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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 N.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A. 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 N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need to 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 OF N.A. SERVICE

1. To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of N.A. as a whole.

2. The final responsibility and authority for N.A. services rests with the N.A. groups.

3. The N.A. 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. N.A. 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.
These Guidelines are written to reflect the procedures approved by the Capital Area Groups of Narcotics Anonymous. They will be updated annually and distributed to Area Groups in the October Minutes of the Capitol Area Service Committee of Narcotics Anonymous.

Definitions

1. ASC: Area service committee
2. C.A.S.C.N.A.: Capital area service committee of Narcotics Anonymous
3. Group: When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group: 1. All members of a group are drug addicts, and all drug addicts are eligible for membership. 2. As a group, they are self-supporting. 3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous. 4. As a group, they have no affiliation outside Narcotics Anonymous. 5. As a group, they express no opinion on outside issues. 6. As a group, their public relations policy is based on attraction rather than promotion. In stating the six points that differentiate an NA group from other kinds of groups, we place greater emphasis on drug addiction than almost anywhere else in our service literature. This is because Narcotics Anonymous groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our groups’ sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our groups are providing adequate grounds for identification to those seeking recovery.
4. Meeting: NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many—if not most—NA meetings are in fact hosted by an NA group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA group is an entity; the NA meeting is an event; and NA meetings may be held without the sponsorship of an NA group.
5. Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
6. Consensus based decisions: This means that all viewpoints have been considered while, at the same time, trying to find a common ground that the decision makers present at the ASC can support, even though the eventual decision may not be the exact desire of those decision makers.
7. GSR: Group service representative
8. Majority vote: a majority is defined as 3/4 of the established quorum not including abstaining votes.
I. NAME
The name of this committee shall be the Capital Area Service Committee of Narcotics Anonymous (C.A.S.C.N.A.).

II. PURPOSE AND FUNCTION OF THE AREA SERVICE COMMITTEE

PURPOSE
The Capital Area Service Committee of Narcotics Anonymous has been created by Area Groups to better carry the message of N.A. recovery to the addict who still suffers and to promote unity.

FUNCTION
1. To meet monthly.
2. To provide a link between Area Groups, the Michigan Regional Service Committee, and the Worldwide N.A. Fellowship.
3. To provide service and support to Area Groups to accomplish those tasks which Groups find difficult to do alone (i.e. providing starter kits to new groups).

III. CONSENSUS, CBD, AND MOTION PROCEDURES
(Revised November, 2014)

DEFINITION AND EXPLANATION OF CONSENSUS BASED DECISIONS (CBD)

A) In an effort to allow for a higher power to guide our area business decisions, the CASCNA strives to carry out ALL its work based on the concept of Consensus Based Decisions (CBD). The discussion process is open to any addict present at the ASC meeting and takes place until no more progress is evident. However, who actually makes the decisions concerning the business discussed at the ASC is determined in the following subsections of this Section A.

A.i) When a motion is brought before the committee, discussions will take place for ten (10) minutes or until all parties are in agreement, whichever comes first.

A.ii) If consensus cannot be reached on an issue it will go to the GSRs for a majority vote. (See Section IV, A.ii).

A.ii.1) A quorum shall consist of five (5) Area Groups present at the monthly ASC meeting. A quorum count will always be taken at the beginning of the ASC and at the beginning of New Business for that same ASC, in the event it is apparent that there are not enough GSRs to meet the quorum necessary for them to effectively make decisions regarding the business of the area. Who will actually make business decisions at a given ASC will depend on the number of GSRs available at the time the count is performed.

(A.ii.2) A GSR can request at any time that the issue be brought back to the groups for a majority vote at the next ASC following the guidelines. 

(A.ii.3) All GSRs present at ASC will have CBD privileges for that ASC meeting.
B) All Area position elections will be sent back to groups to vote on.

B.i) Highest vote totals will decide all Trusted Servant positions for which there are two or more nominees.

B.ii) Single nominees must be approved by 2/3 of Area Group ballots.

C) Any motions by the Region or WSC may be sent back to groups at the request of Region or WSC.

IV. CBD PARTICIPANTS

Any N.A. Group* which chooses membership in the C.A.S.C.N.A. shall have one CBD accorded to its GSR (or Alternate GSR, in the GSR's absence). Those groups which choose to participate in the C.A.S.C.N.A. shall be referred to as Area groups.

The only CBD members of the C.A.S.C.N.A. are the GSR or Alternate GSR. All other Trusted Servants are considered to be non-CBD making members. All names of, and total of CBD members will be announced at the beginning of each Area Service Committee meeting (A.S.C.) All CBD members of A.S.C., arriving after role call will notify the Secretary of their attendance before participation in CBD.

A person will not hold more than one position at the A.S.C. The only exception would be a non-CBD member who is appointed by the A.S.C. chair to fill an Ad-Hoc Subcommittee chair position.

V. ELECTIONS

A) Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, and Co-Treasurer shall be elected each September. Letters of willingness will be submitted by any interested member at the August A.S.C. meeting.

B) Regional Committee Member, Alternate Regional Committee Member, Retreat Chair, Public Relations Chair, Hospitals and Institutions Chair, Literature Chair, Activities Chair, Policy Chair, Helpline Chair and Web servant shall be elected each January. Letters of willingness will be submitted by any interested member at the December A.S.C. meeting.

C) All letters of willingness must be presented and read in person at the respective A.S.C. meeting. When vacancies exist, letters of willingness are accepted at any time.

D) Filling of vacancies.

1. The election process as described in Section B of these guidelines shall be the primary method of filling vacancies.

2. The Chair may appoint interim Trusted Servants with the approval of 2/3 of the active Area Groups present.

3. In the event of an unexpected vacancy for Chair, Area Service Representative, Treasurer, or Secretary, their alternate shall assume the vacant position with the
approval of 2/3 of active Area Groups present. The respective alternate position will then be vacant.

4. All elections shall be conducted by secret ballot and counted by the Secretary/Designee.

E) In the spirit of rotation, no member shall serve more than two (2) consecutive full terms in the same position.

F) Newly elected Trusted Servants will begin their duties at the beginning of the next regularly scheduled meeting following the meeting in which the election took place. The interim month will serve as a transition period.

VI. RESIGNATIONS

A) Voluntary:
Given in writing to the Area Service Committee Chairperson prior to the A.S.C. Meeting

B) Involuntary:
Any or all of the following will constitute an involuntary resignation.

1. Misses two consecutive A.S.C. meetings without advising the Co-Chair or submitting a written report, without just cause (requires a CBD by 3/4 of active Area Groups present).
2. Relapse during term of position (no CBD required).
3. Removal by 3/4 of active Area Groups present for failure to perform duties and responsibilities.

VII. QUALIFICATIONS AND DUTIES OF AREA TRUSTED SERVANTS

A) Chair (Qualifications)

1. Minimum of 3 years continuous clean time.
2. Has willingness and desire to serve, as demonstrated in prior Narcotics Anonymous positions.
3. Has the willingness to give the time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. Active participation in Narcotics Anonymous such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

Chair (Duties)
1. Compiles a pre-arranged agenda prior to each A.S.C. meeting. Copies of this agenda will be included in the minutes and available to participants at the beginning of the A.S.C. meeting.

2. Presides over all A.S.C. meetings.

3. Maintains lines of communication between the A.S.C. and all Area Groups throughout the year.

4. Shall be co-signer on all bank accounts of the A.S.C.

5. Attends the monthly Policy Committee meeting.


7. Prepares the Co-Chair to assume the Chair position.

8. Submits a summary report at the September A.S.C. meeting which could include:
   i. Highlighting past year's activities.
   ii. Sharing experience, strength, and hope in regards to what was effective and what wasn't.
   iii. Update on current projects.

B) Co-Chair (Qualifications)

1. Minimum of 2 years continuous clean time.

2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.

3. Has the willingness to give the time and resources necessary for the position.

4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

5. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

6. Has the willingness to assume Chair's position after 1 year, if elected by the Area.

Co-Chair (Duties)

1. Performs all the duties and has all the powers of the Chair in their absence (not to be confused with vacancy).

2. Acts as a liaison between all subcommittees to assist in the proper functioning of that subcommittee per A.S.C. guidelines.

