
SAGINAW BAY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS



“God, grant us knowledge that we may write 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 may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.”

AREA GUIDELINES

The Twelve Traditions

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 non-professional, 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.

The Twelve Concepts for NA Service

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The Traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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.

Table of Contents

I.	Name and Meeting Time	5
II.	Purpose, Function, and Responsibilities of ASC	5
III.	Decision Making	5
IV.	Consensus Procedure	6
V.	Discussion Limits	6
VI.	Consensus Participants.....	6
VII.	Voting and Motion Procedure	7
VIII.	Elections.....	7
IX.	Resignations.....	8
X.	Qualifications and Duties of Area Trusted Servants	
	1. Chair	8
	2. Co-Chair	9
	3. Secretary	9
	4. Co-Secretary	10
	5. Treasurer	10
	6. Co-Treasurer	11
	7. Regional Committee Member	12
	8. Alternate Regional Committee Member	12
	9. Subcommittee Chairs	13
XI.	Duties of Subcommittees	
	1. Policy and Administration	13
	2. Activities	14
	3. Literature.....	14
	4. Public Relations	15
	5. Hospitals & Institutions	16
	6. Retreat	16
	7. Newcomer Event	17
XII.	Addendums to SBASCNA Guidelines	18

I. Name and Meeting Time

1. The name of this committee shall be known as the Saginaw Bay Area Service Committee of Narcotics Anonymous
2. The SBASCNA shall meet the 3rd non-holiday Sunday of each month. In the event of a holiday, the Area meeting will be moved up one week prior to the holiday.
3. **The ASC shall meet in person and on zoom.**

II. Purpose, Function, and Responsibilities of ASC

1. Purpose

- a. The SBASCNA has been created by member groups to better serve their common needs. To coordinate services on behalf of the groups served, to make our message of recovery available and accessible to everyone in our community.

2. Function

- a. Unify its Area Groups.
- b. Provide a link between Area Groups and the Worldwide NA Fellowship.
- c. Make the message of recovery available known throughout our Area's community.
- d. Carry the message of NA recovery through our subcommittee's actions.

3. Responsibilities

- a. Support Area Groups, which are part of SBASCNA.
- b. Rely on our Higher Power, group conscience, the Twelve Traditions, and the Twelve Concepts for NA Service to guide our decisions.
- c. Meet monthly.
- d. Provide a body of service accountable to the Area Groups according to the guidelines herein and bound by the Twelve Traditions and Twelve Concepts.

III. DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus (80% approval). We believe that a loving God's will is expressed through our group conscience (2nd Tradition). If GSRs feel that the item of discussion is something that needs to be discussed with the members of their Home Group (after consensus has been reached at Area on an item), a vote could be taken to send it back with 51% majority approval. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC.

The reason we limit voting to GSR's on old business, guideline changes, motions from Region, motions from World and motions to refer to groups; is to adhere to the 2nd and 3rd concepts which state, "The final responsibility and authority for NA services rests with the NA groups," and "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it." We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member can participate in their home group's conscience, insuring that their voice is heard through their GSR.

IV. CONSENSUS PROCEDURE

1. All items for discussion shall be legibly written or typed and accompanied with intent.
2. Does item receive at least 80% approval or rejection? If at least 80% approval, (go to #6, item passes), if at least 80% rejection, (go to #8, item fails), if item does not receive at least 80% for either passage or rejection go to #3.
3. The chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The chair asks if the additional information has changed anyone's opinion. If anyone's opinion has changed, is there now at least 80% approval? If so, item passes (go to #6). If no one's opinion has changed (or some opinions have changed, but the item does not receive 80% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to #4.
4. The maker is asked if the compromise (if any) is acceptable. If so, the participants are asked if there is any further discussion needed. If not, the chair asks if there is any opposition. If 80% approval, item passes (go to #6), if not go to #5.
5. If a compromise cannot be reached (or item does not receive 80% approval from #4), the chair asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside, the item passes (go to #6). If the opposition does not stand aside, the item is rejected (go to #8).
6. Item has passed record results in minutes.
7. If the GSR's feel that the approved item of discussion is something that needs to be discussed with the members of their Home Group, a vote could be taken to send it back with a 51% majority approval of GSR's. If 80% or more of Home Groups pass the item, consensus approval is reached. If less than 80% of Home Groups pass the item, consensus approval is not reached.
8. Item has failed record the results in minutes.

