****

**GUIDELINES**ACCEPTED 10/14/2024



Table of Contents

Twelve Traditions 3

Twelve Concepts 4

Mission Statement, Vision Statement, Service Prayer 5

Calendar 6

Purpose of Guidelines 7

Definitions 7

CASCNA Standing Rules

Purpose and Functions of ASC 9

Motion Procedures 9

Elections 10

Resignations 11

Trusted Servant Qualifications and Duties 11

Basic Qualifications 11

 Chair 11

 Co-Chair 12

 Secretary 12

 Co-Secretary 12

 Treasurer 13

 Co-Treasurer 13

 RCM 13

 Alt. RCM 14

**(The guidelines have only been updated though page 14.)**

Activities Chair

H&I Chair

Helpline Chair

Policy Chair

Public Relations Chair

Webservant

Administrative Budget

Sub-Committee Guidelines

 Activities

 H&I

 Helpline

 Policy

 Public Relations

 Webservant

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts for NA Service

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

Mission Statement

To provide services to Capital Area Groups that are difficult or impossible for them to provide for themselves in order that they may better carry the message of recovery to the addict who still suffers.

Vision Statement

To provide an atmosphere where addicts can gather for area service and where we treat each other with respect, love and kindness.

NA Service Prayer

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

CASCNA Calendar

|  |  |
| --- | --- |
| **January** | **February** |
|  | * Reserve the park for the annual picnic.
* Guideline revisions are due from the Policy Chair.
 |

|  |  |
| --- | --- |
| **March** | **April** |
| * The biannual Treasury report is due.
* Q2 estimated quarterly expense reports are due from all admin. and subcommittee chairs.
 |  |

|  |  |
| --- | --- |
| **May** | **June** |
| * Final plans are due for the picnic.
* Annual Memorial Day Picnic.
 | * Form an Ad-Hoc committee for the marathon meetings.
* Q3 estimated quarterly expense reports are due from all admin. and subcommittee chairs.
 |

|  |  |
| --- | --- |
| **July** | **August** |
| * MRCNA Convention (4th of July Weekend, Thursday-Sunday)
 | * Letters of willingness are due for Chair, Co-Chair, Secretary, Co-Secretary. Treasurer, and Co-Treasurer positions.
 |

|  |  |
| --- | --- |
| **September** | **October** |
| * Summary reports due from the Chair, Co-Chair, and Secretary.
* The biannual Treasury report is due.
* Q4 estimated quarterly expense reports are due from all admin. and subcommittee chairs.
 | * Guideline revisions are due from the Policy Chair.
* Final plans are due for the Thanksgiving Marathon Meeting.
 |

|  |  |
| --- | --- |
| **November** | **December** |
| * Thanksgiving Marathon Meeting
* Final plans are due for the Christmas and NYE Marathon meetings.
 | * Letters of willingness are due for RCM, Alt. RCM, PR Chair, H&I Chair, Policy Chair, Activities Chair, Helpline Chair, and Webservant positions.
* Form an Ad-Hoc committee for the picnic.
* Q1 estimated quarterly expense reports are due from all admin. and subcommittee chairs.
* Christmas Marathon Meeting
* New Years Eve Marathon Meeting
 |

Purpose of Guidelines

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

**ASC:** Area Service Committee

**CASCNA:** Capital Area Service Committee of Narcotics Anonymous

**CBD:** Consensus-based decision, a collaborative process in which members work together to reach a unified agreement or course of action.

**GSR:** Group Service Representative

**MRCNA:** Michigan Regional Committee of Narcotics Anonymous

**RCM:** Regional Committee Member

**WSC:** World Service Committee

**Area Group:** A CASCNA Area group is defined as a group that chooses to participate and is on the CASCNA meeting list. The group GSR or alternate must attend two ASC meetings for the group to be added to the ASC meeting list.

**Basic Computer Skills:** proficiency with email, the internet, and basic software applications such as Microsoft Office.

**CBD Member:** A voting member; GSRs or alternate GSRs who have been voted into the position by their Area Group.

**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 the 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

**Majority Vote:** Three-quarters (3/4) of the established quorum not including abstaining votes.

**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.

**Quorum:** The minimum number of members that must be present to make the proceedings of a meeting valid. To establish quorum and conduct area business at ASC meetings, two-thirds (2/3) of the total GSRs in attendance at the previous month’s ASC meeting must be present.