3. Ensures that all active Area Groups and Trusted Servants are provided with updated copies of Guidelines and Standing Rules in the October A.S.C.
minutes.
4. Suggested attendance at the monthly Policy Committee meeting.
5. Oversees the registration of Area Groups with the World Service Office.
6. Submits a summary report at the September A.S.C. meeting (See VII. A. Chair Duties #8).

C) Secretary (Qualifications)

1. Minimum of 1 year continuous clean time.
2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
3. Has the willingness to give the time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

Secretary (Duties)

1. Keeps accurate minutes of each A.S.C. meeting.
2. Distributes minutes no later than 21 days following the A.S.C meeting.
3. Will type and distribute minutes either in person or by E-mail to all A.S.C. Trusted Servants.
4. Keeps a contact list of all A.S.C. Trusted Servants.
   a) Including a current month meeting list initialed and dated by secretary
   b) A copy of the original monthly minutes
   c) A copy of amended minutes (if applicable)
   d) A copy of all motion forms submitted that month
   e) These archives shall be archived electronically on disk (if possible)
6. Submits a summary report at the September A.S.C. meeting [See VII.A Chair Duties #8].

D) Co-Secretary (Qualifications)

1. Minimum of 6 months of continuous clean time.
2. Has a willingness and desire to serve.
3. Has a willingness to give the time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics
Anonymous.

5. Has the willingness to assume the Secretary's position after 1 year, if elected by the Area.

6. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

Co-Secretary (Duties)

1. Performs all the duties and has all the powers of the Secretary in their absence (not to be confused with vacancy).
2. Works closely with the Secretary to learn the responsibilities of the position.

E) Treasurer (Qualifications)

1. Minimum of 2 years of continuous clean time.
2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
3. Has the willingness to give the time and resources necessary for the position.
4. Has the knowledge of how to keep a checking account in good working order.
5. Has a working knowledge of the 12 Steps and the 12 Traditions of Narcotics Anonymous.
6. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

Treasurer (Duties)

1. Primary signer on all A.S.C. bank accounts.
2. Collects all donations from individuals, Groups, and Subcommittees of N.A.
3. Provides and keeps receipts of income and disbursements.
4. Disperses money according to the policies of the C.A.S.C.N.A.
5. Keeps an accurate record of all transactions.
7. Prepares and presents semi-annual (March) and annual (September) reports.
8. Checks the post office box at least every two weeks and forwarding all info and correspondence to the appropriate sub-committee.

F) Co-Treasurer (Qualifications)
1. Minimum of 1 year continuous clean time.
2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
3. Has the willingness to give the time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. Has the willingness to assume the Treasurer's position after 1 year, if elected by the Area.
6. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

**Co-Treasurer (Duties)**

1. Performs all duties and has all the powers of the Treasurer in their absence (not to be confused with vacancy).
2. Works closely with the Treasurer to learn the responsibilities of the position.

**Regional Committee Member (Qualifications)**

1. Minimum of 2 years of continuous clean time.
2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
3. Has the willingness to give the time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

**Regional Committee Member (Duties)**

1. Primary responsibility: to work for the common good of N.A. by providing two-way communication between the A.S.C. and R.S.C. in a non-biased manner.
3. Attends as many Group conscience meetings as possible to enhance communication regarding Regional information.
4. Represents, and carries, to the best of their ability, the A.S.C.’s conscience, not personal opinion, at all R.S.C. meetings. [Motions from the World and Regional guideline changes must be CBDd on by the Area Groups.]
5. Prepares and presents reports at all A.S.C. and R.S.C. meetings.
6. Suggested involvement in a Subcommittee at the Regional level.
7. Suggested attendance at monthly area Policy Committee Meetings.
8. Attends annual Michigan Regional Service Conference.
9. Has the time and willingness to serve for a 2 year commitment.

H) Alternate Regional Committee Member (Qualifications)

1. Minimum of 1 year of continuous clean time.
2. Has the willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
3. Has the willingness to give time and resources necessary for the position.
4. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
5. Has the willingness to assume the RCM position after 2 years, if elected by the Area.
6. Active participation such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.

Alternate Regional Committee Member (Duties)

1. Performs all the duties and has all the powers of the RCM in their absence (not to be confused with vacancy).
3. Attends as many Group conscience meetings as possible to enhance communication regarding Regional information.
4. Works closely with the RCM to learn the responsibilities of the position.
5. Suggested attendance at monthly area Policy Committee meetings.
6. Attends annual Michigan Service Conference.
VIII. AREA STANDING SUBCOMMITTEE CHAIR QUALIFICATIONS

1. Minimum clean time requirements are described in each subcommittee guidelines, please reference them as required.
2. Has the willingness to give the time and resources necessary for the position.
3. Has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Active participation in N.A. such as:
   i. Home Group.
   ii. Sponsorship.
   iii. Regular attendance of N.A. meetings.
5. Attendance at A.S.C. meetings.
6. Active membership participation in the Capital area for a minimum of six (6) months.
7. Suggested attendance at the Regional Subcommittee meetings for their respective Subcommittees.

IX. ADMINISTRATIVE COSTS AND BUDGETS

1. Administrative Trusted Servants and Subcommittee Chairpersons submit an estimate of quarterly expenses in March, June, September, and December.
2. Prudent reserve of $1,080.00 to be used by the Area to pay necessary and administrative bills (For breakdown of these expenses please turn to next page.)
3. C.A.S.C.N.A. will donate all moneys remaining above our amount of prudent reserve and operating expenses/budgets only after our financial responsibilities have been met, and any foreseen expenses have been taken into account and been approved by a simple consensus by GSR’s present at ASC. Donations will be distributed in this manner: 75% to M.R.S.C.N.A. and 25% to WSO.
4. Activities reserve fund is to be $500.00 for each activity, with the exception that funding for the Memorial Day Pig Roast / Picnic will be set at no more than $1000.00
5. Public Relations budget is $100.00 a month.
6. Hospitals and Institutions budget is $150.00 a month.
   a) Mileage reimbursement for CASCNA H&I subcommittee trusted servants to be at 40 cents per mile upon review and approval at the monthly H&I subcommittee meeting on a case by case basis as funds are available.
7. Policy Committee budget is set at $100.00 per month. (Motion 05-18-03-02)
8. Help-Line budget is $25.00 per month (04-10-05-02-GL)

9. Area Service Committee shall adopt World Service recognized accounting practices to ensure accountability.
   a. Submit a monthly report
   b. Administer audits by group conscience
   c. Two signers on checking account
   d. Monthly reconciliation
   e. Two people count receipts
   f. Two people make bank deposits
   g. Have a bank statement at every ASC.
   h. Money orders preferred no personal checks.
   i. Separate Accounts Receivable to Treasurer/Co-Treasurer; Accounts Payable to Administration (10-10-04-02)

10. Trusted servants at Area will handle all subsequent decisions regarding recovery of current lost treasury funds. Home groups will initially CBD on the settlement.

11. Area will donate 5% of Area group donations to M.R.S.C.N.A. on a monthly basis. If we are over prudent reserve, we will revert back to Administrative Costs and Budgets rule 3.

12. Web servant budget is $50.00 per month. (10/14/2012)
Prudent reserve was created in the following manner:

<table>
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<th>Sub-committee</th>
<th>Monthly Budget</th>
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<tbody>
<tr>
<td>Activities</td>
<td>$500.00</td>
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<tr>
<td>H &amp; I</td>
<td>$150.00</td>
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<tr>
<td>Policy</td>
<td>$100.00</td>
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<td>PR</td>
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<tr>
<td>Web servant</td>
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<tr>
<td>Totals</td>
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**Operating Expenses**

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<th>Description</th>
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<td>Secretary</td>
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<td>Totals</td>
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**Other**

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<th>Description</th>
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<td>Storage Locker</td>
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<td>Pig Roast</td>
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<tr>
<td>Totals</td>
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**Grand Total Expenses (1 mo.)**

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</thead>
<tbody>
<tr>
<td>Totals</td>
<td><strong>$1,080.00</strong></td>
</tr>
</tbody>
</table>
1. Mileage reimbursement for CASCNA trusted servants to be at 40 cents per mile upon review and approval at the monthly ASC on a case by case basis, as funds are available.

2. ASC meetings will be limited to 2 1/2 hours, closing no later than 5:30 p.m.

3. All active subcommittees will form and submit guidelines to CASCNA policy chair. Also, as committees are activated they will form and submit their guidelines within 60 days of activation.

4. The treasurer will only reimburse for receipted expenses. Those expenses that are not verified by a receipt must go back to groups to be approved.