V. DISCUSSION LIMITS

1. Any member attending an ASC meeting has a voice on the floor when recognized by the ASC chairperson or acting chairperson. Chair must recognize all participants.
2. Both voting and non-voting members have the right to introduce items for discussion and participate in debate with the exception of the ASC chairperson.
3. Anyone in attendance may seek clarification from the chair.
4. Member must **raise their hand to** be recognized to have the floor.

VI. CONSENSUS PARTICIPANTS

1. Any NA Group* wishing to join the ASC may do so by the following:
 - a. Newly formed groups may attend any ASC meeting and ask to be a part of the Saginaw Bay Area.
 - b. Groups who wish to be added to the SBASCNA meeting list need to have started a meeting, have a secure meeting place, and be adhering to the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.

2. Group Participation at an ASC meeting is defined by:
 - a. Active Groups: those groups who have attended 1 of 2 previous ASC meetings and who are present at the current ASC meeting. Active Groups are eligible to vote on Old Business and New Business items.
 - b. Inactive Groups: those groups who have not attended either of the two 2) previous ASC meetings but are in attendance at the current ASC meetings. Inactive Groups are eligible to vote on New Business items only.
3. Any NA Group* which chooses membership in S.B.A.S.C.N.A. shall have one vote accorded to its GSR/Designee. Only the GSR or Designee may vote for said groups.

The term "Group" refers to two or more individual members, who meet regularly at a specified time and place to share their recovery during an event known as a NA meeting, at which there is freedom to exercise the Twelve Traditions of N.A. Special interest or Hospital and Institutional meetings, which do not adhere to the Third Tradition, shall not be accorded a vote.

VII. Voting and Motion Procedure

1. A quorum shall consist of member groups present. For the purpose of voting, abstentions will be subtracted from the quorum total. If you are here representing your HG you have a responsibility to vote, yes / no / abstain.
2. All items for discussion shall be legibly written or typed and accompanied with intent. The item for discussion shall be given to the ASC secretary to be added within the meeting minutes.
3. To promote the Home Group concept, the following types of items of discussion / motions will be processed through the discussion stage, assigned a number by the Secretary, and be included in that month's ASC minutes. Votes by the groups on these motions will be tallied at the next regularly scheduled ASC meeting. Motions to go back to groups are as follows:
 - a. Guideline changes.
 - b. Motions from the Regional Service Committee.
 - c. Motions from the World Service Conference.
 - d. Any single distribution of funds over \$500.00.
 - e. Items of discussion referred to the groups by 2/3 majority of GSR's present.
4. Tallies shall be collected and announced by the Secretary.
5. Election Voting:
 - a. Highest vote total will decide all Trusted Servant positions for which there are two or more nominees.
 - b. Single nominees must be approved by simple majority of groups present.
 - c. Chair shall (at his/her discretion) vote only in order to break a tie.
6. For the purpose of ASC voting, the following definitions hold true:
 - a. Yes/Yea – meaning in the affirmative.
 - b. No/Nay - meaning in the negative.
 - c. Abstain – meaning as a non-vote and will not be used in tabulation for the vote.

VIII. Elections

1. Members attending the ASC meeting are allowed to make nominations. All election voting will be determined by Section VII. #6 of these guidelines.
2. Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, shall be nominated and elected each January and begin their duties in February.
 - a. Chair and Co-Chair shall not hold more than one SBSCNA position at a time.

3. Activities Chair, Literature Chair, Hospital & Institution Chair, Regional Committee Member and Alt Regional Committee Member, Public Relations Chair, **Newcomer Event** and Retreat Chair shall be nominated and elected each August and begin their duties in September.