**Trusted Servant:** A non-governing leader who is appointed or elected to conduct ASC business in accordance with Tradition 2.

1. **Name:**

The name of this committee shall be the Capital Area Service Committee of Narcotics Anonymous (CASCNA).

1. **Purpose and Function of the ASC**
	1. **Purpose:** The Capital Area Service Committee of Narcotics Anonymous has been created by Area Groups to better carry the message of NA recovery to the addict who still suffers and to promote unity.
	2. **Function:**
		1. To meet monthly.
		2. To provide a link between Area Groups, MRCNA, and WSO.
		3. To provide service and support to Area Groups as needed.
2. **Motion Procedures**
	1. When a motion is brought before the committee, it can be discussed for up to 15 minutes with a maximum of three minutes per comment.
	2. If after 15 minutes, a consensus is not reached on the motion, the motion can be tabled for further discussion at the next ASC meeting or it can to to the GSRs for a majority vote.
	3. At any time a GSR can request that the issue be brought back to the area groups for a majority vote to be tallied at the next ASC meeting.
	4. Any motions by MRCNA or WSC may be sent back to home groups at the request of MRCNA or WSC.
	5. To establish quorum, the total number of CBD members will be counted and announced at the beginning of each ASC meeting. All CBD members arriving after role call will notify the Secretary of their attendance before participation in CBD.
3. **Elections**
	1. **Electing ASC Trusted Servants**.
		1. Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, and Co-Treasurer
			1. These positions shall be elected each Septemer.
			2. Letters of willingness will be summited and read in-person by any interested member at the August ASC meeting.
		2. RCM, Alt. RCM, Activities Chair, H&I Chair, Helpline Chair, Policy Chair, Public Relations Chair, and Webservant
			1. These positions shall be elected each January.
			2. Letters of willingness will be summited and read in-person by any interested member at the December ASC meeting.
		3. A person will not hold more than one of the above ASC trusted servant positions. The only exception would be an appointment of the ASC Chair to fill an Ad-Hoc Subcommittee Chair position.
		4. In the spirit of rotation, no member shall serve more than two (2) consecutive terms in the same position.
	2. **Voting Process**
		1. The only voting members of CASCNA are the GSRs or Alternate GSRs. All other Trusted Servants are considered non-voting (non-CBD) members.
		2. All ASC position elections will be sent back to Area Groups for a vote.
			1. For Trusted Servant positions for which there are two or more nominees, the person receiving the most votes will be elected.
			2. Single monimees must be approved by a three-quarters (3/4) majority vote.
		3. All elections shall be conducted by secret ballot and counted by the Secretary or member designated by the Chair.
	3. **Filling Vacancies**
		1. When vacancies exist, letters of willingness are accepted at any time.
		2. The Chair may appoint interim Trusted Servants with the approval of a three-quarters majority vote of the active CBD members present.
		3. In the event of an unexpected vacancy for Chair and Co-Chair, the RCM, Treasurer, or Secretary shall assume the cacent position with the approval of three-quarters (3/4) of active CBD members present. Their alternate shall assume the respective vacant position and the alternate position will be vacant.
	4. 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.
4. **Resignations**
	1. Voluntary resignations should be given in writing to the ASC Chair or Secretary prior to the ASC meeting.
	2. Involuntary resignations constitute any or all of the following:
		1. Missing two consecutive ASC meetings without advising the Co-Chair or sumitting a written report, unless a motion is made to override this.
		2. Relapse during the term of the position.
		3. Removal by a majority vote for failure to perform duties and responsibilites.
5. **Qualification and Duties of Area Trusted Servants**
	1. **Basic Qualifications**
		1. The following qualifications apply to all trusted servants:
			1. Has a willingness and desire to serve, as demonstrated in prior Narcotics Anonymous positions.
			2. Ha the willingness to give the time and resources necessary for the position.
			3. Has a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
			4. Active participationin Narcotics Anonymous such as:
				1. Home Group
				2. Sponsorship
				3. Regular attendance of NA meetings
			5. Possesses basic computer skills
	2. **Chair**
		1. Qualifications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of three (3) years continuous clean time.
		2. Duties
			1. Compiles the agenda prior to each ASC meeting. Copies will be made available to participants at the beginning of the ASC meeting.
			2. Presides over all ASC meetings.
			3. Maintains lines of communication between the ASC and all Area Groups throughout the year.
			4. Shall be co-signer on all bank accounts of the ASC.
			5. Attents the monthly Policy Subcommittee meeting.
			6. Appoints AD-Hoc Subcommittee Chairs.
