- Section 4. Trusted Servants, who miss two (2) consecutive ASC/Policy Administration meetings in a row, without notifying the Chairperson or the Vice-Chair, automatically resign their position. (Motion #165 -04/22/01)

- Section 5. No Trusted Servant or voting GSR shall hold more than one position at a time in the Area Level. (04/20/08)
- Section 6. No Trusted Servant shall be eligible to serve more than two (2) consecutive terms in the same position.
- Section 7. In the case of vacancy in the position of the Chairperson, the Vice-Chairperson will hold the position until a new Chairperson is elected.
- Section 8. Trusted Servants who wish to leave early are asked to indicate that in their report.
- Section 9. Trusted Servants of Area are required to attend all ASC and PA meetings and need to arrive on time. (5/17/15)
- Section 10. All nominees for Area level positions will be taken back to home groups during the nomination month, regardless of whether the person is present for nominations. At the election, nominees from the floor are eligible, but will not be taken back to groups. (10/15/11) However, the nominees must be present on the day of the vote to state their willingness. If they are not present at the time the vote is taken, they will be dropped from the ballot. (12/21/03)
- Section 11. Motion to recall must come from GSR's, and/or Trusted Servants of the Area, that any Trusted Servant who is not being responsible to the Area can be recalled at the time they are present and irresponsibility to be discussed (i.e. not conducting Subcommittee meetings, missing funds, etc.)(06/16/91)
- Section 12. When a position for a Trusted Servant is vacant past the election month, nominees brought from the floor should be voted on that day. (Motion #725 -02/20/11)
- Section 13. Each odd-numbered year, the Trusted Servants shall conduct an Area inventory. Once completed, this inventory will be distributed in the next ASC minutes.
- Section 14. The Area's chain of service in the absence of the Area Chair is as follows: Vice-Chair, RCM, Treasurer, Literature, H&I, PR, Activities. Alternate positions are not included for purposes of filling in for the Area Chair. (09/21/14)

Article VII.

DUTIES OF TRUSTED SERVANTS

- Section 1. It is the duty of the ASC Chairperson of this Committee to:
- a. Call the meeting to order. (07/21/91)
 - b. Chairperson's Format. (5/17/15)

- c. Recognize members or observers who are entitled to the floor.
- d. Keep discussions orderly and within reason.
- e. State and put to a vote all questions that legitimately come before the Committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote or, if a motion that is not in order is made, to rule it out of order.
- f. Respond to inquiries of members relating to factual information bearing on the business of the Committee.
- g. Shall notify by letter to said person of their resignation of position. (11/16/96)(12/21/03)
- h. Be co-signer of the Committee's bank account.
- i. Votes only in the event of a tie.
- j. The only member who cannot make a motion is the Chairperson.
- k. In case of a special call meeting (5/17/15), to notify all GSR's and Trusted Servants.
- l. Chairperson's Format:
 - i. Open the meeting with the Serenity Prayer
 - ii. Read the 12 Concepts
 - iii. Read the 12 Traditions (01/20/13)
 - iv. Roll Call
 - v. Secretary reads new business from previous ASC meeting (05/19/91)
 - vi. All Subcommittee reports except for Literature report
 - vii. Old business
 - viii. Sharing session (moved to after old 11/8/15)
 - ix. Break
 - x. 7th Tradition (5/17/15)
 - xi. New business
 - xii. Close meeting with group hug and Chairperson's choice of closing
- m. To schedule the annual Area Service inventory (01/20/13)

Section 2. It is the duty of the ASC Vice-Chairperson/PA Chairperson to:

- a. Hold the position of Policy and Administration Chair; keep a log of all motions that affect policy that have passed, failed tabled, etc. and update the addendum as needed. ("addendum" 12/19/11)
- b. To have Policy and Administration put together the Policy and Guidelines packet to be distributed to all GSR's and Trusted Servants in January. ("in January" 12/19/11)

- c. In the absence of the Chairperson, to serve as Chairperson.
- d. Count all votes.