4. A prospective nominee must be in attendance at the scheduled meeting at which the nomination is to take place.

5. Vacancies shall be filled by continuing the nomination/election process as described in section VII. **#5**, a, b and c of these guidelines.

6. The Chair may appoint interim Trusted Servants with the approval of a simple majority of those in attendance at meeting.

7. In the event of an unexpected vacancy for the Chair, Regional Committee Member, Treasurer or Secretary, the Co-Chair, Alternate Regional Committee Member, Co-Treasurer or Co-Secretary, respectively, shall assume the vacant position, with approval of a simple majority of those in attendance at meeting, and the Co-Chair, Alternate Regional Committee Member, Co-Treasurer or Co-Secretary Positions shall be filled.

8 All election voting shall be conducted by secret ballot and counted by the Secretary or designee.

9. The term of these elections shall begin directly following the meeting in which that election took place.

IX. Resignations

1. Voluntary
 - a. Given in writing to the ASC Chair prior to the ASC meeting.
2. Involuntary
 - a. Misses two ASC meetings without submitting a report.
 - b. Relapse during time of position.
 - c. Failure to perform duties and responsibilities.

X. Qualifications and Duties of Area Trusted Servants

1. Chair

a. Qualifications

- (i) Minimum of two years continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Preside over all ASC meetings using the Decision Making and Consensus Procedure as outlined in sections III. and IV.
- (ii) To be fair and impartial as the facilitator of the ASC.

- (iii) Maintains flow of discussion during the meetings.
- (iv) Compiles a pre-arranged agenda prior to each ASC meeting. Agenda will be from the input of groups and members of the Area. Copies of this agenda will be available to participants at the beginning of each Area meeting.
- (v) Shall be a co-signer on all bank accounts of the ASC and have access to the Venmo account.
- (vi) Shall chair Policy and Administration Committee meetings.

2. Co-Chair

a. Qualifications

- (i) Minimum of one-year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Perform all the duties and have all responsibilities of the Chair in his/her absence.
- (ii) Shall be a co-signer on all bank accounts of ASC and have access to the Venmo account.
- (iii) Advise the ASC in matters concerning Area guidelines.
- (iv) Attend all ASC and Policy and Administration Committee meetings.
- (v) Work closely with Chair to learn responsibilities of the position.
- (vi) Act as a liaison between all Subcommittees to assure proper functioning of said Subcommittees per ASC guidelines.
- (vii) Contact ASC trusted servants who miss the monthly ASC meeting without giving prior notice.
- (viii) To propose annual ASC meeting location, dates, and times.
- (ix) Be willing to assume the Chair position after one year.

3. Secretary

a. Qualifications

- (i) Minimum of one year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have typing skills, computer or access to a computer and e-mail.
- (v) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (vi) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Keep accurate minutes of each ASC meeting.
- (ii) Distributes minutes no later than 7 days following the ASC meeting.

- (iii) Type and distribute minutes either in person, by mail or by e-mail to the following: ASC Trusted Servants, groups/designees. Emails minutes to any NA member wishing to receive.
- (iv) Keep a mailing list of all ASC Trusted Servants and groups, including e-mail addresses.
- (v) Attend all ASC and Policy and Administration Committee meetings.
- (vi) Will make available Guidelines and standing Rules once per year upon request. Area Guidelines and Standing Rules are also available on the area Web Site.
- (vii) Ensure every group of the SBSCNA is provided with the ASC meeting.

4. Co-Secretary

a. Qualifications

- (i) Minimum of one year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have typing skills, computer or access to a computer and e-mail.
- (v) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (vi) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Perform all duties and have all the responsibilities of the Secretary in his/her absence.
- (ii) Work closely with the Secretary to learn the responsibilities of the position.
- (iii) Attend all ASC and Policy and Administration Committee meetings.
- (iv) Be willing to assume the Secretary position after one year.