			7. Submits a summary report at the September ASC meeting which could include:
				1. Highlights of the past years activities.
				2. Sharing expierence, strength, and hope in regards to what was effective and what wasn’t.
				3. Updates on current projects.
	3. **Co-Chair**
		1. Qualififcations
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of two (2) years continuous clean time.
			3. Has the willingness to assume the Chair’s position after one year, if elected.
		2. Duties
			1. Performs all duties of the Chair in their absence, which should not be confused with vacancy.
			2. Acts as a liason between all subcommittees to assist in the proper functioning of that subcommittee per ASC guidelines.
			3. Ensures that all active Area Groups and Trusted Servants are provided with updated copies of Guidelines and Standing Rules in the October ASC minutes.
			4. Suggested attendance at the montly Policy Subcommittee meeting.
			5. Oversees the registration of Area Groups to the ASC website.
			6. Submits a summary report at the September ASC meeting. (See Chair duties section B.2.g. for details.)
	4. **Secretary**
		1. Qualificications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of one (1) year continuous clean time.
		2. Duties
			1. Keeps accurate minutes of each ASC meeting.
			2. Types and distribues the minutes to all ASC trusted servants no later than 14 days following the ASC meeting.
			3. Keeps a contact list of all ASC trusted servants.
			4. Submits a summary report at the September ASC meeting. (See Chair duties section B.2.g. for details.)
	5. **Co-Secretary**
		* 1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of six (6) months continuous clean time.
			3. Has the willingness to assume the Secretary’s position after one year, if elected.
		1. Duties
			1. Performs all duties of the Secretary in their absence, which should not be confused with vacancy.
			2. Works closely with the Secretary to learn the responsibilities of the position.
	6. **Treasurer**
		1. Qualifications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of two (2) years continuous clean time.
		2. Duties
			1. Primary signatory on all ASC bank accounts.
			2. Collects all donations from individuals, groups, and subcommities on behalf of the Area.
			3. Provides and leeps receipts of income and disbursements.
			4. Disperses money according to the policies of CASCNA.
			5. Keeps accurate record of all transactions.
			6. Prepares and presents a montly report at each ASC meeting.
			7. Prepares and presents a semiannual (March) and annual (September) reports.
	7. **Co-Treasurer**
		1. Qualifications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of one (1) year continuous clean time.
			3. Has the willingness to assume the Treasurer’s position after one year, if elected
		2. Duties
			1. Performs all duties of the Treasurer in their absence, which should not be confused with vacancy.
			2. Works closely with the Treasurer to learn the responsibilities of the position.
	8. **RCM**
		1. Qualifications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of two (2) years continuous clean time.
			3. Has the time and willingness to serve for a 2-year commitment.
		2. Duties
			1. Facilitates communication bwtween the ASC and RSC in a non-biased manner.
			2. Attends all ASC and RSC meetings.
			3. Attends Area group conscience meetings as requested to enhance communications regarding Regional information.
			4. Represents and carries, to the best of their ability, the ASCs’ conscience, not personal opinion, at all RSC meetings.
			5. Prepares and presents reports at all ASC and RSC meetings.
			6. Suggested involvement in a subcommittee at the Regional level.
			7. Suggested attendance at monthly Area Policy Subcommittee meetings.
			8. Suggested attendance at the annual Michigan Regional Conference of NA.
	9. Alternate RCM
		1. Qualifications
			1. Meets all basic qualification listed in section V.A.1.
			2. Minimum of two (2) years continuous clean time.
			3. Has the willingness to assume the RCM’s position after two years, if elected.
		2. Duties
			1. Performs all duties of the RCM in their absence, which should not be confused with vacancy.
			2. Attends all ASC and RSC meetings.
			3. Attends Area group conscience meetings as requested to enhance communications regarding Regional information.
			4. Works closely with the RCM to learn the responsibilities of the position.
			5. Suggested attendance at monthly Area Policy Subcommittee meetings.
			6. Suggested attendance at the annual Michigan Regional Conference of NA.
	10. Activities Chair
	11. H&I Chair
	12. Helpline Chair
	13. Policy Chair
	14. Public Relations Chair
	15. Webservant
		1. Qualifications
		2. Duties
			1. Oversees ASC archives.
6. **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:
		* + 1. Home Group.
				2. Sponsorship
				3. 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.
7. **Administrative Costs and Budgets**
	1. Administrative Trusted Servants and Subcommittee Chairpersons submit an estimate of quarterly expenses in March, June, September, and December.

