



WESTERN WAYNE COUNTY
AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
GUIDELINES

March 2025

The Twelve Traditions of Narcotics Anonymous

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 to 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.

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our Traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our Fellowship alive and free.

By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls.

Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

The Twelve Concepts for NA Service

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

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

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

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

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Addendum- Area Forms Follow the Standing Rules

Article 1 - Committee

This committee shall have no authority what so ever, except for: what it has been given by a loving God as He may express His will in our group conscience; the groups through their representatives, these guidelines and other approved standing or special rules; and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Section A. Committee Name

The name of this committee shall be the Western Wayne County Area Service Committee of Narcotics Anonymous and referred to as WWCASCNA or Area. Metro Detroit Regional Service Committee of Narcotics Anonymous will be referred to as MDRSCNA or RSC.

Section B. Committee Purpose

The WWCASCNA has been created by member groups to better carry the message of NA recovery to the addict who still suffers and to promote unity in service.

No part of the net earnings, properties, or assets of this committee shall inure to the benefit of any private person or individual, or any member or officer of this committee on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this committee remaining after payment of provision for all debts and obligations shall be distributed and paid over to the Narcotics Anonymous service committee designated by the member groups.

To assist in carrying out its purpose, the committee may acquire and hold any real or personal property, and transfer, let, or otherwise use the same, subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with the purposes for which the committee was formed, within the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Section C. Committee Function

1. To administer and coordinate the business and activities common to the welfare of Narcotics Anonymous groups that have chosen to be members of the WWCASCNA.
2. To accomplish tasks which groups find difficult to do alone.
3. To provide service and support to Area Groups.
4. To provide a communication link between the MDRSCNA and the Area Groups.
5. To maintain the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Section D. Fees or Dues

There shall be no fees or dues for membership.

Article 2 - Committee Members

Section A. Committee Member Types

The Committee shall be comprised of two types of members only; one of voting, the other nonvoting. Only Group Service Representatives (GSR) shall have voting rights.

Section B. N.A. Observers

Non-members not addressed elsewhere in these guidelines shall be classified as observers.

Section C. Group Service Representative

The term “group” refers to two or more individual members who meet regularly at a specified time and place to share their recovery during an event known as a Narcotics Anonymous meeting at which there is freedom to exercise the Twelve Traditions of Narcotics Anonymous.

That a Narcotics Anonymous group which chooses membership in the Area shall place one voting member known as a Group Service Representative (GSR) on this committee. If the GSR is absent, the group may designate a Representative to carry their vote. No one person can represent two groups as the GSR in this Area. The groups place trusted servants in these positions so that they can perform the general administrative and related personal services that are necessary to the ongoing needs of NA. This frees the groups to focus on the primary purpose of NA - helping the still suffering addict.

These GSR's have decisions to make in performing their duties. Part of the groups trust is allowing them to make these decisions. However, it is very important that GSR's keep their responsibilities. Another part of that trust is giving the GSR's the right to decide which issues they should handle and which need wider consultation and subsequent direction.

Meetings that fall under Hospitals and Institutions Guidelines are not groups and have no vote at Area.

Section D. Administrative Members

The Administrative body (Admin) of this Area shall be comprised of the following officers: Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, and a Regional Committee Member (RCM), and Alt-RCM to the MDRSCNA.

Section E. MSO Representative

The MSO Representative is elected for a three-year term at the regular December Area meeting. This is a non-Admin position.

Section F. Subcommittees

Subcommittees will consist of: Activities, Helpline, Hospitals and Institutions, Literature, Newsletter, Outreach, Policy, Public Information, Web Servant, Workshop and any Ad Hoc committee that may from time to time may be deemed necessary. Subcommittee Chairs may only chair one committee at a time.

Article 3 - Meetings

Section A. Regular Meetings and Quorum

The regular meetings of the Area shall be held on the second Sunday of each month except in May when it will be on the third Sunday. All Area Meetings shall be handicapped accessible. The Area Meeting will begin at 2:00 p.m. and end no later than 6:00 p.m.

The quorum of Area meeting will be a simple majority of active member groups. If a member group does not participate for two consecutive monthly meetings, it shall be accorded inactive status for the sake of quorum computation. Active status will be reinstated upon said group attending Area. In the absence of an official quorum, business not affecting the Area or Fellowship as a whole may be conducted, i.e., reading of the minutes, Secretary's report, Treasurer's report, Regional Committee Member (RCM) reports, and Subcommittee reports.

Once a quorum is established, business will carry on until all of that day's business has been completed, provided we maintain 50% of the established quorum. However, remaining business will be continued at the next Area meeting if those present drops below 50% of the established quorum.

Section B. Area Nomination and Election Meeting

The regular meeting in March shall be known as the Annual Meeting and shall be for the purpose of nominating and electing Administrative Officers and Chairs of the Subcommittees as provided in these Guidelines, receiving annual reports of Officers and Subcommittees, and for any other business that may arise.

1. The Area Trusted Servants shall be elected by closed ballot at the March Area meeting. Their term of office shall begin at the end of the March Area meeting and shall last for a period of one year until the end of the next March Area meeting.
2. Outgoing Area Trusted Servants are encouraged to participate in an annual Orientation Workshop which will occur before the next Area meeting following the March election. This will serve as a transition for our newly elected Trusted Servants.
3. In the instance where there is more than one nominee for the election to any office other than Area Chair, voting will continue for the nominees until one nominee has a majority of votes cast. Elections with only one nominee shall only be valid if that nominee receives a minimum of 2/3 of the votes cast.
4. If you are a GSR and a Subcommittee chair, you will have only one vote.
5. Vote tallies will not be announced. If there is a challenge to the ballot count, the candidate(s) can check the ballot tally and verify the count.
6. The MSO Representative will be nominated and elected in December for a 3 year term.

Section C. Special Meetings

Special meetings may be called by the Area Chair or shall be called upon the written request of 1/3 of the voting members of the Area. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least 10 days notice shall be given.

Article 4 - Proposals and Voting Procedures

To promote the home group concept the following types of proposals will be assigned a number by the Secretary and processed through a discussion stage. Any and all proposals submitted for consideration must have the proposal and reason and stated legibly in writing and must be presented on an Area Proposal Form.

Section A. Proposals to Change Area Guidelines

These guidelines may be changed at the regular Area meeting provided that the following steps are taken:

1. The proposed changes will be submitted on a WWCASCNA Proposal form containing the exact wording to be used.
2. The proposal will be assigned a number by the Secretary, be processed through a discussion stage, and recorded in the minutes.
3. The proposal will be sent, by way of the minutes, to the groups for a wider consensus.

Section B. MDRSCNA (RSC) Motions and Guidelines

1. All motions that affect guideline changes from the RSC will be submitted in written form, along with the guideline that is to be changed, for discussion at the Area meeting, prior to taking them back to the groups for a vote. This will require the RCM to bring to the Area copies of the guideline motion and the current guideline that the motion addresses. These copies will then be passed out to attending GSR's and discussed thoroughly, so that no confusion arises when the vote is taken by the Groups.
2. Motions from the RSC are to be sent back to groups for consideration and voted on at the next regularly scheduled Area meeting.