5. Treasurer

a. Qualifications

- (i) Minimum of two year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Knowledge of how to keep a checking account balanced.
- (vi) Have a computer or access to a computer and ability to use spreadsheet/accounting software.
- (vii) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Primary signer of ASC bank accounts and Venmo account. Treasurer signature plus one other co-signer must be on all checks to be cashed.
- (ii) Collects all donations from individuals, groups and Subcommittees of ASC. (Electronically and in Person)
- (iii) Recommend (to the ASC) and maintain (as directed by the ASC) a Prudent Reserve.
- (iv) Give and keep receipts for income and disbursements.

- (v) Disburse money as per group conscious of the Area.
- (vi) Keep an accurate record of all transactions and present them in a monthly report at ASC meeting.
- (vii) Prepare and present semi-annual (June) and annual (January) reports, which include a summary of all transactions (i.e., Subcommittee disbursements, groups donations, ASC monthly expenses)
- (viii) No moneys will be reimbursed without a proper receipt. Checks will be written at the ASC meeting, with the exception of electronic banking and in emergency situations with the approval of the Chairperson.
- (ix) Will provide bank statements, receipt book and deposit slips so an audit can be completed with the semi and annual reports.
- (x) The SBASCNA will make a monthly donation to region. The donations will be 10% of monthly donations and will be electronically transferred or sent with RCM to the Regional Treasurer.
- (xi) The Post Office Box and Zoom Account shall be paid in January for one year in advance by the Treasurer.
- (xii) Attends all Policy and Administration Committee meetings.
- (xiii) Disbursements are prioritized as follows:
 - 1) Basic operational expenses (i.e., rent, copies, banking fees, PO Box, etc.)
 - 2) Helpline
 - 3) Area Trusted Servants
 - 4) Donations to Region

6. Co-Treasurer

a. Qualifications

- (i) Minimum of two years continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Knowledge of how to keep a checking account balanced.
- (vi) Have a computer or access to a computer and ability to use spreadsheet/accounting software.
- (vii) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Performs all duties and have all the responsibilities of the Treasurer in his/her absence.
- (ii) Work closely with the Treasurer to learn the responsibilities of the position.
- (iii) Shall be co-signer on all bank and Venmo accounts of ASC.
- (iv) Attend all ASC and Policy and administration Committee meetings.
- (v) Be willing to assume the Treasurer position after one year.

7. Regional Committee Member

a. Qualifications

- (i) Minimum of two year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.

- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties:

- (i) The primary responsibility is to work for the common good of NA by providing two-way communication between the Area and the rest of NA, primarily the Michigan Region.
- (ii) Attend all ASC and RSC meetings.
- (iii) Attend group business meetings when requested.
- (iv) Represent and carry our Area's Group conscience at all RSC meetings.
- (v) Prepare and present reports at all ASC and RSC meetings.
- (vi) Attend Regional Administration Committee meeting.
- (vii) Attend monthly ASC and Policy and Administration Committee meetings.
- (viii) Hold a bi-annual Conference Agenda Report (CAR) workshop.
- (ix) Contact GSRs of inactive groups to encourage their participation in Area.
- (x) An established Prudent Reserve of \$200.00 will be disbursed to the RCM at the Area Meeting prior to the next scheduled Regional Meeting. Money is to cover travel, food and lodging expenses. Food reimbursement will not exceed \$40.00 per day. All receipts and excess money must be submitted to the Area Treasurer at the next scheduled Area Service Committee Meeting after Regional Meeting.