Section 3. It is the duty of the ASC Regional Committee Member to:

- a. Serve as Chair of the Area in the absence of the Area Chair and Vice-Chair
- b. Represent this Committee at each Buckeye Regional Committee Meeting
- c. To make the BRSCNA minutes available to any member of Narcotics Anonymous, and to bring a copy to the WRASCNA ASC meeting.
- d. Inform Area of the next BRSCNA meeting and to provide a written report covering the business of previous Regional meetings.
- e. The RCM will take all checks to BRSCNA. (10/18/09)
- f. Act on behalf of WRASCNA, with standing vote of confidence, in electing regional positions (added 4/17/16)

Section 4. It is the duty of the Regional Committee Member Alternate to:

- a. In the absence of the RCM, to serve as RCM.
- b. To attend each Buckeye Regional Service Committee Meeting.

Section 5. It is the duty of the ASC Secretary to:

- a. Keep a record of all proceedings for the Committee.
- b. Maintain the Committee's files and archives.
- c. Conduct the correspondence of the Committee when deemed necessary.
- d. Distribute copies of the minutes and flyers to all GSR's, all Trusted Servants, all Subcommittee Chairs, regardless of attendance, plus all those in attendance, and the Regional Service Representative, within 10 days after the Area Service Meeting.
- e. Has the primary responsibility to check the Post Office on a regular basis.
- f. Provide a written budget within 2 months of your election. A budget will allow you to contact the Treasurer for additional funds, if needed, for mailing, copying, etc. of the minutes.
- g. To renew the Post Office Box yearly in March. (11/16/97, revised 3/20/16)
- h. The secretary will not be responsible for copying out-of-Area or home group fliers.
- i. The secretary will be responsible to distribute home group or out-of-Area fliers as long as there are enough provided for postal mailing up to a maximum of 15. (amended 02/02/13)
- j. For all groups who wish to be registered with WSO, the Area Secretary will provide information on how to do so. The Secretary will review the WSO meeting search for accuracy every six months, and report on findings. (02/02/13)

- k. Will provide blank motions included with Area minutes. (10/17/10)

Section 6. It is the duty of the ASC Alternate Secretary to:

- a. Keep a record of all proceedings for the Committee in the absence of the Secretary.
- b. Distribute copies of the minutes to all GSR's, all Trusted Servants, all Subcommittee Chairs, regardless of attendance, plus all those in attendance, and the Regional Service Representative –within 10 days after the Area Service Meeting, in the absence of the Secretary.

Section 7. It is the duty of the ASC Treasurer to:

- a. Be the custodian of the Committee's funds, not entrusted to other Trusted Servants or Committee.
- b. Be co-signer of the Committee's bank account.
- c. Make a financial report of receipts and disbursements at each regular meeting.
- d. Disburse funds as necessary to fulfill the needs of the Committee.
- e. That the Area account be reconciled to the bank statement on a monthly basis. (01/15/06)
- f. Only disburse budgets after receiving a detailed financial report with receipts. (01/15/06)
- g. To deposit all money from previous ASC meeting within five (5) days. (04/27/14)
- h. To provide a copy of the WRASCNA bank statement at each ASC meeting along with the Treasurer's report. Account numbers to be removed.

Section 8. It is the duty of the ASC Alternate Treasurer to:

- a. Be the custodian of the Committee's funds in the absence of the Treasurer, not entrusted to other Trusted Servants or Committee.
- b. Make a financial report of receipts and disbursements at each regular meeting, in the absence of the Treasurer.
- c. Disburse funds as necessary to fulfill the needs of the Committee, in the absence of the Treasurer.
- d. Be co-signer of the Committee's bank account. (10/17/10)
- e. In the event of the Treasurer's absence from ASC meeting, to deposit all money from previous meeting within five (5) days. (04/27/14)

Section 9. It is the duty of the ASC Literature Chair to (01/15/06):

- a. Orders and fills the H&I literature order approved at Area prior to filling any other orders as it is a pre-paid order. (added 09/21/14)
- b. Provide a detailed financial report and inventory at every ASC meeting.
- c. Take a physical inventory every six months and provide a report of it to the ASC body.
- d. Turn revenues from sales over to the ASC body each month.
- e. Only sell literature at the monthly ASC meeting. (5/17/15)

Section 10. Hospitals & Institutions (10/17/10)

Section 11. Public Relations (10/17/10)

Section 12. Activities Committee (10/17/10)

- a. Activities will host at least four events per year, with one of them being a New Year's Eve event (ex. game night, marathon, dance, etc) (5/17/15). (04/27/14)

Section 13. Newsletter/Webservant (10/17/10) (Webservant added 02/02/13)

Section 14. The Area Service COMMITTEE is to maintain a Post Office Box for the Area if needed.