Article 5 - Parliamentary Authority

Consensus Based Decision Making shall govern the WWCASCNA in all cases to which they are applicable provided they do not conflict with Area Guidelines, Twelve Traditions, Twelve Concepts, and The Guide to Local Services, or any special rules adopted by the Area.

Article 6 - Consensus Based Decision Making

Section A. CBDM Process

Decision Making

As a spiritual body, we try to reach all decisions by consensus. We believe that a loving God's will is expressed through our group conscience (2nd Tradition). **If GSR's feel that the item of discussion is something that needs to be discussed with the members of their Home Group, a vote could be taken to send it back with a 50% + 1 approval of members voting. A consensus, for our purposes, will be deemed to exist unless 10%, but not less than 5 of the participating members object to the proposal. One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process* By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the Area Service meeting.

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

Consensus Procedure

1. New idea or proposal is presented.
2. The chair will listen to the idea or proposal and ask for input from the members present.
3. After all views have been expressed, the chair will seek consensus on how to proceed with the topic. At this point a clear written proposal will be needed for inclusion in the minutes.
4. If no disagreement is expressed, then consensus is obvious. If any voting members don't agree with the proposal, the chair asks the maker to fully express the intent and what is hoped to be accomplished with the proposal. The chair asks if the additional information has changed anyone's opinion.
5. If the opinions haven't changed, the objecting individuals are asked to express their concerns and what it might take to reach a compromise (if any).
6. If no compromise can be found and there are 10%, or at least 5 members objecting, the chair will ask if they can live with the proposal going forward (this is known as Standing Aside).
 - *People often disagree with something but perhaps not to the point of stopping an idea*
 - a. Standing Aside: You don't agree, but you can live with it.
 - b. Block: If no agreement can be reached, the proposal is then rejected.
7. Proposals can be referred to a committee or work group for more information and understanding; and will go through the Consensus process when the proposal is returned to the Area body.
8. Proposals will be recorded in the minutes with the status of accepted or rejected.

Discussion Procedures

1. Any member attending an Area meeting has a voice on the floor after being recognized by the Area chairperson or acting chairperson.
2. Members must be recognized to speak on the floor.
3. Any NA member attending will have the right to introduce a proposal for discussion and participate in debate with the exception of the Area chairperson and co-chairperson.
4. Please share new ideas, try not to repeat what's been said. Please stay on topic.
5. Anyone in attendance may seek clarification from the chair.

Area approved Article 6 - 9/14/2014

Section B. Unanimous Consent

Unanimous Consent is a method that allows the Area to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a proposal if the Chairperson senses no opposition to a proposal he/she will state that the proposal is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the proposal.

Section C. Appeal the Decision of the Chair

By electing the Area Chair, the Area delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedures. However, any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chair and given to the Area for final decision. Discussion will be limited to one reason from the member appealing and one reason from the Chair, limited to one minute each.

Article 7 - Flyers & Informational Paperwork

At Area any flyers and/or informational paperwork for distribution to the fellowship at the Area meeting must contain a Narcotics Anonymous approved logo & registration ® mark and must conform to all NA Traditions & Concepts and must be approved prior to distribution by three Admin members. However, if there are any objections, majority approval is required.

Article 8 - Financial Responsibility Memorandum

Ideally, two people will monitor all financial activities whether it is at the Area level or for the Area Subcommittees. Ideally, two people will count receipts and the bank deposit shall be made no later than the first business day following the event. (i.e. ASC, Activities events, etc.) Two people reconcile the original bank statements, and two people are always present when any funds are disbursed. Financial records must readily available to other trusted servants for review.

In the instance where funds or property are found to be missing, a thorough review of all books and financial records will be conducted to make sure the funds or property were actually misappropriated.

If it becomes clear that funds or property has indeed been taken or lost, the Administration Body along with the Subcommittee where applicable will schedule a meeting. Making absolutely certain the individual(s) who took or lost the funds or property is informed of the meeting and given the opportunity to present his/her point of view.

If the individual admits to the theft or loss and agrees to pay back the missing funds or property the Administration Body will develop a restitution agreement with the individual involved. Such an agreement will include regular payments at an interval acceptable to all involved that will not drag out the repayment process unnecessarily.

The agreement will specify regular weekly or monthly payments until the full amount is repaid, as well as consequences if the schedule is not met. This document will be a legal and binding document and will be signed and witnessed and notarized. If the restitution agreement is not adhered to, legal action will be pursued. A report about the situation and agreement will be published in Area Minutes and regular reports on the status of the restitution agreement will be published until the agreement is satisfied.

The individual involved will resign from his/her service position and will not be considered for another position until he/she has met the requirements of the agreement.

If the individual does not appear at the special meeting, every effort will be made to contact the person involved. Notification that an audit of financial records has been performed, that facts show the individual is responsible for consequences will be if the individual does not respond to the letter will be outlined. Copies of the letter will be put in a safe place for further reference.

If the individual refuses to replace the funds or property, agrees to a plan but does not follow through with the agreement, or if the person has disappeared, legal action will be pursued.

Article 9 - Area Spending Plan Process

All Admin and Subcommittee Spending Plans will be submitted to the Area on an annual basis. This will be for a fiscal year that runs from January 1st until December 31st. They will be sent out in the October minutes for review by the member groups of the Area. At the November Area meeting, all questions will be answered. A consensus will then be taken at the December Area meeting.

All Spending Plan requests must include a detailed Spending Plan (see Addendum). These Spending Plans must include, by line item, current as well as proposed disbursements. It is strongly suggested that these budgets are worked on and prepared in advance of the October Area meeting. Trying to put something together at the last minute is bound to cause problems later on when working with an annual budget. Help will be available when needed.

In April and August of each year there will be an opportunity for a Spending Plan Review. At this time, requirements for any additional funds may be submitted for consideration. All requests will go back to Groups for review with a vote to be taken at the May Area meeting (for April Request) and September Area meeting (for August Request). These requests must be submitted in Proposal Form.

If the Admin Committee or a Subcommittee of the Area requires funds outside their approved spending plan, they may receive up to \$100.00 each quarter of the fiscal year. Three or more members of the Admin Committee must approve this request. Funds are not to be used for travel expenditures.

Emergency funds may become available at the time of request through the following 3 step process. A. Submit a written proposal detailing the amount requested, detailing by line item for the amount and purpose of each item. B. Proceed through the discussion stage to determine if the GSRs agree the funds are needed now and cannot wait. C. A consensus is reached with at least 95% of the voting members present giving their approval.

Article 10 - Area Officers Qualifications, Duties, Responsibilities, and Requirements

Section A. Officer Voting

The Administrative body of the Area Service Committee will be non-voting members of this committee: (Except the Chair of the Area to break a tie).

Section B. Term of Office

No Administrative member of this committee shall hold more than one office at a time, be a voting member of this committee, or be eligible to serve more than two complete and consecutive terms in the same office. And, shall have the willingness to stay on and train the newly elected officer from the March elections, until April, when the position officially begins.