5. There will be a 30 minute (if needed) period of time, to be called “Issue Discussion”, between GSR reports and new business.

6. When Area Service falls on a holiday, the area will meet on the 3rd Sunday of the month.

7. When letters of willingness are submitted, the qualifications and responsibilities of that position will be read before the letter of willingness will be accepted.

8. Area Service shall meet at McLaren Educational Center 2709 S. Washington Ave. Lansing, Mi 48910 at 3pm.

9. Activity Sub-Committee shall bring all proposals for activities to Area Service with a budget to be decided on at Area within these Guidelines.

10. All motions for money will be submitted simultaneously.

11. All home groups shall decide for themselves if they wish to have their area 7th tradition donations displayed in a monthly, and year to date format on monthly treasurer reports.

12. Area Service shall read the revised W.S.O. approved vision statement at each meeting.

13. The Policy committee moves that only those motions that the Policy Committee has a record of (as of 11/01/2011) will be added to the updated guidelines. If accurate data is later found and presented to the Policy Subcommittee that there were some motions made during any of the months that we have no minutes for, they will then be added to the guidelines at that time.

14. The following has been exerted from the literature subcommittee guidelines and brought into the standing rules in absence of a literature committee. See below:

   A new meeting will be added to the Area’s meeting list after it has attained active status at ASC. Active status is defined as having a GSR present for two (2) consecutive ASC meetings.

   1) If a report of a group not meeting at the published time and place is brought to ASC, a designee of the Literature Subcommittee, or if there is not a Literature Subcommittee, a designee of ASC will investigate. If the group does not meet at the published place and time on two consecutive occasions, then it will be removed from the meeting list after a ¾ majority vote of the active groups at the ASC meeting in which the designee reports the findings.

   2) Removal from the list will only be based on a group not meeting at the published time and place. Active or inactive status as far as voting, 7th Tradition contributions or participation in ASC will not be considered cause for removal from the meeting list.

   3) A meeting can regain its place on the meeting list by sending a GSR to two consecutive ASC meetings, thereby regaining active status as per Section IV, A of the ASC Guidelines.
CASCNA ACTIVITIES SUBCOMMITTEE GUIDELINES

ARTICLE I NAME
SECTION 1: The name of this subcommittee shall be: Capital Area Activities Subcommittee of Narcotics Anonymous.

ARTICLE II
PURPOSE
SECTION 1: To provide and maintain a spiritual atmosphere of recovery and unity throughout the fellowship of NA within the Capital Area by sponsoring such activities, including but not limited to, picnics, dances, fundraisers, etc.
SECTION 2: To provide members of NA with fun activities.
SECTION 3: To provide information regarding area activities to promote unity in the Capital Area.
SECTION 4: To seek the direction from CASCNA and this area's home groups.

ARTICLE III
MEMBERS
SECTION 1: The Subcommittee shall be comprised of any addict with a willingness to serve NA and the committee by applying the 12 steps and 12 traditions.

ARTICLE IV
CBD PRIVILEGES
SECTION 1: CBD privileges shall be for those committee members who have attended two (2) consecutive meetings, thus becoming an "active member"
SECTION 2: If an active member is not represented at two consecutive meetings they shall be accorded "inactive" at the second meeting.
SECTION 3: Active status shall be returned upon said member attending two consecutive meetings.
SECTION 4: CBD body will comprise of active members attending that meeting

ARTICLE V
MEETINGS
SECTION 1: Regular meetings of this subcommittee shall be held at least once a month as scheduled.
SECTION 2: By means of written or oral communications extra meetings can be called.
SECTION 3: When a subcommittee member will not be able to attend a meeting it is their responsibility to contact another member of the committee to relay the absence before the meeting.
SECTION 4: Members that have missed a meeting are responsible for finding out missed information of that meeting and the time of the next meeting.

ARTICLE VI
OFFICERS
SECTION 1: Officers of this Subcommittee shall be a Chairperson, Co-Chairperson, Secretary, and Treasurer. These officers shall perform the duties as prescribed by these guidelines and the MRSCNA guidelines.
SECTION 2: Officers shall be elected by a group conscience of the CBD body, except the Chairperson who will be elected through the group conscience of CASCNA.

SECTION 3: In cases of vacancies created before the end of the term replacement officers shall be elected to fill the vacancies through the end of the term.

SECTION 4: Elections for any office will continue among nominees until one person has a majority of CBDs cast. The Co-Chair will be automatically placed in nomination for Chair position if the Chairperson resigns or otherwise leaves their position. A vacancy shall occur from one of the following: (a) Resignation; (b) Relapse; (c) two consecutive absences without prior notification or due cause.

ARTICLE VII OPERATIONAL GUIDELINES

SECTION 1: Committee members’ shall serve no longer than two years consecutively in the same office.

SECTION 2: In matters pertaining to dates, places and time of the area activities, and moneys, the CBD body, with the exception of the Chairperson (who breaks ties), shall have CBD rights.

SECTION 3: Motions may be made by any member of NA and seconded only by an active committee member, dealing with area activities.

SECTION 4: Any officer may be removed during their term of office, by a majority CBD, for any of the following: (a) violation of traditions or guidelines; (b) relapse. In the event that any officer misses two consecutive meetings, they will automatically be removed from office. However, the officer can be reinstated by a majority CBD.

SECTION 5: To avoid duplication of events in other areas' an officer or the committee should stay in contact with other Subcommittee Officers.

SECTION 6: Any NA member may participate in this Subcommittee.

SECTION 7: The Chairperson or an appointed member shall notify those persons necessary to have a function.

SECTION 8: That Activities Committee be responsible for the area of C.A.S.C.N.A. with the exception of a committee that may be holding a fundraiser to pay for committee functions above and beyond their budget. This would mean that if Activities is not holding the function the name C.A.S.C.N.A. will not be on the flyers for the function.

ARTICLE VIII SPIRITUAL GUIDANCE

SECTION 1: This Subcommittee shall not make any motion or take any action that
conflicts with the 12 Traditions of NA or the guidelines of this subcommittee or the guidelines of CASCNA or MRSCNA.

ARTICLE IX

N.A. AMENDMENTS TO GUIDELINES

SECTION 1: Any member of N.A. may propose an amendment to these guidelines at a meeting. The proposal must be in writing and seconded by a CBD member. A majority CBD of the CBD body present is necessary to amend.

SECTION 2: The amendment shall go into effect upon its approval by this subcommittee.
DEFINITION AND PURPOSE
The H&I subcommittee of the Capital Area Service Committee is a group of men and women, members of NARCOTICS ANONYMOUS, who believe in the concept:
“TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES.” This concept should always be our primary concern, this will insure that when an addict who is housed in a correctional facility, hospital or recovery house reaches out for recovery, NARCOTICS ANONYMOUS will be there.
This committee is a subcommittee of the Capital Area Service Committee and is directly responsible to that committee.

FUNCTIONS OF THE SUBCOMMITTEE
a) Communications and disbursement of all information to and from all panels through their panel leader.
b) The distribution of NARCOTICS ANONYMOUS literature to the panel leaders.
c) To conduct a monthly business meeting.
d) To provide an H&I service representative for participation in the regional H&I subcommittee.
e) To coordinate the development of any new H&I meeting/presentations.
f) To coordinate the election of officers to fill vacant positions and panel coordinators to communicate with the facilities.

H&I BUSINESS MEETINGS:
The purpose of a H&I business meeting is to conduct the business of the Sub-Committee in such a way that the Committee remains effective in carrying the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.
A business meeting must adhere to these guidelines:
1) They must be held monthly, made public & kept up to date by mention of time and location in the Capital Area meeting list.
2) N.A. Members are encouraged to attend, raise questions, and participate in discussions related to the committee’s work.
3) Committee officers give reports on their areas of responsibility, and subjects of importance to the committee are raised for discussion.

Special Meetings
The purpose of a H&I special meeting is to better serve the committee by allowing it to quickly deal with any issues that require resolution before the scheduled business meetings, and to add flexibility to suit
the committee's needs. Special meetings are not a substitute for a business meeting.

A special meeting must adhere to these guidelines:

1) May be called by ranking committee member.
2) Attendance will depend on the needs of the committee/meeting.
3) Decisions affecting the committee as a whole or requiring a vote should not occur. Only direct action based on an elected person's duties.

