A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.
Livingston County Area Service Committee of Narcotics Anonymous Guidelines

Definition
The Livingston County Area Service Committee of Narcotics Anonymous is also referred to in these guidelines as LCASCNA. The Area Service Committee is made up of group service representatives, area elected trusted servants and all sub-committee chairs. The Area may be attended by any member of NA.

Purpose
The committee is designed to serve the common needs of member groups.

Function
- Meets regularly; currently the third Sunday of every month from 5:00 to 6:45
- Unify its member groups.
- Provide a communication link between the groups, region, and the worldwide NA fellowship.
- Allocate use of area funds.

Policies and Procedures

Regional Donations
10% of the Area’s quarterly gross income (all group donations and income from activities) will be donated by the ASC treasurer from ASC funds to the Michigan Region following each ASC meeting.
5% of the Area’s quarterly gross income (all group donations and income from activities) will be donated by the ASC treasurer from ASC funds to the W.S.C. following each ASC meeting.

Sub-Committee Budgets
All Sub-Committees will submit itemized, quarterly budgets in December, March, June and September at the P&P meetings.

Disbursement of Area Funds
The Treasurer and one of the following should have access to all accounts and be able to sign all checks; RCM, Alternate RCM, Secretary, Co-Secretary, Chair or Co-Chair.

Sub Committee budgets will be fully funded by the treasurer at the time the budget is approved at the ASC meeting. This means all requested and budgeted monies are already on hand and in the LCASCNA bank account at the time of budget approval. Funds are allocated from the Area bank account and made available for sub-committee use. A prudent reserve shall be maintained. In the event expenses exceed the prudent reserve, standing budget items will be paid first. Anything beyond that will go to a vote.

Definition and Explanation of Consensus Based Decisions (CBD)
In an effort to allow for a Higher Power guide our area business decisions, the LCASCNA strives to carry out ALL its work based on the concept of Consensus Based Decisions (CBD). This means that all viewpoints have been considered while, at the same time, trying to find a common ground that all decision makers present at the ASC can support, even though the eventual decision may not be the exact desire of those decision makers. Motions may be made by anyone present at the ASC meeting. Amendments to the original motion may be made and will be discussed as part of the original motion until consensus is reached on the original motion and any associated amendments. 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:

When a motion is brought before the ASC committee, discussions will take place for ten (10) minutes or until all parties are in agreement, whichever comes first.
If consensus cannot be reached on an issue it will go to GSRs for a simple majority vote. A majority is defined as ½ plus 1 of GSR’s present allowing for the established quorum not including abstaining votes.

A GSR can request at any time that any issue being discussed be taken back to the member NA groups for a majority vote at the next ASC following the initial discussion.

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

Quorum
A quorum of one third plus one of all Livingston County Area Group Service Representatives (GSR’s) from active meetings is required for only GSRs to make decisions. If one third plus one of GSRs are not present then any discussion will be tabled until the following ASC meeting.

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A quorum count will always be taken at the beginning of the ASC and at the beginning of New Business for that same ASC. A quorum count may also be requested at any time by the ASC chair, or a consensus of all those present at the 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.

**Nominations and Elections of Trusted Servants**

**Election Procedures**

Nominations of trusted servants should be in accordance with the 12 Concepts of NA service and the members willingness to serve, paying close attention to each nominees suitability for the position being nominated for and Concept #4; “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

If there is a single nominee, the nominee will be asked to leave the room to determine if there are objections to that nominee being elected. If there are no objections, the nominee is considered elected. If objections to a nominee will be presented without the nominee present. If the objections are not resolved, the nominee will rejoin the ASC meeting, the Area Chair will explain the objections and the nominee will have an opportunity to address the objections if they so choose. After this, without nominee present, the ASC will determine if there is now a consensus in favor of this candidate. If there is no consensus at this point, the election for this position will be tabled until the next ASC meeting.

If there is more than one nominee, the group will use the above process to attempt the fill the position. If both nominees are considered acceptable candidates, each candidate will be asked to leave the room and election procedures will precede using CBD as described in the sections above.

Elections for the following trusted servant positions will occur every **September**:
- Chair, Co-Chair, Treasurer, Co-Treasurer, RCM and Alt-RCM.

Elections for the following trusted servant positions will occur every **May**:
- Area Secretary, Co-Secretary, Public Relations, and Activities Sub-Committee Chairpersons

The ASC Chair will announce nominations for vacant ASC trusted servant positions two months before the elections at the ASC meeting. An explanation from the Guide to Local Service (GTLS) and the ASC guidelines are referenced to establish the responsibilities of each position.