Section C. Qualifications and Duties of Area Officers & MSO Rep

1. They must meet the clean time requirements for that particular position.
2. The willingness and desire to serve.
3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
4. An understanding of the NA Service Structure and the responsibilities of the position.
5. All Area Officers and MSO Representative are required to attend all regularly scheduled Area meetings including the Admin portion.
6. All Newly Elected Area Trusted Servants are required to attend the annual Orientation Workshop which will occur before the next Area meeting following the March election. This will serve as a transition for our newly elected Trusted Servants.
7. Prior service experience such as GSR, Group Secretary, Group Treasurer and Subcommittee member are of value.
8. Anyone who handles area funds or property must sign the Financial Responsibility Form.
9. All ASC Co-Positions shall have the same clean time requirements as their Chair.

Section D. Chair

1. Minimum of two years clean time.
2. Arranges an agenda for and presides over the monthly meeting and submits an Administrative Report.
3. Responsible for correspondence.
4. Should be one of the co-signers of the Area's bank account and reviews bank statement monthly with Treasurer.
5. At committee meetings, can vote only in the case of a tie.
6. Must be capable of conducting a business meeting with a firm yet understanding hand.

7. Administrate or facilitate the Orientation of the Newly Elected Trusted Servants which will occur before the next Area meeting following the March Election.

Section E. Co-Chair

1. Minimum of two year clean time.
2. In the absence of the Chair, shall perform the duties of the Chair.
3. Should chair the Area meeting at least once during their term.
4. Should be one of the co-signers of an Area's bank account.
5. To be ex-officio member of all Subcommittees.

Section F. Secretary

1. Minimum of one year clean time.
2. Secretary will take roll call after the GSR Welcome.
3. Admin committee members not present at the end of roll call will be marked absent.
4. Will take brief and accurate notes of each Area business meeting and write a synopsis of group and area concerns to be included in the minutes. Questions and answers of reports will not be recorded.
5. Compile the Area Minutes from the Area Meeting and forward them to Admin for review and approval prior to distribution.
6. Distribute copies of the approved minutes by email and, if necessary, server distribution unless paper is specifically requested, no later than 10 business days following each Area meeting, to GSR's of Active Groups, Subcommittee chairs, the Area Archivist, members of Admin, and a PDF version to the Webservant (with members personal contact information such as emails and phone numbers removed) for posting on the website.
7. Has the responsibility to edit offensive language and/or words from any written report or proposal that may be submitted.
8. The Secretary will record the reasons voiced for a proposal; if someone speaks a reason to a proposal and requests exact language for their statement, it must be submitted in written form to be included as requested.
9. The Secretary shall include a copy of the actual numbered Proposal Form presented at the Area meeting complete with the reason/s in the Area Minutes.
10. All original proposal forms will be forwarded to the Area Archivist. Copies of proposals will be provided to Admin and the Policy Subcommittee to be retained in the respective proposal books.
11. A copy of the results of the numbered proposals voted on shall be recorded in the minutes.

Section G. Co-Secretary

1. Minimum of one year clean time.
2. In absence of the Secretary, performs Secretary's duties.
3. Assists Secretary in the performance of their duties.

Section H. Treasurer

1. Minimum of two years clean time.
2. Shall make a report of contributions and expenditures at every regular Area meeting and emails the Treasurer's report to the Secretary by midnight of the 5th business day following the Area meeting.
3. Should make an annual report at the end of a calendar year.
4. Shall be one of the co-signers of the Area's bank account.
5. Shall direct that a copy of the Bank Statement be sent by the Bank to the Area Post Office Box.
6. WWCASCNA treasury deposits will be made on the first business day after the collection of funds at the ASC meeting.
7. WWCASCNA treasury will be audited by the Administration Committee 4 times a year in January, March, June & Sept.
8. Must have a source of income at all times.
9. Every December, pay the annual P.O. Box fee.
10. Every September, pay the annual Incorporation fee.

Section I. Co-Treasurer

1. Minimum of two years clean time.
2. Shall be a Co-signer of the Area's bank account.
3. Shall perform Treasurer's duties when Treasurer is absent from Area.
4. Shall assist Treasurer in performance of Treasurer's duties.
5. Must have a source of income at all times.

Section J. Regional Committee Member (RCM) to the Metro Detroit Region

1. Minimum of two years clean time.
2. As the representative of the Area, speaks for the members and groups within the Area.
3. Works for the good of NA, providing two-way communication between the Area and the rest of the NA, particularly with neighboring Areas.
4. Represents the group conscience of the Area at the Regional level.
5. Attends all MDRSCNA meetings and takes part in any decisions which affect the Region, speaking as the voice of the Area's group conscience.
6. May serve on one or more of its Area and RSC Subcommittees, but not as Chair.
7. Provides the Area with an oral report and submits a written report to the Secretary.
8. Must be able to work for the common good, placing principles before personalities at all times.
9. Has service experience.
10. Has the willingness to give the time and resources necessary for the job.

Section K. RCM Alternate to the Metro Detroit Region

1. Minimum of one year clean time.
2. Spends first year becoming familiar with the job of RCM.

3. Attends all Area and RSC meetings.
4. Fills in for the RCM if they're absent or for any reason unable to complete their term of office.
5. Has service experience.
6. Has the willingness to give the time and resources necessary for the job.

Section L. MSO Rep (Non-Admin)

1. Minimum of three years clean time.
2. Attends monthly Board of Director (BOD) meetings.
3. Attend all Area meetings providing the Area with both a written and oral report.
4. Term is three years and would be eligible to fill position for second term.
5. May also hold an elected officers position of The Board of Director (BOD)
6. The duties of the Directors are varied and in many ways evolving based on needs of the MSO. It is imperative for the effective functioning of the office that the Board members are actively involved and knowledgeable about the inner-workings of the MSO. This is important because from time to time a Director may be needed to work a shift if the MSO is short-staffed or assist with sales at conventions, dances and other NA related events and activities.
7. It is expected that Board members will be willing to put in time at the MSO several times each month, learning the operation and monitoring how business is being conducted.

Section M. Resignation or Automatic Removal Area Officers and MSO Rep

1. Relapse
2. Two consecutive absences from the regular scheduled Area meeting.
3. Any four absences with or without a written report in a fiscal year.
4. Written resignation.
5. Removal by 2/3 of voting members for failure to perform duties and responsibilities.
6. Open position should remain open for a period of one month before accepting nominations and holding elections.

Article 11 - Subcommittees

Section A. Responsibility and Accountability to Area

1. All Area Subcommittee Chairs are required to attend all regularly scheduled Area meetings including the Admin portion.
2. Subcommittee participation is open to any Narcotics Anonymous member. All Subcommittees shall be responsible to this Area.
3. Subcommittees shall develop guidelines and requirements for their service functions and positions. The Subcommittee Guidelines shall be voted on and incorporated into these Area Guidelines. In the event there is a conflict between the Area Guidelines and Subcommittee Guidelines, the Area Guidelines take precedence.
4. Each Subcommittee is responsible to submit a written report including a detailed fund-flow report at each regular Area meeting. All Subcommittee projects shall be initiated, checked, and completed at the Area through such reports.