*It is important that all N.A. members have a chance to participate in the H&I decision making process. It is not spiritual in nature to make decisions affecting the committee as a whole or requiring a vote, unless there is absolutely no other choice.

**H&I REGISTRATION**

**Purpose:** To register N.A. members and thus enable them to meet requirements for service inside facilities, and ability to vote and join conciseness at business meetings. Registration requires a person to be (1), a member of N.A., and (2), Attendance at two H&I business or special meetings.

**ELECTED OFFICERS**

The H&I subcommittee’s officers shall consist of a chairperson, a vice chairperson and a secretary. All officers are to be elected by a majority vote of the sub-committee at large, except for the chairperson, who is elected by the areas service committee.

Eligible voters on the H&I subcommittee include: officers, panel coordinators, panel leaders, panel members, and regular H&I members.

During elections, in the case of more than two nominations for any office, a second runoff ballot shall be taken of the two top names. All officers are elected for a term of one year, followed by one year of ineligibility. Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation of the chairperson, the vice chairperson shall automatically assume the duties of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline, however, in which case the area co-chairperson will assume the duties of chairperson until the area is able to elect a new chairperson.

**H&I Panels**

The purpose of an H&I meeting/presentation is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of: (1) a panel leader and (2) one to three panel members.
It is suggested that at least two H&I representatives be present at every meeting. (Per. World’s H&I guidelines.)

Recovery Requirements

Any member of Narcotics Anonymous who is registered with this area’s H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The following recovery requirements are strongly recommended:

Elected positions:

- Vice-Chair: 1 Year
- Literature coordinator: 1 Year
- Panel Coordinator: 1 Year
- Secretary: 1 Year
- Panel leader: 1 Year *

Appointed positions:

- Panel member: 6 months *

All elected officers, those serving in appointed positions, and panel leaders shall attend the regular monthly business meetings of Narcotics Anonymous H&I. For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I committee.

In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

*In order to properly represent the capital area narcotics anonymous as our formats state, it is suggested to have a home group in the capital area.

Responsibilities and Duties

The responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

Chairperson

a. Coordinates all N.A. H&I activities.
b. Presides at all regular, special and general subcommittee meetings.
c. Handles all public relations contacts involving policy matters and/or interpretations at the public level, which pertain to H&I. This will be done with the direct cooperation of the P.I. subcommittee
d. Is responsible for interchange of correspondence at the public level, as well as all correspondence within N.A. H&I which involves policy matters.

e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.

f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.

g. Shall represent Narcotics Anonymous H&I at the regular meeting of the ASC.

h. Shall attend the regional H&I subcommittee meeting.

**Vice-chair**

a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.

b. Works closely with the chairperson.

c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.

d. Attends the regular meetings of the Hospitals and Institutions subcommittee.

e. Works with the panel leaders to assure that volunteers are placed as panel members.

**Secretary**

a. Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting.

b. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.

c. Shall keep a continuing roster of monthly attendance at the business meetings.

d. Sends notices or makes telephone calls for special meetings.

e. Maintains all necessary stationery supplies and prepares correspondence as needed.

f. Keeps a file of all such correspondence.

g. Shall type and prepare any materials necessary for distribution to members of H&I.

h. Shall attend the regular meetings of the Hospital and Institutions subcommittee. **Literature Coordinator**

a. Shall fill literature orders from the panel leaders.

b. Shall keep a continuing record of literature distributed to panel leaders.
c. Shall make a report at the regular H&I subcommittee meetings on literature distributed.

d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC per the H&I subcommittee budget.

e. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.

Panel Coordinator

a. Shall keep in close contact and work with the H&I elected officers and the panel leaders for the meeting/presentations for which he/she is the coordinator.

b. Shall meet with administrators of facilities in the interests of harmony.

c. Shall make sure that panel leaders informed of the rules of the facility and any rule changes.

d. May remove members from a panel who prove to be unsuitable with the approval of the vice-chair or at the request of the facility.

Panel Leader

a. Shall conduct H&I meeting/presentations in the facility being served according to acceptable procedures.

b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.

c. Shall work with the vice-chair to invite all panel members to H&I meetings that they conduct.

d. Shall inform panel members of all the rules of the facility and the procedures for conducting the meeting.

e. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.

f. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

g. May resign as a panel leader by giving notice to the panel coordinator.

Panel Member

a. Shall inform the panel leader well in advance when unable to attend a regularly scheduled meeting.

b. Shall be willing to accept guidance, suggestions and instructions from panel leader.

c. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
d. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

e. May resign as a panel member by giving notice to the panel leader.

All Active Members (Excluding Chairperson)

a. Shall be responsible for all the decisions made in the H&I Subcommittee that are not already a member’s specified duties. Decisions are reached by majority vote of eligible members.

b. Shall be aware that they are relied on for consistency and spirituality.

c. Shall be responsible for communicating to the ASC co-chair if the H&I chairperson is acting contrary to/outside the scope of the guidelines, the will of the subcommittee, or openly hostile toward the subcommittee.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I to enter a county correctional facility.

It shall be the responsibility of the panel leader and panel coordinator to ensure all members are suitable for service in the facility/meeting.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these.

GUIDELINES and PROCEDURES.

All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.

2. It is unacceptable to give money to or take money from a resident.

3. It is unacceptable to distribute phone numbers. (With the exception of the N.A. 24 Hour Helpline.)

4. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
5. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.

6. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, "looking for" or the securing of.)

6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes. These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn will take steps to get clarification from the facility authorities. Individuals members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facilities regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. Remember... your actions reflect not only on yourself, but on N.A. as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and others of N.A. H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.

Sponsorship Behind the Walls Program Guidelines

1) Introduce and qualify ourselves briefly in our opening letter.

2) Remember that it only takes two addicts to hold a meeting, writing is no different. So let the inmate know that like in all forms of sharing, this helps us as much as it helps him or her. Let them know they are not alone.

3) We share our strength, hopes and experiences on recovery from addiction only.

4) In the spirit of the 12th Tradition we respect the anonymity of the correspondent. No personal contact in person or by phone is permitted.
5) Stress the importance of twelve step meetings, on the “inside” and, also, on the first day out.

6) Never write anything you would not want the whole world to read. All mail is monitored by security in the facilities. Ask yourself before you write these letters: “Would I want everyone to know that I said or did this?”

7) Each correctional facility has different rules pertaining to receiving literature. You may want to ask your Sponsorship behind the Walls (hereafter referred to as SBW) Chairperson what is allowed.

8) All correspondence should be received through the Capital Area Service Committee Post Office Box. Use that address as a return address. Do not give out your address!

9) We believe that it is best that no romantic involvements develop. Men write to men, women write to women.

10) If you do not follow these guidelines, it will be grounds for removal from this program. The H&I Subcommittee will make this decision.

11) The Hospitals and Institution Chairperson shall be responsible for oversight of this program 12) CASCNA Chairperson will provide a key to the CASCNA mailbox to the H&I Chair to remove H&I mail only.
CASCNA HELPLINE SUBCOMMITTEE GUIDELINES

I. PURPOSE

To establish, coordinate, and maintain an effective 24-hour/7 days a week answering service. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information. The committee will also maintain a 12 Step list to provide members available for 12 Step calls. The service will also provide the appropriate referrals in the spirit of cooperation, not affiliation.

II. MEMBERSHIP

Chairperson, Co-Chairperson, Secretary, and Helpline volunteers.

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by ASC
   1. One (1) years clean time.
   2. Six (6) months prior involvement in the Helpline Committee.
   3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Sees that all shifts are covered, and makes the schedule. Acts as liaison between the Area, the Helpline Sub-Committee, and the answering service. Must attend all ASC meetings, or arrange for representation. Must follow up on all Helpline related problems and issues. Keeps current listing of all Helpline volunteers and 12 Step list. Sees that all persons listed have the necessary qualifications. Is responsible for all money transactions. Suggested attendance at Regional Service Committee meetings. Should acquaint him/herself with the C.A.S.C.N.A. Guidelines.

B. Co-Chairperson: Nominated and elected by the Helpline Committee from its CBD members.
   1. One year clean time.
   2. Six (6) months prior involvement in Helpline Committee.
   3. An example of living recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
   4. Keeps Twelve Step list updated.
   5. Fills in for Chairperson when needed.
   6. Maintains order in the sub-committee meetings.
   7. Takes roll call and establishes CBD membership.

