WSASCNA* Committee Guidelines

*West Shore Area Service Committee of Narcotics Anonymous

Last Updated 2/2012
**WSASCNA Vision Statement**

To create a service structure that is committed to serving our community through effective leadership, training and organization.

**Area Service Group Statement:**

“Do you want to give back to NA what has been so freely given to you? Narcotics Anonymous is an international organization. Please come to the West Shore area meeting the 3rd Sunday of the month, it is not only important for your recovery, but it is important to the fellowship of Narcotics Anonymous. This is where we find out what it means to be of service and also where the voice of the individual addict is heard.”
The 12 Traditions

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps so freedom for the groups depends on knowledge of 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. NA has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.
The Twelve Concepts for NA Service

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

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.
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I. **Standing Rules for the Area Service Committee**
   a. Be respectful
   b. Raise your hand to inform Chair that you have input.
   c. A minimum of 4 trusted servants must be present in order to conduct business.
   d. The area prudent reserve is $400
   e. Consensus based decision making procedures

II. **Service Prayer**
   GOD, grant us knowledge that we may work according to Your Divine precepts. Instil 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.

III. **Purpose**
   a. The committee is designed to serve the common needs of West Shore area member groups.

IV. **Function**
   a. Meets the 3rd Sunday of every month @ 4:30pm
   b. Unify its member groups
   c. Provide a communication link between the groups, region, and the worldwide NA fellowship

V. **Definition**
   The Area Service Committee (ASC) is made up of group service representatives (GSRs), area elected trusted servants and all sub-committee chairs.

VI. **ASC Meeting Format**
   a. Chairperson opens with a moment of silence followed by the service or serenity prayer.
   b. Reading of the 12 traditions
   c. Reading of the 12 concepts
d. Roll Call
   a. ASC, GSRs and alternates (GSRAs), subcommittee chairs or their representatives, and Regional Committee Member and alternate (RCM and RCMA).

e. Welcome visitors

f. Ask GSRs who have a 7th tradition donation, to please turn it in to the Treasurer at the beginning of the meeting, in order to have an accurate report. This also applies to any sub-committee chairs with receipts for reimbursement.

g. Chairperson Report

h. Secretary Report: secretary will read report. Ask for corrections or additions, the motion to accept report as written, or as corrected.

i. Treasurer’s Report: treasurer will read report. Ask for additions or corrections, then motion to accept report as written, or as corrected.

j. RCM/ RCMA Report

k. Subcommittee Reports
   i. Public Relations
      a. Hospitals and Institutions (H&I)
      b. Public Information (PI)
      c. Web servant
   ii. Activities
   iii. Literature
   iv. Ad-hoc committee’s

l. GSR Reports

m. Old Business

n. New Business

o. Announcements

p. Treasurer’s Final Report

q. Open/ reflective discussion

r. Adjournment

VII. ASC Meeting Agenda

a. Chair will arrange agenda prior to each ASC meeting
b. If possible, all ideas/motions and input should be submitted to the Chair prior to the ASC meeting.

c. Input not included on the agenda will be put under the New Business for the next ASC meeting. Exceptions will be made at the discretion of the Chair.

VIII. Policies and Procedures

a. Regional Donation: 10% of funds in January and July

b. Sub-Committee budgets
   i. All sub-committees will submit itemized budget requests as needed.
   ii. Receipts are required for reimbursement

c. Disbursement of Area Funds
   i. The treasurer and one of the following trusted servants must sign all checks.
      Failure to do so will make it impossible to cash a check written by the ASC.
      a. Treasurer, Co-Treasurer or Chair
   ii. A prudent reserve of $400.00 shall be maintained. In the event expenses exceed the prudent reserve, standing budget will be paid first. Anything beyond that will go to vote.

IX. Consensus Based Decision Making

a. When a decision needs to be made by ASC, discussion should take place until a consensus is reached.

b. In the event that a consensus cannot be reached, GSRs will vote. Majority rules. A minimum of 3 GSR’s needed to be present for a vote to stand.

X. Voting Participants

a. Any NA group which chooses membership is WSANA shall have one vote accorded to its GSR. Only the GSR or Designee may vote for said groups.