5. Subcommittees may upon approval of the Area establish a treasury. This treasury must not be for the purpose of holding funds for any extended length of time. Any excess funds shall be returned to the Area.
6. Schedule and attend their monthly subcommittee meeting which shall be held “in a public facility, not in a member’s home.”
7. Subcommittees shall exchange information and experiences with neighboring Areas and Narcotics Anonymous as a whole. Each Subcommittee should establish direct lines of communication with the appropriate Regional Subcommittees and attend all of their Subcommittee meetings.
8. All Subcommittees of the Area are to deposit funds into the Area bank account by the next business day after the end of the event and inform the Area Treasurer of the deposit.
9. Anyone who handles area funds or property must sign the Financial Responsibility Form.
10. All Newly Elected Area Trusted Servants are required to attend an annual Orientation Workshop which will occur before the next Area meeting following the March election. This will serve as a transition for our newly elected Trusted Servants.
11. The Subcommittee chair shall represent the Area at the Metro Detroit Regional Subcommittees or a representative designated to them by the Subcommittee chair.

Section B. Subcommittee Chairs' Qualifications

1. A minimum of one year clean time with the exception of the following:
2. Activities Chair and Co-Chair must have a minimum of two years continuous abstinence from all drugs and prior Activities Subcommittee experience.
3. A commitment to service.
4. Service experience.
5. The willingness to give the time and resources necessary to do the job.
6. A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
7. An understanding of the NA Service Structure and the responsibilities of the position.
8. Anyone who handles area funds or property must sign the Financial Responsibility Form.

Each Subcommittee shall have the standing authority to act for the Area in the execution of its duties. No Subcommittee shall perform any duties of another Subcommittee without previous consent from that Subcommittee’s Chairperson and the written notification to the Area’s Co-Chairperson.

Section C. Activities

1. An Activities Subcommittee shall coordinate various activities including, but not limited to: picnics, dances, fundraisers, recovery panels and other special events and any other duties as shall be assigned to them by the Area Chair.
2. The Activities Subcommittee shall keep an accurate account of their Prudent Reserve of \$300.00 as submitted in their monthly report.
3. The Activities Subcommittee will hold a dinner/dance or other event annually to celebrate the Area’s anniversary. (Area formed in January 1986)
4. The Activities Subcommittee adopts an “18 years old or a recovering addict” policy at dances, except on designated Pot-Luck and/or Family Night dances.
5. The Activities Subcommittee will host two family night dances, one held in October and the other at their discretion.

Section D. Helpline

A Helpline Subcommittee shall help provide volunteers to answer the Helpline and take Twelve Step calls, to facilitate contact between the addict and the Twelve Step Volunteer, and to follow the suggestions in the World Service Conference Committee Handbook to the best of its ability as well as any other duties as shall be assigned them by the Area Chair.

Section E. Hospitals and Institutions

1. A Hospitals and Institutions Subcommittee shall unify efforts of Twelve Step work within hospitals and institutions, and to follow the suggestions in the World Service Conference Committee Handbook to the best of its ability as well as any other duties as shall be assigned them by the Area Chair.
2. To obtain literature, the H & I Chair will get a voucher each month from the Area Treasurer. This voucher will allow the Chair to pick up literature within the budgeted amount from the MSO. A receipt will be given to the H & I Chair to turn in to the ASC each month. The MSO will also email a receipt to the ASC Treasurer.

Section F. Literature

A Literature Subcommittee shall partake in the development and approval process of Narcotics Anonymous literature, and to follow the suggestions in the World Service Conference Committee Handbook to the best of its ability, and as well as any other duties as shall be assigned them by the Area Chair.

Section G. Newsletter

The Chair of the Newsletter Subcommittee shall follow the suggestions in the World Service Conference Newsletter Handbook to the best of its ability as well as any other duties as shall be assigned to them by the Area Chair.

Section H. Outreach

1. An Outreach Subcommittee shall keep the Metro Detroit Regional Meeting Directory up-to date, as well as any other duties as shall be assigned to them by the Area Chair.
2. Shall attempt to initiate communication between inactive groups and our Area.
3. Visit an NA meeting at their request to help with understanding of NA Recovery.
4. Administrate or facilitate a GSR session 30 minutes prior to the start of the monthly Area meeting.
5. Be responsible for meeting with new group during the GSR orientation at Area and distributing the Starter Kit referenced in Article 13 - Area Service Committee Standing Rules.

5. Section I. Policy

A Policy Subcommittee shall review any possible policy changes, seek guidance in a better understanding of our Traditions, report back to the committee and any other duties as shall be assigned to them by the Area Chair.

Section J. Public Information

A Public Information Subcommittee shall unify efforts of public information and relations inside and outside the Fellowship, and to follow the suggestions in World Service Conference Committee Handbook to the best of its ability as well as any other duties as shall be assigned to them by the Area Chair.

Section K. Webservant

The purpose of the Webservant is to maintain the website and Facebook Page for the Area and to make information about the Area and Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members, as well as any other duties as shall be assigned them by the Area Chair.

Section L. Workshop

To provide two (2) or more workshops or learning days for the Western Wayne County Area for its member groups as a means to carry the message of recovery, as well as any other duties as shall be assigned them by the Area Chair.

Section M. Ad-hoc and Work Groups

Ad-hoc Subcommittees and Work Groups are formed by Admin when needed to complete a specific task and dissolve after the task is completed. They are appointed by the Chair and subject to the immediate approval of the Area.

Section N. Removal and/or Resignation of Subcommittee Chairs

The policy for the removal / resignation of any elected officers shall be:

1. Relapse
2. Two consecutive absences from the regular scheduled Area meeting including the Admin portion.
3. Any four absences with or without a written report in a fiscal year.
4. Removal by 2/3 of voting members for failure to perform duties and responsibilities.
5. Written resignation.
6. Open position should remain open for a period of one month before accepting nominations and holding elections.
7. A majority of voting members of that respective subcommittee may petition the Area for removal of that Subcommittee Chair.

Article 12 - Subcommittee Guidelines

Section A. Activities Guidelines

Purpose

Shall coordinate various activities including, but not limited to: picnics, dances, fund-raisers, and other special events. As a means to carry the message of recovery through panels and speakers. Also to provide recreational activities for our members.

Voting Procedure

Consensus shall be reached from members who have attended one of the two previous scheduled meetings.

Responsibilities of Trusted Servants (RTS)

1. Anyone who handles area funds or property must sign the financial responsibility form.
2. Will need a minimum of two years clean time to handle area funds.

Chairperson

1. Two years clean time needed. Elected at Area meeting.
2. To chair the committee meetings.
3. To plan and coordinate events at monthly committee meetings.
4. May handle the cash drawer at any event or may delegate task to Area Admin member or subcommittee chair that meets requirement of Responsibilities of-Trusted Servants (RTS).
5. During the event will count money for drops with another member that meets the requirement of Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelopes and initial each envelope with member that counted money. At the end of event with a member of the committee that meets requirement of Responsibilities of Trusted Servants (RTS), deposits money into Area account (see Western Wayne County Guidelines: Article 11, Section A, #8).
6. Sign contracts for events when needed, will be the contact person for all events (except campouts).

Co-Chair

1. Two years clean time needed. Elected in April or when position is vacant for 30 days.
2. To familiarize themselves with all aspects of the Activities Committee.
3. Performs duties of Chairperson in their absence.
4. May handle the cash drawer at any event or may delegate task to Area Admin member or subcommittee chair that meets requirement of Responsibilities of-Trusted Servants (RTS).