Secretary: Nominated and elected by helpline Committee, from CBD members.
   1. Six (6) months clean time.
   2. Some organizational ability and suggested secretarial experience.
   3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
   4. Records, prints, and distributes sub-committees minutes.
   5. Maintains the subcommittees’ records.
6. Is responsible for all necessary correspondence.
7. Assists the Chairperson in recording and distributing schedules.

D. Helpline Volunteers

1. Six (6) months clean time required to work the Helpline.
2. An example of living recovery through the application of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
3. Willingness to fulfill the commitment.
4. See procedures for Helpline.

It is required that you attend the monthly sub-committee meetings. If you are unable to attend, please call the Chairperson or Co-Chairperson. If you do not call/attend for two (2) consecutive months, your name may be taken off the schedule.

E. 12 Step Volunteers:

1. Six (6) months clean time.
2. An example of living recovery through the application of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
3. Willingness to fill the commitment. You may be called at any time by a phone line volunteer, requesting that you contact an addict seeking help. It is important that you be aware of the fact that a call might not always come at a convenient time, and you may be asked to make some personal sacrifices (such as sleep or recreation) in order to carry the message of recovery to the addict who still suffers. 12 Step work may also be time consuming, and involve more than just telephone contact with the addict seeking help.
4. See procedures for 12-Step volunteers.

IV. AGENDA FOR MEETING

A. Opening prayer
B. Reading of the Twelve Traditions
C. Establish CBD membership
D. Review sub-committee guidelines
E. Old Business
F. New Business
G. Review business of the day
H. Announcements
I. Establish next meeting time and place
J. Close meeting with prayer of choice

V. MOTIONS AND CBD PROCEDURES

A. Motions:
   Maybe be made and seconded only by CBD members.

B. CBD:

1. CBD members of the sub-committee shall be all scheduled Helpline volunteers who have fulfilled criteria (in "D" above), excluding the Chairperson. In the event of a tie, the Chairperson will exercise his/her right to break tie.
2. A quorum is the simple majority of the CBD members. Once a quorum has been established it will remain throughout the meeting.

VI. **BUDGET**

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

VII. **ADDITIONAL GUIDELINES**

You are performing a valuable service when you answer the phone for Narcotics Anonymous. Your job requires compassion and reliability. You can express your compassion when addicts or their loved ones call N.A. and ask for help.

It will require patience to effectively listen to the needs of the caller and to provide the appropriate referral. Your commitment is vitally important to the still suffering addicts.

Addiction is a disease that affects the whole family, and for that reason we can expect to receive calls from the family and friends of active addicts. We need to treat all callers with respect and to talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and ashamed. It is important to take a little time with these people because they may be reaching out for the first time. They need and deserve encouragement. REMEMBER, WE ARE NOT COUNSELORS, and we should refer people to the appropriate service. It is important to determine if the caller is in immediate danger or in need of immediate medical assistance. If you feel a life threatening situation is happening, provide the appropriate resources’ phone number and try to stay on the line until they commit to calling for help.

Our primary purpose is to stay clean and to carry the message to the addict who still suffers. Our Helpline number is 1-800-230-4085.

**ANSWERING HELPLINE CALLS**

1. When possible, answer calls stating that you are an addict.
2. Try to find out if the person is in immediate danger, i.e., overdose seizure, suicide, etc. If so, get his/her name, address, and provide the appropriate resources’ phone number. Attempt to stay on the phone until the caller commits to making the call.
3. If caller is in no immediate danger, give information about N.A. Answer basic questions, providing meeting locations and times, etc. (Quoting N.A. literature is a good source of information.)
4. Refer family and friends of addicts to open N.A. meetings and/or Naranon.
5. Do not give out other people’s names or phone numbers.
6. If someone needs a ride to a meeting and he/she is new, refer to the 12 Step list (women with women, men with men). Keep calling until you find someone to respond.
7. If a person wants treatment information, refer them to the Resource Guide in the Phone Line Orientation Packet.
8. **DO NOT CALL PEOPLE COLLECT, EVER!** The committee will reimburse any long distance phone calls you make for this purpose.

**IF THE CALLER NEEDS TO BE 12-STEPED, ASK THE FOLLOWING QUESTIONS:**

1. Has the caller ever been to a Narcotics Anonymous meeting?
2. What area is he/she calling from?
3. Does he/she have transportation?
4. Tell the caller that someone will be in touch with him/her shortly. After you hang up, refer to the 12 Step list. Call 12 Step volunteer of the same sex, and in the same geographical area as the caller and relay name, number, and basic information. Keep calling until you reach someone who is available.

5. You can be reimbursed for long-distance phone calls by presenting your phone bill to the Helpline Chairperson.

**SUGGESTIONS FOR DOING 12 STEP WORK**

The primary purpose is to get the newcomer to a N.A. meeting. When you receive a call from a Helpline volunteer, you will be given some basic information about the person you are about to contact.

1. Call the person immediately after the Helpline volunteer has called and conveyed the information. The person seeking help has been told that someone will call back soon. If you will not be able to return the call right away, PLEASE tell the Helpline volunteer so someone else can be asked to take the call.

2. It is suggested that you tell him/her your name and that you are an addict.

3. Find out all you can about the caller. If he/she does not want to stop using, do not try to persuade him/her. Be patient. Remember you are dealing with a sick person.

4. Offer to meet the caller in person at a public place, and/or take the person to a meeting if he/she is open to it. Do not force the issue.

5. DO NOT 12 Step alone. Take someone with you (your sponsor, or someone else to make a formal couple). You should always include a person of the same gender as the caller. Take a current meeting list with you.

6. Once you have taken the newcomer to a meeting, try to see that he/she gets phone numbers and literature. Also, try to arrange transportation to other meeting, if needed.
CASCNA LITERATURE SUBCOMMITTEE GUIDELINES

II. Purpose
A. To coordinate the creation, development and revision of literature for N.A.
B. To lend support to area, regional and world committees through:
   1) Development of guidelines, when requested.
   2) Sharing of experience in written and verbal communications through such vehicles as reports, newsletters and other correspondence.
   3) Hosting open forums, learning days and workshop meetings to work on literature based on input from the NA society, prior to presentation for review and/or WSO approval.
C. To maintain area archives.
D. To develop, maintain and distribute area meeting lists.
   1) A new meeting will be added to the Area’s meeting list after it has attained active status at ASC (See III * footnote of the ASC Guidelines).
   2) If a report of a group not meeting at the published time and place is brought to ASC, a designee of the Literature Subcommittee, or if there is not a Literature Subcommittee , a designee of ASC will investigate. If the group does not meet at the published place and time on two consecutive occasions, then it will be removed from the meeting list after a 2/3rds majority CBD of the active groups at the ASC meeting in which the designee reports the findings.
   3) Removal from the list will only be based on a group not meeting at the published time and place. Active or inactive status as far as CBD, 7th Tradition contributions or participation in ASC will not be considered cause for removal from the meeting list.
   4) A meeting can regain its place on the meeting list by sending a GSR to two consecutive ASC meetings, thereby regaining active status as per Section IV, A of the ASC Guidelines.

III. Members
A. A coordinating administrative body made up of the following:
   1) Chairperson – is elected in accordance with the current guidelines of CASCNA.
   2) Co-chair
   3) Secretary
   4) Treasurer
   5) “General members” – any addict with a willingness to serve N.A.
B. Working Body
   1) The administrative body described above.
   2) General members are those who are interested or experienced in the NA literature process.

IV. Duties and requirements
A. Chairperson
   1) Duties
      a) Attends all meetings of the CASCNA.
      b) Coordinates all activities or the committee, which includes scheduling and agendas.
      c) Receives and reviews copies of all input sent to/from area, region or World Literature Committee.
      d) Prepares monthly and annual reports to the area, regional and World Literature Committee (as needed). These reports vary in nature, but usually include information about work projects and meetings.
      e) Maintains close contact with co-chair, as well as, general members.
      f) Submits all budgetary requests to ASC and furnishes reports on the
disposal of these funds, including receipts.

2) Requirements:
   a) A minimum of two years clean time.
   b) Completion of previous service commitments.
   c) Recent active participation with area literature committee.
   d) Administrative and organizational skills are important to this position.
   e) An example of living recovery through the application of the Twelve Steps, Traditions and Concepts and regular attendance at NA meetings.
   f) A willingness to serve and commit personal time and resources.
   g) Ability to attend all meetings of the ASC and fulfill and duties.