Section 15. The Chairperson and Secretary will have keys (5/17/15) to the ASC Post Office Box, and the Secretary will have the primary responsibility of picking up the mail. (11/17/02)

Section 16. At all times, there will be three (3) Narcotics Anonymous members' signatures (Chairperson, Treasurer, Alt. Treasurer) (5/17/15) on the ASC checking account.

Section 17. Any letter written by a Trusted Servant is to be read at ASC and approved by GSR's before being sent. (added "at ASC" 10/17/10)

Section 18. In the case of a vacancy of either a Subcommittee chair or an executive Committee position (the Secretary or Treasurer), an ad hoc Committee made up of Area Trusted Servants will fulfill the duties of that position until it is filled. (01/15/06)

Section 19. All Trusted Servants, who report to Area, must include a detailed financial statement with their monthly report so as to remain accountable for their use of Area funds. (added 09/21/14)

Section 20. All Trusted Servants requesting Area funds must proactively request a vendor check or utilize the Area debit card whenever prudent and reasonable. (added 09/21/14)

Article VIII.

MEETINGS

- Section 1. The regular meeting of the Committee will be held on the third (3rd) Sunday of each month, PROMPTLY at 2:00 pm, unless otherwise approved by the Area Trusted Servants and GSR's.
- Section 2. Special Meetings may be called by the Chairperson of this Committee if all the *Executive Committee members and a majority of (10/17/10)* GSR's can be contacted and are available. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least four (4) days notice shall be given.
- Section 3. QUORUM –a total of seven (7) GSR's must be present to conduct business at Area Meetings. All business stops when it has been established that there is no longer a quorum. All reports and flyers may be submitted for distribution in the minutes. (5/17/15) (quorum=7 06/11)
- Section 4. All motions must be submitted prior to meeting or at break only. (10/17/10)
- Section 5. Area Chairperson may call for a vote to temporarily suspend policy guidelines in the event of special/emergency circumstances (added 11/8/15)

Article IX.

SUBCOMMITTEES

- Section 1. Any Area Subcommittee or ad-hoc Committee Chairperson shall be elected at the ASC meeting and will report monthly to the ASC.
- Section 2. The Chairperson of each Subcommittee shall elect any needed representatives, and have an openly recognized Vice-Chair to serve in the absence of the Chairperson.
- Section 3. All Subcommittee Chairpersons will be required to attend all Regional Meetings for their respective Subcommittees.
- Section 4. Each Subcommittee shall draft their own guidelines and budget, and present them to ASC/Policy and Administration (PA) for approval within two (2) months of their election. ("budget" added 4/27/14)
- Section 5. All Subcommittees will make a detailed financial report every month to be included in the Area minutes, and to include receipts and records.

- Section 6. All Subcommittee Chairs will be responsible to send copies of their minutes to all other Subcommittee Chairs for better communication.
- Section 7. All Subcommittees will maintain only an account of money needed to function on a month-to-month basis. Any additional funds to be used, or needed will be presented to Area for approval. All extra funds shall be turned over to the Area Treasurer and be included in their report. (last sentence added 10/17/10)
- Section 8. That all newly elected Trusted Servants of the Area submit an annual budget to the Treasurer within two (2) months of their election. (added "to the Treasurer" 10/17/10)
- Section 9. Area recommends that members have 1 year clean to handle money at any Area function. (12/16/07)
- Section 10. Any Subcommittee meeting before Area must end fifteen minutes before the Area Service Committee.
- Section 11. On a yearly basis we, as a unified Area, support fully a Regional Learning Day (Days), through an ad hoc Committee made up of all our Trusted Servants and respective Subcommittee members.
- Section 12. It is the responsibility of the Public Relations/Phone Lines to follow up on whether or not groups are still operational, and delete from the schedule only when the doors are not open any more. (10/20/02)
- Section 13. The Area Service meeting is to be listed on the meeting schedule. (12/21/02)
- Section 14. The PR Chairperson will remove all STACSNA meetings from the WRASCNA schedule. (07/19/09)
- Section 15. New/revised Subcommittee guidelines (Article IX, Section 4) and annual budget (Article IX, Section 8) will be submitted as part of the monthly Subcommittee report. (11/21/10)

Article X.

