

POLICY AND PROCEDURE MANUAL

ACROSS THE RIVERS AREA OF NARCOTICS ANONYMOUS

“WITH GRATITUDE IN OUR RECOVERY, WE DEDICATE THESE GUIDELINES TO THE LOVING SERVICE OF OUR HIGHER POWER, THAT THOROUGH THE DEVELOPMENT OF A CONSCIOUS CONTACT WITH GOD, NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT A CHANCE TO FIND A BETTER WAY OF LIFE.”

~ BASIC TEXT, ED. 6, PAGE XXIII**

The Across the Rivers Area Service Committee of Narcotics Anonymous will serve the greater tri-state area of Southeast Illinois, Southwest Indiana, and Northwest Kentucky.

THE PURPOSE OF THIS COMMITTEE SHALL BE AS OUTLINED BELOW:

- TO OVERSEE, COORDINATE, AND EXECUTE THE HAPPENINGS COMMON TO THE WELFARE OF THIS AREA OF NARCOTICS ANONYMOUS
- TO SUPPORT THE NEEDS OF, AND FOSTER UNITY AMONG, THE GROUPS FOUND THERE WITHIN
- TO SERVE AS CONNECTION BETWEEN THE PERSONS OF THIS AREA AND THE KENTUCKIANA REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
- AND TO ASSIST IN THE IMPLEMENTATION AND CARRYING OUT OF THE GUIDELINES AND DUTIES PRESCRIBED TO THIS AREA'S SERVICE COMMITTEE VOLUNTEERS AS DESCRIBED WITHIN THIS DOCUMENT

Document History

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**The quote from the top of this page has replaced the words "Our NA Book," with the words "These Guidelines" in order to appropriately reflect the purpose of this document. It is not an exact quote. This is noted as not to plagiarize the Basic Text, and to supply credit to its authors.

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Part One: GENERAL POLICIES

Section I: MEETING INFORMATION

1. The ATRANA Service Committee meeting shall take place on the second Sunday of each month during the calendar year, at 1:00pm, located at 1043 N. Fulton Ave. building.
 - a. The date/time/location of this meeting can only be changed in one of two ways:
 - i. The agreement of the majority of the executive committee members of the ASC in urgent or emergent situations.
 - ii. The motion or request of a GSR present in an area meeting re: a specific upcoming meeting date.
 - b. Changing the meeting date/times/location shall be restricted to reasons considered to be urgent, emergent, or conflictual (where it could be assumed that the average person would agree), and shall be inclusive of, but not limited to weather, hazards of the Fulton Ave. area, building mishaps, or holiday conflicts.
 - c. Should any one-time or multi-meeting (six or less meetings consecutively) changes to the day/time/location be made, no policy change shall be required, but it will be required of the executive committee to communicate any such changes each month to those expected to be present until the changes be resolved.
 - d. Should any semi-permanent or permanent changes to the day/time/location be made, a policy change shall be required – and shall be iterated within this document immediately.
 - e. The meeting shall be conducted as determined by those on the committee itself (ASC trusted servant positions and attending GSRs and GSRAs), and with timing of breaks (if any) being voted on by those present.
2. All ATRANA Service Committee meetings, subcommittee meetings, or meetings otherwise representing this area of NA shall abide by the rules set forth by the establishment of the location they are held within.
3. The ATRANA Service Committee meeting can be attended by any NA member, and shall not be limited to participation by ASC members (ASC Trusted Servants, GSRs, and GSRAs). Any NA member can be recognized by the Chair to express their opinions/concerns.
 - a. If it is deemed by the executive committee within the meeting that a person present is causing significant disruption, they can be asked to leave or removed by lawful force if necessary. If it is deemed that a person could cause harm, they should be asked to leave or removed by lawful force if necessary.
 - b. Being brief, to the point, and non-repetitive is encouraged for the sake of dealing with the business at hand
4. All ATRANA Service Committee meetings shall be conducted while considering and applying the 12 Traditions of NA and 12 Concepts of Service in NA in all matters.
5. All ATRANA Service Committee meetings shall be conducted following Robert's Rules of Order as the method of conducting business but shall not supersede or take precedence over our NA traditions

or concepts of service. A basic guide and cheat sheet of Robert's Rules of Order can be found at the end of this manual.

6. This area service committee has a responsibility to serve all the groups in its territory, regardless of a particular group's participation in ASC meeting happenings.
7. If any flyer displays the NA logo, a circle containing the letter "R" must be displayed to the lower right of the logo, so as not to infringe on a registered trademark.
8. All clean time requirements should be considered continuous in NA.