XI. Voting and Motion Procedure

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XII. Nominations and Elections of Trusted Servants

a. Election Procedures
   i. If there is a single nominee, they will be asked a series of questions by the Chair pertinent to their qualifications for said nomination and then 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.
   ii. Any objections will be presented without the nominee present. If the objections are not resolves, the nominee will rejoin the ASC meeting. The Chair will explain the objections and the nominee will have an opportunity to address the objections, if they so choose.
   iii. After this (without the nominee present) the ASC will determine if there is now a consensus in favor of this candidate.
   iv. If there is no consensus at this point, the issue will be tabled until the next ASC meeting.
   v. If there is more than one nominee, the group will use the above process to attempt to fill the position.
   vi. Elections for the following area trusted servant positions will occur on this cycle:
      1. RCM/RCMA, Treasurer and Co-Treasurer
         a. Elections held every June
         b. 1 year commitment
      2. Elections for all other trusted servants will occur in November
         a. See individual position descriptions
      3. Ad-hoc retreat chair will be voted on in October (1 year commitment)
   vii. The ASC chair will announce the nominations for trusted servants positions two months prior to elections
   viii. The ASC can temporarily appoint a person to fill any position
   ix. A trusted servant may only be elected a maximum of 2 consecutive terms regardless of when the first term started.

XIII. Resignations of Trusted Servants

a. Voluntary
   i. Must be given to ASC in writing or in person prior to the ASC meeting
b. Involuntary
   i. Misses two consecutive ASC meetings without submitting a report or without just cause.
   ii. Relapse during time of position
   iii. Removal by ¾ of active member groups for breach of traditions or failure to perform duties and responsibilities.

XIV. Qualifications and Duties of Area Trusted Servants

a. Area trusted servants include GSRs and other formal positions specified in roll call.
b. The following qualifications apply to all area trusted servants
   i. Have previous service experience in NA as well as general knowledge of the 12 steps, 12 traditions, 12 concepts and the Guide to Local Service (GTLS).
   ii. Have the willingness to give time and resources necessary for the position
c. ASC Chair
   i. Chairperson Qualifications
      1. Suggested clean time requirement of 2 years
      2. Chair cannot hold any other area elected position or be a GSR
      3. Familiarity with the WSASCA guidelines
      4. 1 year minimum service experience at WSASCA
   ii. Chair Duties
      1. Compiles an agenda prior to each ASC meeting
      2. Presides over all ASC meetings
      3. Signer of bank account
d. ASC Co-Chair
   i. Co-Chair Qualifications
      1. Suggested clean time requirement of 18 months
      2. Be willing to assume Chair position after one year
   ii. Co-Chair Duties
      1. Keeps in regular contact with the Chairpersons of each sub-committee and attend sub-committee meetings when possible
      2. Assumes all duties and responsibilities of the Chair in their absence
3. Works closely with the Chair to learn all the responsibilities of that position

e. ASC Secretary
   i. Secretary Qualifications
      1. Suggested clean time requirement of 1 year
   ii. Secretary Duties
      1. Keep accurate minutes of each ASC
      2. Distribute minutes no later than 10 days following the ASC meeting electronically to all ASC trusted servants
      3. Maintains a mailing list of all ASC trusted servants
      4. Maintain all area forms/ documentation electronically on a flash drive.
      5. Share forms and documents electronically with the web servant to ensure our website is up to date.

f. ASC Co-Secretary
   i. Co-Secretary Qualifications
      1. Suggested clean time requirement of 6 months
      2. Be willing to assume the Secretary position after one year
   ii. Co-Secretary Duties
      1. Assumes all duties and responsibilities of the Secretary in their absence
      2. Works closely with the Secretary to learn the responsibilities of that position

g. ASC Treasurer
   i. Treasurer Qualifications
      1. Suggested clean time requirement of 4 years
      2. One year minimum service experience with WSASCNA and previous treasurer experience at the group level
      3. Be willing to discuss personal financial situation
         a. Current employment, checking account, etc...
   ii. Treasurer Duties
      1. Collects all donations from individuals, groups and sub-committees
      2. Gives and keeps receipts of income and disbursements
      3. Deposits and dispenses monies per group conscience of the area
4. Keeps an accurate record of all transactions
5. Prepared and presents reports
    a. Monthly, semi-annually and annually
6. Provide bank statements

h. ASC Co-Treasurer
   i. Co-Treasurer Qualifications
      1. Suggested clean time requirement of 3 years
      2. Be willing to assume the Treasurer position after one year
      3. Discuss personal financial situation
   ii. Co-Treasurer Duties
       1. Assumes all the duties and responsibilities of the Treasurer in their absence
       2. Works closely with the Treasurer to learn the responsibilities of that position
       3. Cosigner of check account

i. ASC Regional Committee Member (RCM)
   i. RCM Qualifications
      1. Suggested clean time requirement of 18 months
      2. One year minimum service experience at the WSASCNA
   ii. RCM Duties
       1. The RCMs primary duty is to work for the common good of NA by providing two way communications between the West Shore area and the Michigan Region Service Committee.
       2. Keep in touch with GSRs
       3. Represents and conveys the group conscience of the West Shore Area at all Michigan Regional Service Committee (MRSC) meetings.