EXECUTION OF BUSINESS

- Section 1. Sharing Session will include (10/15/06):
- a. Welcoming of new groups.
 - b. Question and Answer Session –questions first directed to the Chair and then opened up to the floor
 - c. Proceed with open discussion of items on Chairperson’s agenda.

- d. Any N.A. member can ask the ASC Chairperson to place a particular item on the sharing session agenda at any time.
- e. The Sharing Session comments will be held popcorn style, controlled by the Chair, with each member speaking one-at-a-time and for only two to three minutes.
- f. The Sharing Session will last no longer than thirty minutes.
- g. The Sharing Session will take place after old and new business in order to give those who must leave early a better chance of participating in old and new business. (10/17/10)

Section 2. Old Business will include:

- a. The presentation of votes from GSR's on motions made at previous meetings.
- b. Presentation of needed information on issues discussed at previous meetings.

Section 3. New Business will include:

- a. Items on Chairperson's agenda needing to be brought to the Committee's attention.
- b. All current (new) motions. Persons with new business will report this to the Chairperson prior to the ASC Meeting.
- c. All motions made, with the exception of a motion to close the meeting, and those that are deemed to need immediate attention, will be taken back to groups by the GSR's and voted on at the next meeting.

Section 4. Non-agenda items will include new issues, which may come up during the meeting.

Section 5. A motion is passed if there are more votes for than against, except motions that amend or revise the guidelines. These motions will be sent back to groups for approval.

Section 6. All motions must include intent and a second, except that motions from Subcommittees do not need a second. (01/20/13) (05/17/10; deleted "that go back to groups" 10/17/10)

Section 7. When ASC votes for Trusted Servants at Area, the vote shall be by secret ballot. (Motion #157 -04/22/01)

Section 8. During discussion of any vote on the floor, the discussion will follow the pro/con method. We will alternate pro's and con's until there are none remaining with a maximum of 5 each, no longer than 3 minutes each. Each member will have the chance to comment once. (02/02/13)

- Section 9. In the event there are more abstentions (which counts as no votes) than votes cast, there will be more discussion and then a re-vote. (reworded 09/21/14)
- Section 10. A motion once passed or defeated may not be brought up for reconsideration during the next six area meetings. (10/15/11)
- Section 11. Only those votes for and against will be considered in determining the 50% majority. Abstentions are a non-vote. (09/15/96)
- Section 12. ASC will purchase "A Guide to Local Services in Narcotics Anonymous" for all Trusted Servants of WRASCNA. (updated 09/21/14)
- Section 13. This Area will list special interest groups on the Area's meeting schedule.
- Section 14. Literature account will be combined with Area account.
- Section 15.
- a. Area to keep a prudent reserve of \$300.00. (changed to 300 10/17/10)
 - b. Area to keep petty cash of \$50.00 (04/27/14)
- Section 16. PR will inform WRASCNA groups regarding how to subscribe to the "NA Way" if they wish. (02/02/13)
- Section 17. Take 7th Tradition at Area meeting (01/19/97)
- a. A budget of \$10 will be carved out for ASC meeting coffee fund (5/17/15)
 - b. The remainder of the funds will go to the Treasurer (5/17/15)
- Section 18. To refer to PA condensed version of WSO Bulletin #30 when dealing with theft of NA funds. (02/16/97)
- Section 19. No Area function, or Area Committee function, will have gambling for money (ie. 50/50 raffles, bingo, or card games), nor will the Area accept donations from any activity that has gambling for money. This does not include raffles for non-cash prizes. (06/28/09)
- Section 20. WRASCNA is to donate \$50.00 to Region, and \$20.00 to World each month. Donations will be suspended when the Area Treasury falls below the Prudent Reserve, and will be reinstated when Area Treasury is above the Prudent Reserve. (12/16/07)
- Section 21. STARTER KIT –Starter kits will be given, when requested, (5/17/15) to all new groups for free. Starter kits will include:

- a. Introductory Guide to Narcotics Anonymous (\$1.70)
- b. IP #1: Who, What, How, and Why
- c. IP #2: The Group
- d. Group Booklet
- e. Group Treasurer's Record Pad

Section 22. Meetings will be put on the schedule and given voting rights after meeting for three (3) months and three (3) consecutive months of ASC representation. (10/17/10)
(voting rights added 04/27/14)

Article XI.

SUBCOMMITTEE GUIDELINES AND BUDGETS