Secretary

1. One day clean time requirement needed, elected in April or when position is vacant for 30 days.
2. To record the monthly meeting's minutes.
3. Set agenda for next meeting with approval of the committee.

Co-Secretary

1. One day clean time requirement needed, elected in April or when position is vacant for 30 days.
2. To record the monthly meeting's minutes.
3. Set agenda for next meeting with approval of the committee.

Treasurer

1. Two year clean time needed, elected in April or when position is vacant for 30 days.
2. To be responsible for cash drawer, ticket sales at all events. During the event will count money for drops with another member that meets the requirement of Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelope and initial such envelope with member that counted money.
3. Along with Chair and Co-Chair to delegate that responsibility to Area Admin Members that meets the requirement of Responsibilities of Trusted Servants (RTS).
4. To be signer on accountability forms in case of Chair or Co-Chair unavailability
5. Prepares a detailed monthly Treasurer report for each event held.

Co-Treasurer

1. Two year clean time needed, elected in April or when position is vacant for 30 days.
2. To be responsible for cash drawer, ticket sales at all events. During the event will count money for drops with another member that meets the requirement Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelope and initial such envelope with member that counted money.

3. Along with Chair and Co-Chair to delegate that responsibility to Area Admin Members that meets the requirement of Responsibilities of Trusted Servants (RTS).
4. To be signer on accountability forms in case of Chair or Co-Chair unavailability.
5. Assist Treasurer with preparation of detailed monthly Treasurer report for each event held.

Speaker/Panel Coordinator

1. One year clean time needed, elected in April or when position is vacant for 30 days.
2. To select speakers and or panels for events.
3. To plan panel topics on all aspects of recovery.

Campout Coordinator

1. Two year clean time needed, elected in September or when position is vacant for 30 days.
2. To chair or select a chair for the campfire meetings.
3. To inform members of start time of the meeting.
4. Insure that readings, key tags, and coffee supplies are ready for campfire meetings.
5. To remind members of campground rules in a spiritual manner.
6. Find suitable camp-grounds for campouts make deposits and sign contracts with Activities Chair.
7. May delegate responsibilities for Campout registrations to Active members of the Activities Committee that meet the RTS. These delegations will be coordinated with the Activities Chair, Co-Chair, Treasurer and Co-Treasurer.
8. After \$300.00 in Campout registrations is collected all monies will be given to the Activities Treasurer to be deposited into Area checking account. The Area Treasurer and Activities Chair will be notified of the deposit.
9. Campout registration fees will be kept separate from Area Prudent Reserve and the Activities Prudent Reserve. The Activities Committee will report the total of collected fees monthly at the Area meeting.

Co-Campout Coordinator

1. Two year clean time needed, elected in September or when position is vacant for 30 days.
2. To chair or select a chair for the campfire meetings.
3. To inform members of the start time of the meeting.
4. Ensure that readings, key tags and coffee supplies are ready for campfire meetings.
5. To remind members of campground rules in a spiritual manner.

All Trusted Servants

1. To attend monthly committee meetings.
2. Two absences in a row or four absences in a year will result in review for removal from position.

Flyer Distribution

1. To provide communication of our events in a timely manner. The Activities committee will be expected to provide flyers to our Area the month prior to the event.
2. To make flyers available to the Regional Service Committee/ MSO the month prior to our event.
3. To split a suitable amount of fliers between our Area and the Region.

Section B. Helpline Guidelines

Name

The name of this committee shall be Helpline Subcommittee (HSC). (Note: The Metro-Detroit Regional Committee of Narcotics Anonymous Helpline Subcommittee will be referred to as RHSC.) Purpose

1. The purpose of this committee is to assist the RHSC, to communicate with the other Area's HSC's and to recruit volunteers from the Narcotics Anonymous Fellowship to answer the phones. All of this is in an effort to better carry the message to the addict who still suffers.
2. The RSC, through its volunteers, shall carry the message to the addict who still suffers by:
 - a. Giving out Narcotics Anonymous meeting information times and locations with brief directions.
 - b. Having one-on-one conversations with callers via the Helpline.
 - c. Setting up telephone or in-person Twelve Step calls with the callers.
 - d. Letting the suffering addict know that recovery from addiction is possible in Narcotics Anonymous.
 - e. Giving out the appropriate referral agency phone number or crisis center number only when necessary.

Members

HSC shall have only two types of members, voting members and non-voting members. Voting members are any member of Narcotics Anonymous who works at least one shift per week on the Helpline or has attended two of the last three HSC meetings and is at the meeting, excluding the Helpline Chairperson. A non-voting member is any interested member of Narcotics Anonymous who does not meet the above requirements.

Qualifications for HSC Chair or Co-Chair

1. A minimum of one year clean time (Chair only)
2. A minimum of four months previous Helpline service.
3. The use of a telephone seven days a week.
4. Recovery based in the Fellowship of Narcotics Anonymous.
5. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
6. Have the willingness, time and resources to serve the Fellowship of Narcotics Anonymous.
7. The helpline chair and co-chair will need internet access to the telephone service provider for the 24 hour period assigned to the area.

The HSC Chair has the right to appoint a Co-Chair who shall have voting rights at meetings. The Area must also be notified if any of the above stated requirements are not met.

Voting Procedure - HSC

Quorum will be a simple majority of voting members present at prior meeting.

Officers

1. The officers of this committee will be the Chair, Co-Chair and Secretary.
2. At the Area meeting in March, a Chair will be elected. Co-Chair will be appointed by the HSC Chair.
3. The Administration officers of the Subcommittee must have continuous abstinence from all drugs. In addition they must meet the requirements for voting members.
4. It shall be considered an automatic resignation from this committee if any officer relapses or has two consecutive unexcused absences or four unexcused absences from regularly scheduled meetings within

their one year term. To be excused the HSC Chair or Co-Chair must be notified 48 hours prior to regularly scheduled HSC meeting.

5. As stated in the RHSC Guidelines any Area HSC Chair or Co-Chair will lose their voting rights if they miss two consecutive RHSC meetings or four absences within one year without proper notice. Proper notice will be a phone call to the RHSC Chair or Co-Chair, or a written report sent to the RHSC at the time of absence.

Duties of Officers - HSC

Chair

1. Rotate with the other members of the RHSC in conducting the regular Helpline workshops in order to provide an on-going number list of new Helpline volunteers.
2. Attend monthly Area meetings and submit a written report to report the activities of the Sub Committee.
3. Attend the regularly scheduled RHSC meetings to report any activities or issues taking place at the Area meeting that may concern the RHSC.
4. Work with the Chairperson of the RHSC as well as the other Area HSC Chairs and members of the Helpline Committee on all matters affecting the operation of the Helpline, including but not limited to:
 - a. Training new volunteers.
 - b. Scheduling volunteers to answer the phones.
 - c. Contacting a volunteer who has violated established Helpline procedure.
 - d. Recruit Twelve Step volunteers and update Twelve Step books.

Co-Chair

1. To assume the HSC Chair's duties in their absence.
2. To attend RHSC meetings.
3. To accept any responsibilities designated by the HSC Chair.

Secretary

1. To keep an accurate record of all HSC meetings.
2. To have copies of prior HSC meeting's minutes available at each HSC meeting.
3. To maintain an archive of minutes from HSC meetings throughout their term.
4. This archive should be made available at all HSC meetings.