j. ASC Alternate Regional Committee Member (RCMA)
   i. RCMA Qualifications
      1. Suggested clean time requirement of one year
      2. Be willing to assume the RCM position after one year
   ii. RCMA Duties
       1. Assumes all duties and responsibilities of the RCM in their absence
2. Works closely with the RCM to learn the responsibilities of that position
3. Maintains contact with GSRs
4. Must have available resources to complete duties in the event that the WSASCNA is unable to fund

k. ASC Public Relations Chair (PR)
   i. PR Qualifications
      1. Suggested clean time requirements of 3 years
   ii. PR Duties
      1. Preside over the web servant, H&I and PI sub-committees
      2. Work closely with those committees to further the common goal in accordance with the PR handbook.

l. ASC Literature Chair
   i. Literature Chair Qualifications
      1. Suggested clean time requirement of 3 years
   ii. Literature Chair Duties
      1. Maintain area literature stock
      2. Keep track of inventory and provide information to area
      3. Supply groups with literature, keytags, IP’s....

m. ASC Retreat Chair
   i. Qualifications
      1. Suggested clean time requirement of 3 years
   ii. Duties
      1. Prepare, organize and host annual West Shore area retreat

n. ASC Web Servant
   i. Qualifications
      1. Suggested clean time requirement of 90 days
   ii. Duties
      1. Keep area website up to date: including announcements, meeting list, ASC information and events
      2. Maintain contact with regional web servants
XV. Sub-Committees

a. Sub-Committee Chairs

i. Qualifications

1. Suggested clean time requirements
   a. PI- 1 year
   b. H&I- 1 year
   c. Activities- 1 year

ii. Duties

1. Attends service functions
2. In addition to the qualifications and duties stated in these guidelines, each sub-committee chair will reference NA conference approved literature pertaining to their committee.

b. Members

i. Sub-committee members consist of a chairperson, elected at ASC, and any NA member who wishes to carry the message of recovery through the work of that particular sub-committee.

c. Function

1. Each sub-committee will keep minutes of all of its meetings
2. Each sub-committee will keep detailed records and receipts of all its income and disbursements
3. Each sub-committee will give a monthly written report of all its activities at the ASC meeting
4. Each sub-committee will have their own guidelines that have been approved by the ASC

d. Activities Sub-Committee

i. Purpose

1. The primary purpose of this sub-committee is to carry the message of recovery by sponsoring activities that provide a greater sense of community for the local NA fellowship.
2. The secondary purpose of this subcommittee if to raise additional funds for the West Shore area and the Michigan Region. Seed money and any
subsequent funds raised from an activity will be turned over to the area treasurer within 7 days of the activity being held.

e. Hospitals & Institutions (H&I) Sub-Committee
   i. Purpose
      1. Provides the means whereby the message of recovery from active addiction can be carried to individuals who are in a hospital, drug treatment facility, jail or prison.

f. Public Information (PI) Sub-Committee
   i. Purpose
      1. The purpose of the H&I sub-committee is to inform the public that NA exists and that we offer recovery from active addiction. This is done by the creation, distribution, and management of all communications regarding NA throughout the West Shore area.

   ii. Function
      1. A primary function of the PI sub-committee is to develop and maintain the phone line, website and printed meeting list of all active WSANA meetings.

         a. An NA meeting is considered active if they meet the criteria listed below:

            i. Meeting must adhere to the 12 steps and 12 traditions of NA
            ii. Meeting must conduct a monthly business meeting
            iii. Meeting must have a GSR or GSRA present at 4 consecutive ASC meetings and submit a written report
            iv. Meetings must meet at the same day, time and location for 4 consecutive months

         b. An NA meeting is considered to be in-active and will be removed from the phone line, website and meeting list if the following criteria is met:

            i. Meeting has 3 consecutive unexcused absences from the ASC meeting
ii. Meeting has a total of 3 unexcused absences during a 6-month period at the ASC meetings.

iii. A meeting that has been removed from active status must meet the requirements listed above to be re-instated as active.

g. Retreat Sub-Committee
   i. Purpose
      1. ?
   ii. Function
      1. ?*

XVI. Budget
 a. Standing Budget
   i. 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 to be approved the ASC. The current standing budget it as follows:
      1. Phone line
      2. Yellow & White Pages Listing
      3. Rent