8. Alternate Regional Committee Member

a. Qualifications

- (i) Minimum of one year continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) The willingness to give the time and resources necessary for the position.
- (iv) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (v) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. Duties

- (i) Perform all the duties and have all the responsibilities of the RCM in his/her absence.
- (ii) Attend all ASC and RSC, and Policy and Administration meetings.
- (iii) Attend group business meetings when requested.
- (iv) Represent and carry our Area's Group conscience at all RSC Meetings in the absence of Regional Committee Member.
- (v) Work closely with the RCM to learn the responsibilities of the position.
- (vi) Be willing to assume the RCM position after one year.
- (vii) Will contact inactive Home Groups after missing 3 consecutive ASC meetings.
- (viii) An established Prudent Reserve of \$200.00 will be disbursed to the Alt-RCM at the Area Meeting prior to the next scheduled Regional Meeting. Money is to cover travel, food and lodging expenses. Food reimbursement will not exceed \$40.00 per day. All receipts and excess money must be submitted to the Area Treasurer at the next scheduled Area Service Committee Meeting after Regional

9. **Subcommittee Chairs**

a. *Qualifications*

- (i) Minimum of one-year continuous abstinence, other than the PR Chair and Literature Chair who will need to have a minimum of two years continuous abstinence.
- (ii) Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- (iii) Must sign a Financial Responsibility Waiver to assume financial responsibility for the ASC funds and property in their care.
- (iv) The willingness to give the time and resources necessary for the position.
- (v) Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- (vi) Active participation in Narcotics Anonymous such as:
 - Home Group
 - Sponsorship
 - Regular attendance at NA meetings

b. *Duties*

- (i) Attend all ASC meetings.
- (ii) Prepare and present written report at every ASC meeting on committee activities and financial transactions.
- (iii) Maintain an open line of communication between respective Regional Subcommittee Chairs.
- (iv) Upon completion of active commitment, shall be available to assist incoming Trusted Servant in becoming familiar with their duties and responsibilities.
- (v) All Sub-Committees, with the exception of Retreat Committee, will hold a "Primary Monthly Meeting" at a specified location, date and time. Additional Sub-Committee meetings, as needed, may also be monthly primary meetings.
- (vi) All literature and NA merchandise needs to be purchased from the SBASCNA Literature Committee. Unless the items needed are unavailable, they can be purchased elsewhere.
 1. All literature distributed on behalf of SBASCNA needs to be stamped with the SBASCNA Stamp.

XI. **Duties of Subcommittees**

1. **Policy and Administration Committee**

- a. This committee will consist of Area Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM and Alternate RCM.
- b. Provide groups with proposed guideline changes and new guideline additions annually in the month of August. Guidelines changes throughout the year, with approval of Area Groups, will be added as an addendum and included in the new Guidelines updated annually in the month of August.
- c. As new subcommittees are formed, this committee will review and approved proposed guidelines, as well as any standing subcommittee guideline changes.
- d. This committee will propose to Area special committees for a specific task and time, known as Ad hoc Committees.
- e. Addresses disputes concerning the Twelve Traditions by seeking resolution via all resources. Resolutions will be brought to the following ASC meeting and be addressed in old business.
- f. Will do an audit after receiving the semi and annual financial report.

2. **Activities Committee**

- a. This committee will consist of Chair and any NA member who wishes to carry the message of recovery.

- b. The primary purpose of this committee is to schedule events, such as picnics and dances, so that the members of NA can interact in a social setting with other addicts.
- c. The secondary purpose of this committee is to raise funds for the Area and Region in which we serve as NA members. Any surplus of funds from an activities event, minus a prudent reserve which is to be used for deposits of halls, DJ's, supplies, etc., will be turned over to the ASC to be used where they feel it is most needed at that time. The prudent reserve is established at \$500.00.
- d. Activities Chair Duties:
 - (i) Schedule and chair Activities meetings.
 - (ii) Give monthly report of committee's events, including an itemized financial report, at ASC meetings.
 - (iii) Keep close communication with surrounding ASC's, Area Subcommittees and Groups to help avoid conflicting events when possible.