Each nominee should address the following: Their clean time, past service experience, NA sponsorship, working knowledge of the NA program, and NA service structure.

The ASC can temporarily appoint a person to fill any position using CBD procedures identified above.

An ASC trusted servant may only be elected a maximum of two consecutive terms for the same position regardless of when the first term started. All positions require a minimum one-year commitment. The understanding is that all “CO” positions will fulfill one year as the “CO” and then be nominated for the position they have been the alternate or “CO” for. Elections will occur as defined in this document. If no co-chair exists for a given sub-committee at the end of a given chair’s term, a chair may remain in that position on a pro tempore basis until another chair can be elected.

**Resignations**

Voluntary: An elected trusted servant can voluntarily resign from their service position; Resignation must be given at the ASC meeting in writing or in person.

Involuntary: An elected trusted servant may be involuntarily removed under the following circumstances; If an ASC trusted servant misses two consecutive ASC or Policy & Administration meetings without advising their alternate or submitting a written report to the ASC Chair or a relapse during the time of service; Relapse is defined as the use of mind-altering substance other than physician-prescribed medication taken as prescribed.

Involuntary removal from an ASC trusted servant position will take place using CBD procedures.
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Pro Tempore Procedures
In the event that the chair is unable to fulfill their duties or the chair position is vacant the order of succession is as follows: Co-chair, RCM, PR chair, RCMA, Secretary or Treasurer (If the co-positions are filled), Activities Chair, any GSR with two or more years experience with LCASNA.

Qualifications and Duties of Area Trusted Servants

The following qualifications apply to all Area Elected Trusted Servants;
- Have previous service experience in NA, as well as a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide to Local Service (GTLS).
- The willingness to give the time and resources necessary for the service position.
- At a minimum one year of clean time for all positions with the exception of Chair, RCM, and Treasurer who should have Two years clean.

The following Duties apply to all Area Elected Trusted Servants:
- To attend all ASC and P&P meetings with written reports. Sub-Committee chairs need to attend P&P meetings with written quarterly budget proposals.
- Please refer to the GTLS for additional information regarding all other duties.

Chair Qualifications
- Chair cannot hold any other Area elected positions or be a GSR from a LCASCNA member group.
- Familiarity with Livingston County ASC policies and procedures.
- One-year minimum service experience at the Livingston County ASC.

Chair Duties
- Compiles and distributes an ASC meeting agenda prior to each ASC meeting.
- Presides over all ASC and P&P meetings.
- Appoint ad hoc chairs

Co-Chair Qualifications
- Be willing to assume the Chair position after one year.

Co-Chair Duties
- Keeps in regular contact with the chairpersons of each Sub-Committee and attend Sub-Committee meetings whenever possible.
- Assumes all duties and responsibilities of the Chair person in the Chairs absence at an ASC or P&P meeting.
- Works closely with the Chair to learn all the responsibilities of that position.
- Oversee the registration of groups with NA world service.
- Will make contact with Trusted Servants of any NA Group that has the potential of becoming inactive and attempt to assist with preventing groups from becoming inactive.

Secretary Qualifications
- One Year Clean Time Requirement.

Secretary Duties
The accuracy and recording of events at an ASC is important since items from past ASC meetings must be referenced for clarity and understanding of previous discussions. Also recording of budget approval and funding discussions is important to verify funds are actually authorized.
- Keeps accurate minutes of each ASC and P&P meeting.
- Records attendance of member groups GSR’s
- Maintains copies of previous meeting minutes in such a way as to be available for review at ASC meetings
- Distributes minutes no later than 20 days following the ASC meeting to ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
- Maintains a mailing list including e-mail and phone numbers of all ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
- Maintains an adequate supply of all forms necessary to conduct ASC business.

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- The Secretary will take charge and responsibility of the scanner purchased by Area Service, to hold, oversee use of and ensure return to Area Service following the end of their respective term(s); this scanner has been provided by and is the property of Livingston County Area Services to assist the Secretary in the performance of their respective responsibilities.

Co-Secretary Qualifications
- Be willing to assume the Secretary position after one year.

Co-Secretary Duties
- Assumes all duties and responsibilities of the Secretary in the ASC Secretaries absence.
- Works closely with the Secretary to learn the responsibilities of that position.