* 1. 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.)

* 1. 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.

* 1. 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

* 1. Public Relations budget is $100.00 a month.

* 1. Hospitals and Institutions budget is $150.00 a month.
	2. 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.

* 1. Policy Committee budget is set at $100.00 per month. (Motion 05-18-03-02)

* 1. Help-Line budget is $25.00 per month (04-10-05-02-GL)

* 1. Area Service Committee shall adopt World Service recognized accounting practices to ensure accountability.
		1. Submit a monthly report
		2. Administer audits by group conscience
		3. Two signers on checking account
		4. Monthly reconciliation
		5. Two people count receipts
		6. Two people make bank deposits
		7. Have a bank statement at every ASC.
		8. Money orders preferred no personal checks.
		9. Separate Accounts Receivable to Treasurer/Co-Treasurer; Accounts Payable to Administration (10-10-04-02)
	2. Trusted servants at Area will handle all subsequent decisions regarding recovery of current lost treasury funds. Home groups will initially CBD on the settlement​*.*
	3. 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.
	4. Web servant budget is $50.00 per month. (10/14/2012)
1. **Prudent reserve was created in the following manner:**

|  |  |
| --- | --- |
| **Sub-committee**  | Monthly Budget  |
| Activities  | $500.00  |
|   |   |
|  H & I  | $150.00  |
| Policy  | $100.00  |
| PR  | $100.00  |
|   |   |
| Web servant  | $50.00  |
| Totals  | **$900.00**  |
|   |   |
| **Operating Expenses**  |   |
| Rent  | $25.00  |
| Phone line  | $60.00  |
| Secretary  | $10.00  |
| Totals  | **$95.00**  |
|   |   |
| **Other**  |   |
| Storage Locker  | 5.00  |
| Pig Roast  | 80.00  |
| **Totals**  | **85.00**  |
| **Grand Total Expenses** **(1 mo.)**  | **$1,080.00**  |

1. CASCNA Standing Rules
2. 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.
3. ASC meetings will be limited to 2 1/2 hours, closing no later than 5:30 p.m.
4. 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.
5. 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.
6. There will be a 30 minute (if needed) period of time, to be called “Issue Discussion”, between GSR reports and new business.
7. When Area Service falls on a holiday, the area will meet on the 3rd ​ ​Sunday of the month.
8. When letters of willingness are submitted, the qualifications and responsibilities of that position will be read before the letter of willingness will be accepted.
9. Area Service shall meet at McLaren Educational Center 2709 S. Washington Ave. Lansing, Mi 48910 at 3pm.
10. Activity Sub-Committee shall bring all proposals for activities to Area Service with a budget to be decided on at Area within these Guidelines.
11. All motions for money will be submitted simultaneously.
12. All home groups shall decide for themselves if they wish to have their area 7​th ​tradition donations displayed in a monthly, and year to date format on monthly treasurer reports.
13. Area Service shall read the revised W.S.O. approved vision statement at each meeting.
14. 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.
15. The following has been exerted from the literature subcommittee guidelines and brought into the standing rules in absence of a literature committee. See below:
	1. 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.
	2. If 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.
	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 voting, 7​th ​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.
16. [Motions from the World and Regional guideline changes must be CBDd on by the Area Groups.]
17. **CASCNA Activities Subcommittee Guidelines**

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 recover​*y* ​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 date​*s,* ​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.

1. **CASCNA Hospitals and Institutions Subcommittee Guidelines**
	1. **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.