Section C. Hospitals and Institutions

Attendance at Subcommittee Meetings

1. Chair, Co-chair, Secretary, and all co-panel leaders are required to attend monthly Subcommittee meetings.
2. Two consecutive absences or four absences during a one year term will result in a review for dismissal.
3. All co-panel leaders will notify the Chair or Co-chair at least 24 hours prior to a Subcommittee meeting if unable to attend. Failure to comply will result in review for dismissal.

Attendance at Facility

1. All co-panel leaders must fulfill their commitment to their facility.
2. Any missed meetings without 24 hours prior notification of Chair or Co-chair will result in dismissal.

Profanity/Conduct

Current panel leader has the responsibility to notify panel members of their requirements and shortcomings concerning their conduct, dress, language, and promptness. Our conduct directly affects the message we carry and its clarity. All panel leaders should read Do's and Don'ts.

Patronizing

1. Men speak at men's only facilities. Women with Women.
2. It is suggested that all panel members attend one workshop before speaking on a panel.
3. It is suggested that all panel members carry their Basic Text.

Voting Procedure

Consensus shall be reached from members that have attended two out of three of the last regularly scheduled Hospitals and Institutions Subcommittee meetings.

Procedures for Electing Trusted Servants - H&I

1. Announcement of open positions.
2. Describe responsibility of H&I officers.
3. Nominations.
4. Seconded.
5. Qualifications.
6. Discussion of nominee (while out of room).
7. Written ballot.

Responsibilities and Duties of Trusted Servants - H&I

Chairperson

1. Elected by Area Service Committee with minimum of one year clean time.
2. Attends all H&I Subcommittee meetings.
3. Prepares the monthly Subcommittee agenda: brings before the Subcommittee matters they should act upon.
4. Carries out policies and orders for the Subcommittee.
5. Appoints temporary Subcommittee members when required.
6. Represents the H&I Subcommittee at the Area level.
7. Attends Regional H&I Subcommittee meetings.
8. Term of Service is for one year. Also may run for second term per Area Guidelines.

Co-Chair

1. Elected by H&I Subcommittee with minimum of one year clean time.
2. Attends all H&I Subcommittee meetings.
3. Co-chair assumes responsibilities of Chair in the event of his/her absence.
4. Term of Service is for one year. May run for subsequent terms but must be re-elected.

Secretary

1. Elected by H&I Subcommittee with minimum of six months clean time.

2. Attends all H&I Subcommittee meetings.
3. Takes minutes of all Subcommittee meetings.
4. Keeps record of all Subcommittee members, including addresses and telephone numbers.
5. Keeps record of all H&I guidelines, rules and regulations.
6. Maintains updated phone call list of current panel participants.
7. Term of Service is for one year. May run for subsequent terms but must be re-elected.

Co-Panel Leader

1. Elected by H&I Subcommittee with minimum of one year clean time.
2. Attends all H&I Subcommittee meetings. (Per Attendance of Subcommittee Meetings, Line 1)
3. Reminds the panel members of both the facilities and the Subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting goes as it is scheduled.
5. Term of Service is for one year. May run for subsequent terms but must be re-elected.

Hospital and Institutions Addendums

Any member of the Subcommittee, including the Chair and Co-Chair can put proposals to the Subcommittee.
Rent will be paid on a monthly basis.

Consequences for Violation of Guidelines:

Failure to comply with Western Wayne County H&I Guidelines will result in dismissal.

Failure to comply with the World H&I Handbook will result in dismissal.

Terms of Service Commitment

1. All Trusted Servant Positions (including H&I Co-chair, Secretary, all Co-Panel Leader) shall be open for election at the H&I Subcommittee Meeting in April.
2. All Elected Terms shall be one year terms which will then last until the Subcommittee meeting in April the Following YEAR.
3. You may run for subsequent terms, BUT you must be reelected.

Section D. Newsletter Guidelines

Purpose

The Area Newsletter Subcommittee has been created by fellow addicts to better carry the message of N.A. through written communication. The purpose of the newsletter is to provide N.A. news and personal experiences of strength, hope and recovery from addiction.

Qualifications & Removal Requirements for Trusted Servants

1. The willingness to serve.
2. Working knowledge of the Twelve Steps and Twelve Traditions.
3. Chair and Co-Chair should have a basic understanding of the Twelve Traditions and Concepts for Service.
4. An active participation at the level they are to serve.

5. Time and resources to fulfill their commitment.
6. Chair and Co-Chair should have a minimum of one year clean time.
7. Secretary/Proof Reader will have at least six months clean time.
8. Co-Secretary/Proof Reader suggested having at least six months clean time.

Removal and/or Resignation

1. Relapse.
2. Two consecutive absences from the regularly scheduled Newsletter Subcommittee meetings or any four absences in the fiscal year.
3. Written resignation.
4. Failure to follow Area and Subcommittee Guidelines.
5. Failure to follow Newsletter Subcommittee group conscience.
6. Removal of subcommittee members shall be carried out by a simple majority of voting members. (Newsletter chair can only be removed by Area).

Duties

Chair

1. Attend the Area Meeting.
2. Prepare a monthly Subcommittee agenda.
3. Prepare a quarterly budget.
4. Attend and support Regional Newsletter Subcommittee meetings.
5. Will have a one year commitment.

Co-Chair

1. Fulfills the duties of the Chair in the event of absence.
2. Will assist the Chair in his/her duties.
3. Will have one year commitment.

Secretary/Proof Reader

1. Maintain a record of all Subcommittee meeting business.

Co-Secretary/Proof Reader

1. Assist Secretary/Proof Reader in his/her duties.

Membership

1. Open to all NA members.
2. A voting member is defined as one having attended one of the two previous scheduled meetings.

Voting Procedure

1. Nominations and elections are done by simple majority per Area Guidelines.
2. For elections, vote tally will be by written ballot.
3. Simple majority of the vote determines the outcome of the vote for Trusted Servants.
- 4.

Editing Procedures

1. The Area Newsletter Guidelines, Twelve Traditions and Twelve Concepts for Service serve as the basic guidelines for editing the newsletter. We have no opinions on outside issues, we are not affiliated with any other organizations, we remain anonymous in print, and we are non-professional. All the principles contained in the guidelines, traditions and concepts will be studied carefully and followed. We will most likely receive a good deal of input that is not usable or needs to be changed before it is used. Group discussions and proof reading sessions help, because this responsibility is then shared by a number of people, and a better group conscience can be obtained.
2. We will always edit out any profanity. Whether or not we distribute outside of NA, our newsletter represents the public image of our fellowship. This basic courtesy is essential if we are to be viewed as a respectable recovery program.