3. Literature Committee

- a. This committee will consist of Chair, Co-Chair and any NA member who wishes to carry the message of recovery.
- b. Subcommittee chair shall have minimum 2 years clean time and 1 year service with the Saginaw Bay Area.
- c. Subcommittee co-chair shall have a minimum 18-months clean time and 6 months service with the Saginaw Bay Area.
- d. The purpose of this committee
 - (i) Schedule events, such as review proposed literature from the WSC and provide feedback to the WSC about literature.
 - (ii) Stock NA approved literature for sale to the NA Home Groups of the Saginaw Bay Area.
 - (iii) The Prudent reserve is established at \$100.00.
- e. Literature Chair Duties
 - (i) Give monthly report of committee's events, including an itemized financial report, at ASC meetings.
 - (ii) Keep an open line of communication between Area Service Committee and World Service Conference.
 - (iii) Have proposed literature available and schedule workshops, discussion, and/or review meetings as necessary.
 - (iv) Keeps a supply of Starter Kits for new groups joining the SBASCNA. The Starter Kits shall include:
 - One (1) Basic Text • The Group Booklet • Twenty (20) Keytags
 - Two (2) Introduction to NA Books • One (1) Just For Today Meditation Book
 - One (1) "Group Service Representative Pamphlet" for the SBASCNA • Fifty (50) IPs
 - (v) Make literature and group supplies available for purchase at the ASC meeting.
- f. Literature Purchase and Sale process
 - (i) All transactions will only take place at the scheduled time adjacent to the monthly ASC meeting.

- (ii) Stock will be maintained in a locked storage receptacle and stored at the location of the ASC meeting, or other suitable location pre-determined by the P&A Sub-committee.
- (iii) Each sale will be documented on a standard inventory form to include item name/description, quantity, price per unit, total per item, and total order cost. Funds must accompany all orders at the time of purchase.
- (iv) Orders may be placed for literature and supplies not in stock by following the same process outlined above.
- (v) All order forms will be retained by the literature subcommittee for record keeping and purposes. Receipts for the total sales amount will be issued to purchasers.
- (vi) Total sales and inventory status will be reported at each ASC meeting.
- (vii) Sales prices will be determined by the net cost incurred by the SBASCNA to place each item into stock. The SBASCNA will cover the cost for shipping, handling, and tax.
- (viii) Funds from sales will be given to the treasurer at each ASC meeting, and the transaction totals will be reported in the minutes of that ASC meeting.
- (ix) A "net 30" account is established with NAWS for the purposes of placing orders, then the ASC treasurer will be given any outstanding statement/bill at each ASC meeting for payment to NAWS.
- (x) For the purchase and sale of literature \$2,000.00 will be earmarked and retained in the ASC bank account. This amount will be replenished at the end of each SBASCNA.
- (xi) Make literature and group supplies available for purchase at the ASC meeting.

4. Public Relations Committee

- a. This committee will consist of a Chair and any member who wishes to help carry the message of recovery to those who have not heard of us, or misinterpret us, informing them of what we have to offer as recovery from the disease of addiction, and how and where we are available.
- b. The Chair position is required to have a minimum of 2 years clean, and a minimum of 1 year of continuous service within the Saginaw Bay Area Service Committee.
- c. Committee responsibilities:
 - (i) Unify efforts of Twelve Step work within public information and relations inside and outside the fellowship, and will follow the suggestions in the Public Relations Handbook to the best of its needs.
 - (ii) Give monthly report of committee's activities, including an itemized financial report, at ASC meetings.
 - (iii) Keep minutes of all its meetings and a record of all its income and disbursements from each function it provides.
 - (iv) Maintain communication with Regional Phoneline Chairperson and maintain a Twelve Step call list for the answering service.
 - (v) Develop and present workshops to coordinate and improve members' ability to carry the message through the answering service.
 - (vi) Receives and communicates new meeting information and meeting changes to Web Servant.
 - (vii) Print and distribute meeting lists to groups and Area subcommittees.
 - (viii) Oversees the web servant duties.
 - a. Must be familiar with web protocols
 - b. Must have the ability to maintain HTML code.
 - c. Must have a reliable connection to the Internet.

- d. Is accountable to the SBASCNA.
- e. The Web Servant will strive to keep all content in a professional manner. This includes all design elements, commentary, and posted information. The Web Site Committee is dedicated to the 12 Traditions and 12 Concepts of Narcotics Anonymous.