* 1. **Function of the Subcommittee**
		1. Communications and disbursement of all information to and from all panels through their panel leader.
		2. The distribution of NARCOTICS ANONYMOUS literature to the panel leaders.
		3. To conduct a monthly business meeting.
		4. To provide an H&I service representative for participation in the regional H&I subcommittee.
		5. To coordinate the development of any new H&I meeting/presentations.
		6. To coordinate the election of officers to fill vacant positions and panel coordinators to communicate with the facilities.
	2. **H&I Business Meetings:**
		1. 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.
		2. 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.
	3. **Special Meetings**
		1. 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.
		2. A special meeting must adhere to these guidelines:
			1. May be called by ranking committee member.
			2. Attendance will depend of 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 persons 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.
	4. **H&! Registration**
		1. 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.
		2. Registration requires a person to be
			1. A member of N.A
			2. Attendance at two H&I business or special meetings.
	5. **Elected Officers**
		1. 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.
		2. Eligible voters on the H&I subcommittee include: officers, panel coordinators, panel leaders, panel members, and regular H&I members.
		3. 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.
		4. 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.
	6. **H&I Panels**
		1. 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.\*
		2. \*It is suggested that at least two H&I representatives be present at every meeting. (Per. World’s H&I guidelines.)
	7. **Recovery Requirements**
		1. 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.
		2. The following recovery requirements are strongly recommended:
			1. Elected positions:
				1. Vice-Chair 1 Year
				2. Literature coordinator 1 Year
				3. Panel Coordinator 1 Year
				4. Secretary 1 Year
				5. Panel leader 1 Year \*
			2. Appointed positions:
				1. Panel member 6 months \*
		3. 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
		4. 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.

* 1. **Responsibilities and Duties**

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

* + 1. Chairperson
			1. Coordinates all N.A. H&I activities.
			2. Presides at all regular, special and general subcommittee meetings.
			3. 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
			4. Is responsible for interchange of correspondence at the public level, as well as all correspondence within N.A. H&I which involves policy matters.
			5. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
			6. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
			7. Shall represent Narcotics Anonymous H&I at the regular meeting of the ASC.
			8. Shall attend the regional H&I subcommittee meeting.
		2. Vice-Chair
			1. 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.
			2. Works closely with the chairperson.
			3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
			4. Attends the regular meetings of the Hospitals and Institutions subcommittee.
			5. Works with the panel leaders to assure that volunteers are placed as panel members.
		3. Secretary
1. Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting.
2. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notices or makes telephone calls for special meetings.
5. Maintains all necessary stationery supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for distribution to members of H&I.
8. Shall attend the regular meetings of the Hospital and Institutions subcommittee.
	* 1. Literature Coordinator
9. Shall fill literature orders from the panel leaders.
10. Shall keep a continuing record of literature distributed to panel leaders.
11. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
12. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC per the H&I subcommittee budget.
13. 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.
	* 1. Panel Coordinator
			1. 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.
			2. Shall meet with administrators of facilities in the interests of harmony.
			3. Shall make sure that panel leaders informed of the rules of the facility and any rule changes.
			4. 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.
		2. Panel Leader
			1. Shall conduct H&I meeting/presentations in the facility being served according to acceptable procedures.
			2. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
			3. Shall work with the vice-chair to invite all panel members to H&I meetings that they conduct.
			4. Shall inform panel members of all the rules of the facility and the procedures for conducting the meeting.
			5. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
			6. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
			7. May resign as a panel leader by giving notice to the panel coordinator.
		3. Panel Member
			1. Shall inform the panel leader well in advance when unable to attend a regularly scheduled meeting.
			2. Shall be willing to accept guidance, suggestions and instructions from panel leader.
			3. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
			4. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
			5. May resign as a panel member by giving notice to the panel leader.
	1. **All Active Members (Excluding Chairperson)**
		1. 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.

* + 1. Shall be aware that they are relied on for consistency and spirituality.
		2. 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.
	1. **Other Requirements**
		1. 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.
		2. 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.
	2. **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.)
7. 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 NA as a whole More importantly, adverse performance could well deprive an addict of the help they are seeking from you and others in NA H&I**

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

* 1. **Sponsorship Behind the Walls Program Guidelines**
		1. Introduce and qualify ourselves briefly in our opening letter.

* + 1. 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.
		2. We share our strength, hopes and experiences on recovery from addiction only.
		3. In the spirit of the 12th Tradition we respect the anonymity of the correspondent. No personal contact in person or by phone is permitted.
		4. Stress the importance of twelve step meetings, on the “inside” and, also, on the first day out.
		5. 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?”
		6. 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.
		7. 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!
		8. We believe that it is best that no romantic involvements develop. Men write to men, women write to women.
		9. If you do not follow these guidelines, it will be grounds for removal from this program. The H&I Subcommittee will make this decision.