B. Co-chair
   1. Duties:
      a) Attend all area literature committee meetings.
      b) Assist chair in completion of duties, such as scheduling and agenda’s, and coordinating activities.

   2. Requirements:
      a) Minimum one year clean time.
      b) Recent active participation in area literature activities.
      c) An example of living recovery through the application of the Twelve Steps, Traditions and Concepts and regular attendance at NA meetings.
      d) A willingness to serve and commit personal time and resources.

C. Secretary
   1. Duties:
      a) In the absence of the Chair and Co-chair to call the meeting to order and preside until the immediate election of a Chair pro-tem.
      b) To keep records of all proceedings of the committee.
      c) To maintain committee files and archives.
      d) To keep and update the committee’s membership list: and to call the roll when it is required.
      e) To make the minutes and records available to N.A. members upon request, and in the manner prescribed by the committee.
      f) Attend all area literature committee meetings.

   2. Requirements
      a) A minimum clean time of six months
      b) An example of living recovery through the application of the Twelve Steps, Traditions and Concepts and regular attendance at NA meetings.
      c) A willingness to serve and commit personal time and resources.
      d) Secretarial skills are helpful.

D. Treasurer
   1. Duties:
      a) Disperses money as needed and keeps accurate records of all income and disbursement.
      b) Prepares monthly reports and forwards to chair for monthly ASC report.

   2. Requirements
      a. A minimum clean time of one year.
      b. An example of living recovery through the application of the Twelve Steps, Traditions and Concepts and regular attendance at NA meetings.
      c. A willingness to serve and commit personal time and Resources.
V. Nomination and Election Procedures for Co-chair, Secretary and Treasurer.
   A. Nominations for all positions are accepted from the working body of the literature
      committee during the month of July.

VI. CBD
   A. The CBD members of the literature committee shall be:
      1. Co-chair
      2. Secretary
      3. Treasurer
      4. Chair; only CBDs in the event of a tie.
   B. In the spirit of unity and furthering our primary purpose, it is hoped that all members will
      CBD in an informed and spiritual manner.

VII. Means of completing projects:
   A. Working Groups: A working group consists of literature committee members who are
      assigned to, or volunteer to, work on a given project taken on by the literature committee.
      These are usually informal groups where decisions are made on an informal basis and
      near unanimity is always strived for. However, if it becomes necessary for a formal CBD
      see section V.
   B. Task Forces: Task forces work on projects that may not be completed in one meeting. It is
      an extension of a working group that has demonstrated continued interest and participation
      in a project. A task force may consist of any combination of the working body of the
      literature committee. The chair designates one person to chair and coordinate the task
      force. This person will report to, and be responsible to, the entire literature committee.

VIII. Resignation and removal
   The chair may be removed or resign according to CASCNA guidelines. The
   co-chair, secretary, and treasurer may be removed for non-compliance. Resignation is to be
   received by
   the committee Chair at least two weeks prior to the date of resignation. The Chair may, with
   committee concurrence, temporarily replace removes or resigenees.
CACSNA POLICY SUBCOMMITTEE GUIDELINES

ARTICLE I. PURPOSE
To consider any input referred by the C.A.S.C.N.A. that affects the policy of the ASC, compile information when needed, and upon deliberation give recommendations to the Area. The Policy Subcommittee will update the C.A.S.C.N.A guidelines, produce a revised set for distribution at the February and October meetings of the ASC. The Policy Subcommittee will also produce addendum including any interim changes for distribution.

ARTICLE II. MEMBERSHIP
Chairperson, Co-Chairperson, Secretary and Members.
The members of the Policy Subcommittee shall consist of any interested members of the Capital Area of Narcotics Anonymous.

ARTICLE III. QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the C.A.S.C.N.A.
1. Willingness and desire to serve.
2. One year commitment.
3. Minimum two years continuous clean time.
4. Minimum one year N.A. involvement.
5. Understanding of the Twelve Steps and Twelve Traditions of N.A. through application.
6. Time and resources to be an active participant.

B. Co-Chairperson: Nominated and elected by the active members of the Policy Subcommittee.
1. Willingness and desire to serve.
2. One year commitment.
3. Minimum one year continuous clean time.
4. Minimum six months N.A. involvement.
5. Understanding of the Twelve Steps and Twelve Traditions of N.A. through application.
6. Time and resources to be an active participant.
7. Is a deciding member of the subcommittee. Performs all duties and has all powers of the Chairperson in his/her absence. If Chair is absent, the Co-Chair retains his/her CBD only to break a tie. Calls committee members to notify them of the next meeting.

C. Secretary: Nominated and elected by the active members of the Policy Subcommittee.
1. Willingness and desire to serve
2. One year commitment
3. Six months clean time.
4. Is a deciding member of the subcommittee. Is responsible for keeping a written record of all Policy Subcommittee meetings. Keeps a mailing list of all Policy Subcommittee members. Is responsible for typing, copying, and distributing
minutes to the members before the next Committee meeting. Sends a copy of
the minutes to the C.A.S.C.N.A. Co-Chairperson. Will make copies of minutes
available upon request.

D. Members: Any member of the Capital Area who has the willingness to serve.

E. Deciding Members:
   Attendance is required at the subcommittee meetings. Voting privileges are
   granted to all members in attendance at the previous meeting. If you are unable
   to attend, please call the Chairperson or Co-Chairperson. Notifying the chair or
   Co-Chair of your absence will maintain your CBD status for one meeting.

ARTICLE IV. AGENDA
A. Opening prayer
B. Reading of Tradition Two
C. Establish voting membership
D. Old business
E. New business
F. Announcements
G. Establish next meeting time and place
H. Closing

ARTICLE V. CBD PROCEDURES
A. Issues of discussions may be made by voting members.
B. Voting
   1. Anyone may participate in discussion at Policy meetings, however, voting is limited to the
      recognized voting members of the Subcommittee.
   2. Decisions shall be decided by a simple majority of yes and no votes.
   3. A ¾ majority of deciding members must be present to make a recommendation to the
      C.A.S.C.N.A.
PURPOSE
To inform the public that Narcotics Anonymous exists, offer our way of recovering from addiction and provide information about how and where to find it. All activities are directed toward that purpose and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

MEMBERSHIP
Chairperson, Co-Chairperson, Secretary and General Members.

QUALIFICATIONS AND RESPONSIBILITIES
A) Chairperson: Nominated and elected by the A.S.C.

1. Two (2) years clean time.
2. Six (6) months prior involvement in the P.I. Committee, preferably as a member of the Administrative Committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. An understanding of the service structure of Narcotics Anonymous, and of the offices.
5. Willingness to serve.

Arranges times and agendas for all P.R. Subcommittee meetings, and is ultimately responsible for the activities of this committee and the maintenance of files and records. Coordinates the work of all the P.R. ad-hoc committees. Represents this subcommittee and serves as its spokesperson at the Area Service Committee. Must attend all A.S.C. meetings, and is responsible for attending all Regional P.R. meetings. If not able to attend, is responsible for having someone attend, first choice being the Co-Chair. Serves a maximum of two (2) consecutive terms. Should acquaint her/himself with Capital Area Service Policy.

B) Co-Chairperson: Nominated and elected by the P.R. Committee from its CBD members.

1) One year clean time.
2) Three (3) months prior involvement in the P.R. Committee.
3) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4) An understanding of the service structure of N.A. and of the offices.
5) Willingness to serve.

Fills in for the Chairperson when needed. Is responsible for the literature needs of P.R. Subcommittee and shall arrange for the purchase and distribution of the same. Must attend all A.S.C. meetings with P.R. Chairperson and keep close communication with him/her. Is in charge of ensuring appropriate follow-through on commitments. Is the Liaison with Hospital and Institutions sub-committee.

C. SECRETARY: Nominated and elected by the P.R. Committee from its CBD members.

1. Six months clean time.
2. Secretarial experience and some organizational ability. Records, prints and distributes P.I. subcommittee's minutes. Maintains a list of all active committee members. Records attendance to establish CBD members present per guidelines.

D. GENERAL MEMBERS:

1. One (1) day clean time.
2. Willingness to serve.
   Provide assistance as necessary. It is required that you attend the Sub-Committee meetings. If you are unable to attend, please call a member of the Administrative committee. If you do not call/attend for two (2) consecutive meetings, you lose your CBD privileges, until reestablished. Any committee member who accepts responsibility for a project will contact someone on the Administrative Committee.