Writer Said	We Print
Alcohol and Drugs	Drugs
Clean and Sober	Clean
Alcoholic and Addict	Addict
Sober	Clean
Sobriety	Clean Time or Recovery
Cross Addict et al.	Addict
Drug Fiend	Addict
Drug Addict	Addict

3. The language of NA recovery will be used. Our Steps and Traditions are worded to keep the focus of our program on addiction and recovery, not on specific drugs. We are addicts and our disease is addiction. Alcohol is often arbitrarily separated for other drugs in the speaking and writing of some NA members. This practice should not be reinforced in our printed word. For us, such a distinction is artificial and contributes to a lack of understanding of the First Step. These are some examples of what we need to enforce.
4. These changes are in keeping with accepted language in all of our Conference approved literature and are intended to help us keep the NA principles of Recovery clearly in focus. Of course, all grammatical and structural errors, misspellings, and faulty information will be corrected. The clearer the Newsletter, the better, but perfection is not always possible. The most important concern is that a clear message of recovery comes through that is consistent with the Twelve Traditions and NA philosophy. All articles turned in must be accompanied with a disclaimer form. If one is not submitted with articles(s), it will not be published unless the author is located and submits a disclaimer.
5. After editing procedures and prior to printing newsletter for distribution, each newsletter will be submitted to Admin for approval.

Submission for Articles

1. All articles within the fellowship, such as recovery stories, poems, anniversaries, announcements submitted for publication in the Area Newsletter must:
 - a. Be presented to the Newsletter Subcommittee for review and approval prior to publication, according to group conscience;
 - b. Be submitted with a Right to Publish Disclaimer;

- c. If submitted electronically, an electronic signature along with a phone number should be included. (i.e. /s/ <name> Example: /s/ John D. (734)123-4567)
2. All articles within the fellowship, such as recovery stories, poems, anniversaries, announcements, must be turned in to the Subcommittee.

Section E. Policy Guidelines

Purpose

A Policy Subcommittee shall review any possible changes; seek guidance in a better understanding of our Traditions, Concepts & Guide to Local Service.

Membership

Any member of the NA Fellowship.

Voting Procedures

Consensus shall be reached from all members who are present.

Responsibilities and Requirements for Trusted Servants

1. A Chair is nominated and elected by the Area.
2. One continuous year of clean time.
3. Having the desire to serve and a working knowledge of the NA Twelve Steps and Twelve Traditions.
4. To Chair the regularly scheduled meetings.
5. Submit report to Area NA monthly.
6. Co-chair is nominated and elected by the Policy Subcommittee.
7. Will have one year of continuous clean time.
8. Having the desire to serve and working knowledge of the NA Steps and Traditions.
9. To carry out the duties of the Chair in his/her absence.
10. Have the willingness to be Chair at the next Area election.

In Lack of Guidelines refer to (in order)

1. 1.The WWCASCNA Guidelines.
2. A Guide to Local Services in Narcotics Anonymous.

Accountability of Policy Subcommittee

1. To the WWCASCNA
2. To the members of the NA Fellowship.

Quorum

Quorum will be a simple majority of voting members.

Section F. Public Information Guidelines

Functions and Responsibilities

Refer to The Guide for Public Information when carrying out the PI projects as well as archives of the World Service Conference Public Information.

Voting

Consensus shall be reached from all members who are present.

Procedures and Discussion Participation on

proposal: Any member of NA may speak.

Quorum

There must be at least four members present at the meeting to hold a vote.

Election of all Trusted Servants

1. All Trusted Servants (with exception of the Chair) shall be elected by majority vote (closed ballot).
2. Chairperson is elected by Area.

Qualifications and Duties of Trusted Servants

1. No clean time requirement.
2. Trusted Servants.
3. Meeting list for Alano clubs are to be distributed and funded by Public information. Co-Chair
 1. Minimum one year clean.
 2. Works closely with task committee coordinators, fills in for chair at Area meetings, and attends as many as possible Regional P.I. meetings. Secretary
 1. Suggested six months clean.
 2. Takes minutes at all Area PI Subcommittee meetings
 3. Mails minutes as soon as possible before the next scheduled meeting to all Trusted Servants.
 4. The secretary will fill in for Chair and Co-Chair if they are absent. The secretary should attend as many as possible of Area, and Regional PI meetings; help maintain PI Archives.

Co-Secretary

1. Suggested 90 days clean.
2. The Co-secretary will fill in for the Secretary
3. The Co-secretary will help the secretary as much as possible.
4. Helps maintain Area PI Archives.

Treasurer

1. Minimum of one year clean.
2. Keep accurate records of all task committee budgets, incoming funds, and the 7th Tradition, outgoing funds and the attendance of all Trusted Servants.

Removal of Trusted Servants

1. Relapse.
2. Voluntary Resignation

3. Missing more than two consecutive meetings without reasonable cause (to be determined by comm.)

Task Committees

Refer to the Guide for Public Information.

Responsibilities of all Committee Members

All PI committee members do need to be familiar with the NA Program and be able to provide accurate information about the Fellowship of NA, also an understanding of the Twelve Traditions of NA and a firm grasp of the anonymity. Traditions are especially vital.

Meetings

This Subcommittee will meet regularly at designated time and place. All members are encouraged to attend.

Section G. Webservant Guidelines

Purpose

The purpose of the Area Website is to carry the message of recovery to the addict who still suffers, to our members, and to help inform professionals about Narcotics Anonymous. This is accomplished by providing information about NA meetings, events (activities), and resources such as links to NA World Services.

Responsibilities and Requirements of the Area Webservant

1. Requires at least one year of clean time.
2. Should have at least one year experience in Internet communications, a good understanding of how a website is coded and a copy of a web editing software program compatible with the Regions requirements.
3. Responsible for the timely upkeep of the Area website in accordance with the State of Michigan Website Committee (SMWC) Website Development and Style Guide.
4. Follow all SMWC instructions on website operational guidelines.
5. Respond in a timely manner to all correspondence or when necessary, call upon Region Website Contact for assistance.
6. Responsible for maintaining current Group meeting, Area meeting and event information on the Area website.
7. Post the Newsletter and the current Area minutes within seven days of admin approval and receipt of an electronic version as edited according to area secretary's guidelines.
8. Responsible for completing Area Website updates within seven days after a request from the Area Admin Committee.
9. Attend the monthly RSC Webservant meeting.
10. Familiarity with the NA Public Relations Handbook as it relates to internet communication.

Guidelines for the Western-Wayne County Area NA website content

1. Maintenance of the Area web site and the Facebook Group for WWCA will be the responsibility of the Webservant, accountable to the Western-Wayne County Area Service Committee. In doing this service work, the Twelve Traditions and Concepts of NA and the guidelines of the WWCA will be followed.
2. Generally, online NA information will contain links or references only to information provided by other NA areas, regions, Narcotics Anonymous World Services (NAWS) or the Michigan Service Office (MSO). The only exceptions will be links or references required to use content on the site, or to find

meetings and events. These exceptions will be made thoughtfully and accompanied by appropriate disclaimers of non-affiliation.

3. Since information on the web can be accessed from all over the world, personal names, phone numbers, email addresses, or other identifying information regarding individual members will not be disclosed. However, first names, last initials, and phone numbers /email addresses may be used when approved by the Area and the consent of the member is obtained (e.g. flyers, newsletters, interviews, publishing, et cetera).
4. Maintenance of meeting information should provide at least the minimum amount of information that is available from the published meeting list along with a link for a map to provide the member with some direction to get to the meeting
5. Any external links, including maps, flyers, word documents, images, PDF's, or otherwise, should always, open in a new, separate window, keeping our web site open until the end user closes it.