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

1. **CASCNA Helpline Subcommittee Guidelines**
	1. **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.

* 1. **Membership:** Chairperson, Co-Chairperson, Secretary, and Helpline volunteers.
	2. **Qualifications and Responsibilities**
		1. 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.
		2. 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. 5.Fills in for Chairperson when needed.
			6. Maintains order in the sub-committee meetings. 7.Takes roll call and establishes CBD membership.
		3. 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.
		4. 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.

* + 1. 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.
	1. **Agenda for Meeting**
		1. Opening prayer
		2. Reading of the Twelve Traditions C. Establish CBD membership
		3. Review sub-committee guidelines
		4. Old Business
		5. New Business
		6. Review business of the day
		7. Announcements
		8. Establish next meeting time and place
		9. Close meeting with prayer of choice
	2. **Motions and CBD Procedures**
		1. Motions: May be made and seconded only by CBD members.
		2. 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.
	3. **Additional Guidelines**
		1. 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.
		2. 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.
		3. 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.
		4. 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.
	4. **Answering Phone 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.
9. IF THE CALLER NEEDS TO BE 12-STEPPED, 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.
	1. **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 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 April 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**

* 1. **Chairperson:** Nominated and elected by the CASCNA
		1. Willingness and desire to serve.
		2. One year commitment.
		3. Minimum two (2) years continuous clean time.
		4. Minimum one (1) 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.
		7. Access to technology and basic computer skills.
		8. Prepares an agenda for each Policy Subcommittee meeting.
		9. Presides over all meetings of the CASCNA Policy Subcommittee. The Chair exercises their right to vote only to break a tie.
		10. Coordinates and keeps records of the CASCNA Policy Subcommittee/
		11. Must attend all ASC meetings.
		12. Have a working knowledge of the CASCNA guidelines.
	2. **Co-Chairperson**: Nominated and elected by the active members of the Policy Subcommittee.
		1. Willingness and desire to serve.
		2. One (1) year commitment.
		3. Minimum one (1) year of continuous clean time.
		4. Minimum six (6) months NA 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 their absence. If Chair is absent, the Co-Chair retains their CBD only to break a tie. Informs committee members of the next meeting.
	3. **Secretary:** Nominated and elected by the active members of the Policy Subcommittee.
		1. Willingness and desire to serve
		2. One (1) year commitment
		3. Six (6) months clean time.
		4. Is a deciding member of the subcommittee. Is responsible for keeping a written record of all Policy Subcommittee meetings.
		5. Keeps a mailing list of all Policy Subcommittee members.
		6. Is responsible for typing, copying, and distributing minutes to the members before the next Committee meeting. Will make copies of minutes available upon request.
	4. Members: Any member of the Capital Area who has the willingness to serve.
	5. Deciding Members: Attendance is required at the subcommittee meetings. Voting privileges are granted to all members in attendance at the previous meeting. 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

* 1. Issues of discussions may be made by voting members.
	2. 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 three-quarters (3/4) majority of deciding members must be present to make a recommendation to the CASCNA.

CASCNA PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

Updated 12/14/2015

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.

1. 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.

1. 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

1. 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:

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Establish CBD membership
4. Review sub-committee guidelines on CBD procedures
5. Old business
6. New Business
7. Announcements
8. Establish next meeting time and place
9. Close meeting with prayer of choice

MOTIONS AND CBD PROCEDURES

1. May be made and seconded only by a CBD member or Capital Area Co-Chair.
2. 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
		1. MUST have prior approval by the Public Relations Committee.
		2. Should dress appropriately
		3. 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.
1. Confirm by phone the day before and complete any missing information on data sheet. (With organization or institution)
2. Review “20 Questions and Answers” sheet distributed by World Service Office.
3. Take “White Book”, “20 Questions and Answers” and literature packets to presentation.
4. Arrive 10-15 minutes EARLY for presentation.
5. REMEMBER, this is not a Twelve Step call.

II Presentation:

* 1. 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)

* 1. 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).

* 1. 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.

* 1. 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.

* 1. 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:

1. Name of target, address, phone number
2. Person contacted
3. Date of contact
4. Who contacted target
5. Date of presentation
6. Follow up date

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:

<https://www.infosec.gov.hk/english/yourself/account.html>

**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 web site, the Committee should be prepared to respond to these inquiries in a timely manner. The web site 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/>​[)](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.