E. **ANY TRUSTED SERVANT WHO RELAPSES:**
   Will relinquish administrative position / projects until such time as clean time is re-established, and she / he is re-elected or appointed.

**AGENDA FOR MEETING:**
A. Opening Prayer
B. Reading of the Twelve Traditions
C. Establish CBD membership
D. Review sub-committee guidelines on CBD procedures
E. Old business
F. New Business
G. Announcements
H. Establish next meeting time and place
I. Close meeting with prayer of choice

**MOTIONS AND CBD PROCEDURES**
A. May be made and seconded only by a CBD member or Capital Area Co-Chair.
B. CBD
   1. CBD members of the sub-committee shall be all General members who have participated for a period of the prior two (2) consecutive meetings.
   2. In the event of a tie, the Chairperson will exercise her/his right to a break such tie.
   3. A quorum is the simple majority of the CBD members present. Once a quorum is established at each meeting, it stays throughout the meeting.

**BUDGET**
General operating expenses, may include copies of minutes, guidelines, or policies, postage, meeting place fees, etc. Literature. ALL EXPENSES ARE TO BE A.S.C. APPROVED.

**ADDITIONAL GUIDELINES**
**GUIDELINES FOR PRESENTATIONS**
I. Preparation:
   A. Meet the following qualifications:
      1. Anyone who speaks about Narcotics Anonymous on behalf of the Capital Area Public Relations Committee shall have a minimum of one (1) year clean time in
Narcotics Anonymous and have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

2. Persons with one (1) year clean time can participate with a qualified presenter to give presentations to schools, churches, probation and parole officers.

3. Anyone who is to give a presentation or accompany another member to a presentation
   a. MUST have prior approval by the Public Relations Committee.
   b. Should dress appropriately
   c. Should speak in language appropriate to audience.

4. Anyone going on his/her first presentation for P.R. must be accompanied by someone who has previous experience in P.R. presentations.

5. Any person who participates in any presentation shall have observed at least one (1) previous presentation.

6. Persons giving a Narcotics Anonymous presentation to the public should have a focused, clear Narcotics Anonymous message.

   B. Obtain data sheet from contact person.
   C. Confirm by phone the day before and complete any missing information on data sheet. (With organization or institution)
   D. Review “20 Questions and Answers” sheet distributed by World Service Office.
   E. Take “White Book”, “20 Questions and Answers” and literature packets to presentation.
   F. Arrive 10-15 minutes EARLY for presentation.
   G. REMEMBER, this is not a Twelve Step call.

II Presentation:

A. Introduction
   Give your full name. State that you are a member of the Capital Area Service Public Relations Committee of Narcotics Anonymous. (This is NOT an appropriate time to break your anonymity, i.e. DO NOT SAY I'M AN ADDICT)

B. Discuss what Narcotics Anonymous is - include disclaimer
   "Narcotics Anonymous is a non-profit fellowship. We meet regularly to help each other recover from the disease of addiction. We share two important things in common: the disease of addiction and the desire to stop using drugs. We are not affiliated with any political, religious, or law enforcement groups and are under no surveillance at any time.

   Narcotics Anonymous started in California around 1955, and was introduced in Michigan around 1977. In this area there are (--give current number of) meetings per week." (If appropriate, give number of H&I meetings).

C. Types of meetings and cost
   "There are four styles of meetings: Speaker, Topic Discussion, Step Study, and Book Study. Most of the meetings in the Capital Area are open meetings. Closed meetings are for addicts only, or for people who think they may have a problem with drugs. It costs absolutely nothing to attend these meetings. We are fully self-supporting through our own contributions.

D. What we offer and what we do not offer
"We offer recovery from the disease of addiction. Some of the things Narcotics Anonymous does not provide are: medical care, counseling services, job placement, halfway houses, detox centers, treatment facilities, or legal advice. Narcotics Anonymous has over thirty years of experience with literally hundreds of thousands of addicts. This mass of recovery is of unparalleled therapeutic value. We feel that our way is practical, for one addict can best understand and help another addict.

E. How to get in touch with us

"One of the easiest ways to get in touch with us is to call our 24 hour Helpline- (800) 230-4085. Or you can attend a open meeting". (Show Meeting List)

If answer is "No", proceed as follows:

Would you like to receive some of our literature to further explain our program? (If answer is “Yes”, obtain the following information: person to whom you are speaking, verify address, obtain zip code, and whose attention should you send information to). For more information, call (PR Chairperson) at (phone number). We have a 24-hour helpline available for addicts (800) 230-4085 or if you prefer you can reach us through our P.O. Box 25144 Lansing, MI. 48909, Attention: PR Chair. Thank you very much for your time.

If answer is “Yes”, proceed as follows:

Could we at this time make an appointment to schedule a presentation? (obtain the following information: name of contact person, business hours, phone number and extension, address including zip code). Either myself or a member of our committee will contact you in the next 2 weeks to confirm the appointment. If you have any further questions, you can contact us at:

Public Relations Committee of Narcotics Anonymous Attention: PR Chairperson,
P.O. Box 25144 Lansing, MI 48909.

Or call our PR Chair at (phone number). We have a 24-hour helpline available for addicts (800) 230-4085. Thank you very much for your time.

KEEPING RECORDS OF CONTACTS:
1. Appointed committee member will keep a written record on index cards of:
   A. Name of target, address, phone number
   B. Person contacted
   C. Date of contact
   D. Who contacted target
   E. Date of presentation
   F. Follow up date
CASCNA RETREAT SUBCOMMITTEE GUIDELINES

ARTICLE I  NAME
The name of this subcommittee shall be Capital Area Retreat Subcommittee of Narcotics Anonymous.

To provide and maintain a spiritual atmosphere of recovery and unity hosted by CASCNA, through a spiritual retreat for NA that will follow the 12 traditions and spiritual principles of Narcotics Anonymous. The subcommittee will seek the direction from CASCNA and the area's home groups.

ARTICLE III  MEMBERS
The subcommittee shall be comprised of a Chairperson, Co-Chairperson, Secretary, Treasurer, and any addict with a willingness to serve NA.

ARTICLE IV  MEETINGS
1. Regular meetings of this subcommittee shall be held at least once a month or as needed.
2. By means of written or oral communications extra meetings can be called.
3. When a subcommittee member will not be able to attend a meeting it is their responsibility to contact another member of the committee to relay the absence before the meeting.
4. Members that have missed a meeting are responsible for finding out the time of the next meeting.

ARTICLE V  TRUSTED SERVANTS
1. Trusted servants of this subcommittee shall be a Chairperson, Co-Chairperson, Secretary, and Treasurer. These trusted servants shall perform the duties as prescribed by these guidelines.
2. Trusted servants shall be elected by a group conscience of the subcommittee body, except the Chairperson who will be elected through the group conscience of the "Area".
3. In case of vacancies created before the end of the term replacement servant shall be elected to fill the vacancies through the end of the term.
4. Elections for any trusted servants will continue among nominees until one person has a majority of CBDs cast. The Co-Chairperson will be automatically placed in nomination for the Chair position if the Chairperson resigns or otherwise leaves their position.
1. Subcommittee members shall serve no longer than two years consecutively in the same office.
2. In matters pertaining to the Retreat Committee affairs, with the exception of the Chairperson (who breaks ties), all present subcommittee members shall have CBD rights.
3. Any trusted servant may be removed during their term of position, by a majority CBD, for any of the following:
   (a) violation of traditions or guidelines
   (b) relapse
4. To avoid duplication of events in other areas a trusted servant of the committee shall stay in contact with other areas.
5. Any NA member may participate in this subcommittee.
6. The Chairperson or an appointed member shall notify those persons necessary to have a function.
7. Retreat is (closed) for addicts only.

ARTICLE VI OPERATIONAL GUIDELINES
ARTICLE VII SPIRITUAL GUIDANCE

ARTICLE VIII

NA AMENDMENTS TO GUIDELINES

1. Any member of NA may propose an amendment to these guidelines at a meeting. The proposal must be in writing.
2. The amendment shall go into effect after the approval of the home groups of the area.

ARTICLE IX

QUALIFICATIONS

Chairperson – 2 years
Co-Chairperson – 1 year
Secretary - committee approval
Treasurer – 2 years or committee approval

ARTICLE X

DUTIES

CHAIRPERSON: 1. Schedule and chair Retreat meetings.  
2. Give monthly reports of committee progress at A.S.C.  
3. Oversee proper scheduling of retreat location, dates, and prices under the direction of the committee.  
4. Oversees that responsibilities of the committee are properly fulfilled.  
5. Prepares a final report after the retreat and gives suggestions in that final report for the next years committee.  
6. Primary signer on committee bank accounts.