Western Wayne County Area Facebook Page - Posting Procedures

Any member of the group can post, comment, like, or share a post. If a member posts something inappropriate or offensive, it will be removed by the group's administrators.

1. Posting pictures of members will not be allowed.
2. Play nice; no attacking, name calling or threatening posts. If you have something to say in that manner, take it to a private message.
3. No spamming and no advertising of products (recovery oriented or not), e.g. NA memorabilia, eBay items, books, treatment centers, etc.
4. No videos - YouTube, personal, etc.
5. Please do not post private messages or emails sent to you by others.
6. Please do not post literature, documents, pictures, videos, links, etc. that come from other fellowships.
7. Please do not block the group administrator as it may be grounds for being banned from the group.
8. Please do not start negative or malicious threads directed at others. They will be deleted. If you have a problem with an individual, contact them directly.
9. REFRAIN FROM POSTING IN ALL CAPS.
10. Privacy: We found that anything that you post, comment, or like would show up in your newsfeed. We highly recommend checking your personal Facebook privacy settings to see what you allow others to see.
11. Please remember that it is not a requirement to be a member of the Western Wayne County Area NA Facebook Group. If you are worried about your anonymity, then you should not join!

Section H. Workshop Guidelines

Purpose

To provide workshops or learning days for the Western Wayne County Area member groups as a means to carry the message of recovery.

Qualifications

1. Chair must have a minimum one year clean time.
2. Can be held concurrently with a GSR position.

3. Familiar with the Service Structure of N A, 12 Steps, 12 Traditions, 12 Concepts and Western Wayne County Area Guidelines.

Responsibilities

1. To create, plan, coordinate and implement two (2) or more workshops or learning days for Western Wayne County Area each year.
2. To provide a monthly summary of activity to the Area. This is to include all expenses and donations associated with the implementation of any workshops or learning days.

Article 13 - Area Service Committee Standing Rules

Area Standing Rules are added here as a convenience. They may be changed at any regular Area Meeting by a simple majority of GSR's present. They are to be renewed annually at the April WWCASCNA Meeting.

1. The prudent reserve will be \$1,800.00
2. WWCASCNA donations to the Metro Detroit Region and World Services will be split 50% each to the Region and the World. These donations are to be made only after expenses to the Area have been met.
3. The WWCASCNA will have minimum of two starter kits at each area meeting consisting of:

2	-	Basic Texts	1	-	Multiple Year Keytag
15	-	Welcome Keytags	1	-	Group Booklet
15	-	30 Day Keytags	1	-	Set Group Readings
7	-	60 Day Keytags	1	-	Group Treasurer Book
7	-	90 Day Keytags	1	-	Rainbow Pack of IPs
5	-	6 Month Keytags	1	-	Set of Guidelines
3	-	9 Month Keytags	1	-	3-ring binder to store Minutes &
2	-	1 Year Keytags			Guidelines
1	-	18 Month Keytag			

Outreach will be responsible for meeting with new group during GSR orientation at Area and distributing the starter kit referenced.

4. The start time for the Administration Meeting (held immediately before the monthly Area Service Committee meeting) shall be set at the discretion of the Area Chair.
5. All indoor Western Wayne County Area events will be non-smoking. An outdoor area for smoking will be designated. Workshops, learning days and events held outside will have designated seating areas for non-smokers and smokers where all members can participate in the workshop, learning day or event. Smoking at campouts and picnics will follow what the campground or park rules permit.
6. If a subcommittee elects, appoints or otherwise has a co-chair, that co-chair must attend the Area meeting to be recognized and sign a Financial Responsibility Form. Further Area meeting attendance is encouraged.
7. Area will maintain a stockpile of 48 Basic Texts available for purchase by groups during the Admin and Area meeting.

Financial Responsibility Form



®

WESTERN WAYNE COUNTY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS

MEMORANDUM OF FINANCIAL RESPONSIBILITY

DATE: _____, 20

I, _____, a trusted servant of the fellowship for the Western Wayne County Area of Narcotics Anonymous, agree to use properly and keep safe any money or other assets entrusted to me by the fellowship of NA.

I agree to avoid mixing fellowship money with my own money or the money of anyone else.

I agree to use fellowship money or other assets only as directed by the fellowship of NA.

I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid or receive compensation for my work while in service at any time. If I am removed from my service position or leave that position. I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property

I have agreed to follow and adhere to the Western Wayne County Area Memorandum Financial Responsibility as outlined on the Financial Responsibility Addendum.

Area Trusted Servant

Print name: _____ Signed _____ Date: _____, 201

WWCASCNA Officer:

BY: _____ TITLE: _____ DATE: _____, 201

This document was created to implement the Western Wayne County Financial Responsibility Policy. The Western Wayne County Area has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request. This Agreement will be held in the Western Wayne County Area Archives.

Form created 5/3/2014



WESTERN WAYNE COUNTY AREA SERVICE COMMITTEE OF NA ANNUAL SPENDING PLAN

COMMITTEE OR POSITION: _____ NAME: _____ DATE: _____

ITEM	LINE ITEM	EVENT/FUNCTION/PURPOSE, ETC.	FUNDS NEEDED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
		TOTAL	

All Spending Plans are to be submitted annually to be sent out in the October minutes.
November meeting all questions will be answered. Votes will be taken at the December meeting.
Request for Additional Funds can be submitted at the ASC meetings in April and August.

REVISED BY: _____ DATE: _____

ITEM	LINE ITEM	EVENT/FUNCTION/PURPOSE, ETC.	FUNDS NEEDED
1.			
2.			
3.			
4.			
5.			
		TOTAL	

WESTERN WAYNE COUNTY AREA SERVICE COMMITTEE OF NA PROPOSAL FORM



Proposal No. _____ Date: _____

Name: _____ Group or Committee: _____

◇ This Proposal: (Check the correct option below)

_____ A.) Creates or Changes a procedure of the committee

_____ B.) Is advisory for the Fellowship

_____ C.) Amends

_____ D.) Is New

The Proposal reads as follows: _____

The Reason reads as follows: _____

◇ The Proposal: (Check one below)

_____ A.) Passed _____ B.) Was sent to Groups for consideration _____ C.) Failed

_____ D.) Is referred to _____ for Purpose of _____

****All Proposals submitted for consideration must be presented on an Area Proposal Form & have the purpose and reason stated legibly in writing. USE BLACK INK**

(Form created 6/24/2017)

WESTERN WAYNE COUNTY AREA SERVICE COMMITTEE OF NA GROUP

Group Name_____Meeting Day_____Time_____

Average Attendance_____

Financial obligations being met? Yes / No Please Explain: _____

Group Concerns/ Comments:_____

Secretary Name _____ Treasurer Name_____

GSR Name_____ Alt.GSR Name_____

Group Contact Person_____ Phone_____

Western Wayne County Area Service Committee of NA Newsletter Information

<u>Clean Date</u>	<u>Anniversaries</u> <u>Name</u>	<u>Years Clean</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Newsletter Comments:

Did you say YES have you or your group written an article?

GSR Signature:

Date:

GSR'S By signing you authorize the Western Wayne County Area Newsletter Committee to publish these announcements in the Western Wayne County Area Newsletter. This acts as a Disclaimer.