Functions and Responsibilities:

- a. Maintains the ASC meeting list and communicates any changes made to the Public Relations Chair.
- b. Updates the Web Page version of the meeting list as needed.

Change Request:

- a. Any group or committee can request an event on the events page. This request must be submitted in writing at the ASC meeting or via e-mail. Flyers must be in PDF Format and to be posted on our Area Website must have which Sub-Committee or Home Group the event is being hosted by. Flyer must also include NA Symbol and physical address of the event on the flier. Flier will be posted by Web Servant within 7 days.
- b. All meeting additions and changes will be posted within 7 days.

(viii) The prudent reserve is established at \$300.00.

5. Hospitals and Institutions Committee

- a. This committee will consist of a Chair and any member who wishes to help carry the message of recovery.
- b. Committee responsibilities:
 - (i) Unify efforts of Twelve Step work within hospitals and institutions, and will follow the suggestions in the Public Relations Handbook to the best of its needs.
 - (ii) Give monthly report of committee's activities, including an itemized financial report, at ASC meetings.
 - (iii) Keep minutes of all its meetings and a record of all its income and disbursements from each function it provides.
 - (iv) Develop and coordinate a volunteer list for service within Saginaw Bay Area hospitals and institutions (i.e. rehabilitation centers, detox centers, jails and prisons).
 - (v) Distribute and maintain literature availability for hospitals and institutions.
 - (vi) The prudent reserve is established at \$200.00.

6. Retreat Committee

- a. This committee consists of Chair, Co-Chair, Secretary, Treasurer, Program, Merchandising, and any NA member who wishes to carry the message of recovery to the members of N.A by providing an event known as a NA Retreat.
- b. Retreat Chair Duties
 - (i) Schedule and chair Retreat meetings.
 - (ii) Give monthly report of committee's progress at ASC meetings.
 - (iii) Oversee proper scheduling of Retreat location, dates, and prices under the direction of the committee.
- c. Upon completion of all financial obligations, remaining funds will be allocated in the following manner:
 - (i) Deposit, which at this time is 10%, will be sent to the Retreat facility for the upcoming Retreat. Currently the Retreat facility requires 120 participants to guarantee exclusive use of the facility. The 10% deposit is based on the 120 anticipated minimum attendance. Each year the contract may be different. Therefore the contract from either the previous Retreat or if available the current contract for the upcoming Retreat will determine how much the deposit will be.

- (ii) Money will be set aside to cover a Michigan 6% sales tax, just in case one is applied.
*Currently the 6% is based on the facility's maximum capacity of 135 participants. Each year the contract may be different. Therefore the contract from either the previous Retreat or if available the current contract for the upcoming Retreat will determine how much the potential 6% sales tax will be.
- (iii) \$500.00 set aside for operating expenses.
- (iv) Any leftover funds will be set aside for special purposes will carry over, i.e.; financially impaired, memorial bench.
- (v) All remaining funds will be turned over to SBASCNA.

7. Newcomer Event Committee

- a. This committee will consist of Chair, co-chair and any NA member who wishes to carry the message of recovery.
- b. The primary purpose of this committee is to plan and hold an annual, day-long mini convention where members share experience, strength and hope, and spread an NA message to newcomers.
- c. The secondary purpose of this committee is to raise funds for the newcomer event by hosting fundraisers. Any surplus of funds from a fundraiser event, minus a prudent reserve which is to be used for deposits of halls, supplies, etc. The prudent reserve is established at \$250.
- d. Newcomer event Chair Duties:
 - (i) Schedule and chair monthly subcommittee meetings.
 - (ii) Give a monthly report of committee's events, including an itemized financial report, at ASC meetings.
 - (iii) Keep close communication with surrounding ASC's, Area Subcommittees and Groups to help avoid conflicting events when possible.

XII. ADDENDUMS TO SBASCNA GUIDELINES

Guideline changes throughout the year, with approval of Area Groups, will be added as an addendum and included in the new Guidelines updated annually in the month of August

Standing Rules

Stand Rules are to be review one year from date.