CO-CHAIRPERSON: 1. Performs all the duties of the Chairperson in their absence.  
2. To work closely with the Chair to learn the responsibilities of the position.

A vacancy shall occur from one of the following:
(a) ) Resignation
(b) Relapse
(c) Two consecutive absences without prior notification.
Treasurer: 1. Primary signer of retreat committee bank accounts.
   2. Responsible for collecting all money of the committee. Money to come from registrations, merchandise sales, and any other fund raising activity performed by the committee.
   3. Disperses money as needed and keeps accurate records of all income and disbursements.
   4. Prepares monthly reports and forwards to Chairperson for monthly A.S.C.
   5. Prepares a final report that is to be presented with the dissolution of the committee.

Secretary: 1. Keeps accurate minutes of each retreat meeting.
   2. Keeps a mailing and phone list of all members of retreat committee.
   3. Keeps a mailing list of all past retreat participants and prepares a list of all new participants of retreat.
   4. Mails fliers and confirmation letters.
CASCNA WEBSERVANT SUBCOMMITTEE GUIDELINES

Guidelines for Online Web- Site Maintained by the Capital Area Narcotics Anonymous Revision 5, March 2, 2019

Purpose: Our purpose for placing information on the Internet is to inform addicts and professionals about Narcotics Anonymous in the Capital Area/Michigan Region of NA and World Wide. This is to fulfill our primary purpose, “To Carry the Message to the Addict Who Still Suffers”.

Responsibility/Accountability: Placing information online is a responsibility of the Web Servant Subcommittee of the Capital Area Service Committee of Narcotics Anonymous. We are accountable to the Area Service Committee in accordance with our Twelve Traditions, and guidelines from the World Service Conference Public Information Committee concerning online information. Webservant (and/or alternates) carry out work on the web site. The Webservant (and alternates) should have some technical knowledge, for example, about the HTML scripting language, FTP, and similar technical issues and a basic understanding the software used. They should also have equipment and software to maintain the site.

Traditions: In keeping with Traditions 6, 7 & 10, the sites should be completely advertisement free and paid for by the service body. Outside donations of ISP service, software, or equipment to maintain the site will not be accepted for any reason, regardless of intent. There will be an occasion where non-profit organization discounts will be available; it should not be subsidized to any greater degree than any other non-profit organization. Subsidies can be accepted if it does not require any implied endorsement, links, banners, advertisement, and is in accordance with the Spiritual Principles, 12 Traditions and 12 Concepts.

Accessibility: We recognize that online information is not currently accessible to all people, but we will attempt to make online information useful for the broadest possible audience. With this in mind, we will do the following:
1.) Require printing of the URL address of our WEB Page on our meeting lists.
2.) Endeavor to make the website online content accessible to the current version of most popular browser software by avoiding technology that is not widely available, for example, by avoiding HTML extensions specific to a particular browser, by not using elaborate graphics that have long download times over slow Internet access, and things of this nature.
3.) In such cases where graphics are used, the same information needs to be reproduced in a text format, in an endeavor to be accessible to all browsers and their versions.
4.) In the construction of the web pages, the alternative text field should always contain a description of the content, making all the information of each web page accessible to people with disability technology.
5.) As the content of the web pages is intended to be accessible to a wide range of browser software, there should be no reference to software companies or their technology.

Material submitted for the website: Material submitted for uploading to the website, other than the meeting list, must be reviewed by the Webserver to ensure that it meets the CASCNA
Webservant committee's website style guidelines before posting. We will edit only to correct typos and misspellings; if more extensive rework is necessary, it will be returned to the originator.

Privacy: Since information made accessible by the Internet can be accessed from all over the world, we will include phone numbers or email addresses of any individual NA members only with their specific written permission. We can also publish phone numbers of helplines, hotlines, and NA service offices, and email addresses belonging to the Capital Area/ Michigan Region of NA.

Security: To ensure that materials remain available in the event of server or personnel problems, the Webservant will give the Capital Area Chair a copy of all pertinent mail messages received during the month, a copy of all current files whenever changes are made.

Credentials: Usernames and Passwords for Capital Area owned accounts shall be managed by an encrypted password database. Many solutions exist, our chosen solution as of this writing will be Bitwarden.

- The Capital Area Webservant shall admin access to the encrypted database - storing passwords and usernames.
- If possible, access should be given by unique accounts that are identifiable to the person.
- The Capital Area Chair shall be granted admin access to the encrypted database - as a safeguard to unforeseen events.
- In addition to passwords/ usernames, relevant account recovery information should be stored in the database to allow A.S.C. to recover any accounts that are compromised.
- The relevant passwords stored should be changed:
  - Whenever a new member takes a service position
  - When the A.S.C. body decides service member may be AWOL
  - When a service member steps down but there is no replacement
- Passwords should NEVER be shared among service committee members or NA members - except by the designated admin for the purposes of password creation or replacement.
- Follow the best practices for password usage:

Mail Maintenance: All pertinent email (that is, email of significance to our area; at the Webservant’s discretion) will be logged and/or stored and copies provided for viewing to the ASC body.

ASC WEB Page Update and WEB Page Printouts: The Capital Area Service Committee shall receive a WEB Page status update from the Web Servant for inclusion within the ASC minutes. Also, the current WEB page contents will be kept in a notebook for viewing by the ASC body.
Non-Affiliation: Our online NA information will contain links or references only to NA-related information. As guided by our understanding of the traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous: "The Capital Area Services Committee of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Michigan State Area." Copyright law: To ensure compliance with copyright laws, we will not place-copyrighted material on pages that link to other than registered service bodies of Narcotics Anonymous. We may, in accordance with current NAWS suggested online guidelines, use the words Narcotics Anonymous, the stylized initials NA, appearing alone, within a single or double circle, or as part of any other graphic; and the circle-diamond symbol, which are registered trademarks of Narcotics Anonymous World Services, Inc.

N.A. Literature: An NA group shall only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so. The copyright for the item being reproduced should be shown prominently as follows: "Copyright (c) [year of first publication by the WSO], World Service Office, Inc. Reprinted by permission. All rights reserved." As long as the conditions of FIPT-IPB# 1 and this FIPT-IPB# 4 are met, no advance permission is required.

Identification: A notice should be placed at the beginning of the website that signifies that it is the official website of the Capital Area Service Committee of Narcotics Anonymous.

At least two members of the Webservant Sub-Committee should know everything about the site, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue. If contacts email or land address is made available on the website, the Committee should be prepared to respond to these inquiries in a timely manner. The website should be maintained regularly to ensure the information available is accurate.

Links on the sites should be chosen carefully to ensure continuity and adherence to the Spiritual Principles of the Traditions & the Concepts. These links must be checked periodically to verify the destination and content on the other end by using the three click/link rule. All links on the Capital Area site shall be checked and destination sites going out 2 more subsequent jumps shall be checked to make sure they adhere to the Spiritual Principles of the Traditions & the Concepts of Narcotics Anonymous.

The C.A.S.C.N.A. web site will contain:

- Meeting schedules for NA groups belonging to the Capital Area of Michigan.
- HTTP link to the World Service Office of Narcotics Anonymous (http://www.na.org/)
- An email link for sending messages to C.A.S.C.N.A.
- These guidelines.
- Graphics at the discretion of the PI Chair and/or Co-Chair.
- A counter to determine how often each page has been visited, if information is not provided by the ISP
• Help-line phone numbers within the Michigan Regions. Meeting update forms. Information entered to be sent to A.S.C.
• Directions and location of next Area and Regional Service Committee meeting.
• Links to member Areas of Capital/Michigan Region, if their ASC requests it in writing.
• Information concerning Michigan Regional Convention, including downloadable registration.
• Service Sub-Committees page with and e-mail link to contact the service sub-committees.
• Narcotics Anonymous Announcements page.
• Narcotics Anonymous Links page.
• Narcotics Anonymous Activities page.
• A feedback and suggestions page.
• Narcotics Anonymous related download page, for registrations, forms and anything N.A. related.
• Basic information about Narcotics Anonymous, What is Narcotics Anonymous, and “What is Addiction”, provided by the W.S.O. web site.