Treasurer Qualifications
- One-year minimum service experience at the Livingston County ASC.
- Be willing to discuss personal financial situation.
- Be gainfully employed, retired or have other regular income sources, and maintain same during the term of office.

Treasurer Duties
- Collects all donations from individuals, groups, and Sub-Committees.
- Attends P&P meetings.
- Gives and keeps receipts of income and disbursements.
- Deposits and dispenses monies per group conscience of the Area.
- Keeps an accurate record of all transactions.
- Prepares and presents monthly banking reports showing credits and debits and working balance for distribution and discussion at the ASC meetings
- Prepares and presents semi-annual (June) and annual (January) reports.
- Responsible for checking the P.O. Box and forwarding mail to the appropriate person, group or committee.

Co-Treasurer Qualifications
- Be willing to assume the Treasurer position after one year.
- Be gainfully employed, retired or have other regular income sources, and maintain same during the term of office.

Co-Treasurer Duties
- Assumes all duties and responsibilities of the Treasurer in the ASC Treasures absence.
- Works closely with the Treasurer to learn the responsibilities of that position.

Regional Committee Member Qualifications
- One-year minimum service experience at the Livingston County ASC.

Regional Committee Member Duties
- The RCM’s primary responsibility is to work for the common good of NA by providing two-way communication between the Livingston County Area and the Michigan Region by attending all ASC, P&P, and Regional meetings.
- Keeps in touch with GSRs by attending as many group business meetings as possible.
- Represents and conveys the group conscience of the Livingston County Area at all Michigan RSC Meetings.

Alternate Regional Committee Member Qualifications
- Be willing to assume the RCM position after one year.

Alternate RCM Duties
- Assumes all duties and responsibilities of the RCM in the RCM’s absence.
- Works closely with the RCM to learn the responsibilities of that position.
- Maintains contact with GSRs and attends as many group business meetings as possible.

Guidelines
These guidelines can be changed or amended when approved by ASC. Amended guidelines need to be returned to ASC for further discussion, and be sent to member groups for final approval before the amendments and/or changes are approved and implemented as new guidelines. The guidelines do not require revision to change the date, time, and/or location of regular ASC meetings, nor do these guidelines need to be revised to change Standing Budget items defined further in this guideline document.

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Sub-Committees
Any activity, event, or committee that meets specifically for the needs of NA members shall be considered a Sub-Committee, and the guidelines of that Sub-Committee must conform to these ASC guidelines. Sub-committees can be added or removed from the ASC roles as required to better serve the member NA groups without necessary required modification of these ASC guidelines.

Sub-Committee Chair Qualifications and Duties
Maintains contact with Regional and other Area’s Sub-Committees and attends service functions, if possible. They should also attend ASC and P&P meetings.
In addition to the qualifications and duties stated in these guidelines, each Sub-Committee Chair will reference NA Conference Approved literature pertaining to their sub-committee (e.g., Guide to Local Service, H&I Handbook, Guide to Public Relations, etc.), so they may better fulfill their primary purpose.

Sub-Committee Members
Sub-Committees consist of a Chairperson, elected at the first meeting of that sub-committee and presented to the ASC, and any NA member who wishes to carry the message of recovery through the work of a particular sub-committee.

Sub-Committee Function
Each Sub-Committee will keep minutes of all its meetings.
Each Sub-Committee will keep detailed records and receipts of all its income and disbursements.
Each Sub-Committee will give a monthly written report of all its activities at the ASC meeting.
Each Sub-Committee will submit an itemized quarterly budget to ASC for approval
Each Sub-Committee will have their own guidelines that have been approved by the ASC.

Public Relations (PR)
The purpose of the Public Relations subcommittee is to inform the public that Narcotics Anonymous exists and that we offer recovery from active addiction. This is done by the creation, distribution, and management of all communications regarding Narcotics Anonymous throughout the Livingston County Area served by LCASCNA.
A primary function of the Public Relations subcommittee is to support meetings in Hospitals and Institutions and to develop and maintain the phone line, website, and printed meeting list of active meetings in the Livingston County Area.

Active Meetings
Defined: An NA Meeting or Group is considered active when that meeting or group has a group conscience and considers itself a regular meeting or group of Narcotics Anonymous. The purpose of this section is not to govern or control meetings, but rather to ensure active meetings are able to carry the NA message and promote NA’s common welfare
As it is of extreme importance that groups and meetings carry the message to the still suffering addict by following NA traditions and use NA literature, the guidelines that follow describe how groups/meetings are handled during ASC meetings and on LCASCNA PR media.

An NA meeting is considered active if they meet the criteria listed below:
Meeting must adhere to the 12 Steps and 12 Traditions of NA as well as use current WSO approved literature.
Meeting must conduct a monthly business meeting.
Meetings must meet at the same day, time and location for two (2) consecutive months.
Meeting must have a GSR or alternate present at two (2) consecutive ASC meetings.

NEW Meetings will be considered and recognized as an ACTIVE meeting with attendance at the 2nd consecutive ASC meeting – GSR’s from newly active groups will be allowed to participate in the discussion and decision process as defined by the section in Consensus Based Decisions (CBD) described above.

In order to allow NA meetings to be autonomous and led by group conscience, meetings that have previously been active and removed from roll call, or other literature will immediately be listed again as an active meeting upon GSR attendance at a regular ASC meeting

Inactive Meetings
An NA meeting is considered inactive if they meet the below listed criteria:
Meeting has a total of three (3) consecutive unexcused absences at the ASC meetings.

An unexcused absence is defined as no GSR or alternate GSR present at the ASC meeting.
Inactive meetings are listed as such on the ASC roll call, and have no GSR voting rights. Individual members always have discussion and voting rights as defined by the section in Consensus Based Decisions (CBD) described above.

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A meeting that is recorded as absent for three (3) consecutive months will be discussed at the ASC meeting following the 3rd consecutive unexcused absence (the 4th consecutive month). During that discussion a determination will be made by open floor ASC discussion whether that group/meeting is still able to carry the NA message, and whether that meeting should still be listed on the LCASCNA roll call, meeting list, web page, and phone line. Input from the Co-Chair, RCM and Alternate RCM will be considered during this discussion as they are responsible for understanding the health of any NA member group in the LCASCNA service area.

Ad-Hoc Committee’s
A proposal to form an Ad-Hoc Sub-Committee is brought forth under new business of a regular ASC meeting. If approved, a chairperson will be elected at the Area meeting from the floor of the LCASCNA.
An Ad-Hoc Sub-Committee is designed to focus on any major task that does not fall under the duties of any other subcommittee. It is a temporary subcommittee that will dissolve upon completion of its tasks.

Policy and Procedure (P&P) Board
- This committee consists of all area elected trusted servants and any NA members who choose to attend.
- Subcommittee chairpersons are required to attend P&P meetings on months when subcommittee budgets are due (Dec., March, June, and Sept.).

Purpose
P&P is responsible for administering the general affairs of the entire ASC.

Function
- This committee is responsible for the maintenance of all Area Policies and Procedures.
- Meets quarterly and submits a written report to the ASC.
- Provides GSRs with updated ASC and RSC Guidelines.
- As needed creates and distributes a calendar of subcommittee meetings, group business meetings, as well as area and regional activities and events.

ASC Finance
Standing Budget
The only intent of the standing budget is to pay recurring bills. All other expenses shall be submitted on a quarterly budget form or motion form to be approved by the ASC. The current standing budget is as follows:
- P.O. Box: $70.00 yearly
- Phone line: $60.00 quarterly
- Mileage $0.40 cents per mile
- Copy center and Misc. Supplies: $10.00 monthly
- ASC Rent: $15.00 monthly
- Prudent Reserve: $200.00

Sub Committee budgets will be fully funded by the treasurer at the time the budget is approved at the ASC meeting. This means all requested and budgeted monies are already on hand and in the LCASCNA bank account at the time of budget approval. Funds are allocated from the Area bank account and made available for sub-committee use.

Subcommittee Quarterly Budgets
A quarterly budget is an itemized and proportional plan that coordinates a subcommittee’s spending for the upcoming quarter. This budget allows the Area to disperse funds to the subcommittees, which then allows the subcommittee to fulfill their purpose and function in a financially responsible manner.
- Sub-Committee Quarterly Budgets will be submitted to Area.
- Budgets will be submitted on a line-by-line basis with one specific request per line.
- All budgets will be approved on a line-by-line basis by the ASC.
- If a sub-committee needs more money than it originally budgeted for, they must submit a request for the money, accompanied by the intent, to be approved by the ASC on an as needed basis.
- Whenever possible bills will be paid directly by the ASC Treasurer or monies will be distributed to the Chair of a Sub-Committee only. Where there is no Chair of a Sub-Committee and a bill already exists, upon ASC approval, the Treasurer will pay that bill.