Section II: FINANCIAL POLICY

1. The ASC Checking Account will contain the names of the executive committee. Exceptions to this are as follows:
 - a. If two or more trusted servants on the executive committee are part of the same household, only one can be listed on the checking account.
 - b. If a trusted servant is in a financial situation that would negatively impact the ASC Checking Account by being added to the account -OR- if being added to the ASC Checking Account would negatively impact the trusted servant.
 - i. Personal circumstances are not required to be shared with the members of the ASC, but a reasonable amount of explanation should be supplied. In knowing that the circumstance has arisen, and a trusted servant isn't able to carry out that aspect of their duties, another ASC Committee member may be substituted if deemed necessary by the ASC.
2. A single debit card from the current financial institution for use on transactions where a check is not practical shall be obtained and kept by the treasurer. In the event a financial institution issues multiple debit cards for a checking account, the additional cards are to be destroyed.
3. The area PayPal account shall be updated with the current debit card information. This shall be completed by the treasurer.
4. At each term completion, an audit of the treasurer's books shall be completed by four trusted servants. This includes consecutive terms.
5. An audit shall be done any time the ASC Treasurer has an incomplete report.
6. Should a member find discrepancy with the treasurer's report, an audit can be requested by any ASC member. This is not required but is allowed if the treasurer cannot provide explanation and fix the error.
7. Any member of this area is welcome to be present at an audit.
8. All payments (including check payments, debit transactions, or payments made through payment service platforms) must have the approval of the ASC except in times of emergent situations, in which the unanimous approval of the executive committee is still required.
9. Blank checks are not to be given to any other area member by the treasurer, regardless of purpose. The exception to this is the transition of position. The treasurer holds the check book.
10. The regional donation shall be 10% of the ASC check account balance after all bills are paid (this is typically 10% of the current balance shown on the treasurer report at the monthly ASC meeting

unless there are outstanding checks – in which case the treasurer shall vocalize the regional donation expectation).

- a. Should the ASC checking account balance fall below \$250, the regional donation will be suspended each month until a balance above \$250 is restored.
11. The ASC checking account shall contain all funds for the ASC, including subcommittee funds. This does not include stand-alone committees formed outside of the ASC that are planning individual events. These committees are not considered part of the ASC service commitments, and therefore, are not allowed to request ASC funding. They are additionally not required to follow area policy regarding funds but are highly encouraged to follow a similar style of decision making, budgeting, receipt proof, and funding expectations when navigating their event processes. If such a committee claims to be hosting an event for, or on behalf of, the local area of NA, it is required that the twelve traditions and concepts of service be followed. Should an ASC area subcommittee partner with a stand-alone committee, and join forces to host an event, a detailed budget and expense report should be kept, and following the event, turned into the ASC, to ensure any subcommittee – borrowed ASC funds (i.e. seed money) is returned appropriately, and it is expected that the ASC subcommittee chair fulfills the duties regarding the expectations of funding follow through.
12. ASC rent payments (including those for subcommittees) shall be made monthly unless determined otherwise by a rental agreement.
13. Any NA member or trusted servant seeking reimbursement for ASC approved expenses must produce receipts within 60 days of purchase date (must be listed on receipt). If the receipt is produced after that period, the expense will be considered an ASC donation, and the reimbursement will not take place.
14. All subcommittees must bring budget proposals to the ASC for approval prior to receiving funding.
15. A 10% increase in pricing (a surcharge) has been added to the cost of each item's price (rounded up the nearest penny) on the area literature order form. This previously was at the end of the document and the consumer was required to incorporate it into the total. In order to make totaling simpler, it was added to the individual prices of each item.
16. Literature to be stockpiled by the ASC Literature Supply chair shall be determined by the ASC.
17. It is the responsibility of the GSR (or other representative person) to return the back-order slip provided by the Literature Supply chair at the following meeting in order to get back-ordered items.
18. Literature orders cannot be placed prior to securing a budget for each month from the treasurer.

19. Below are the specific petty cash budgets allotted to each position per term. For those with multiple lines of petty cash allotted, the additional line specifies ways in which the amount can be used. Petty cash expenditures should be used for the purposes of the position only. If it is discovered that an expenditure was not an allowable expense, the money will not be reimbursed.

<u>SPECIFIC OFFICE AND SUBCOMMITTEE BUDGETS</u>		<u>Allotted Amount</u>
Secretary...		\$50 (additional funds require pre-approval)
Secretary Assistant...		\$25 (additional funds require pre-approval)
RCM...		\$25 (additional funds require pre-approval)
RCM(+)		\$? (gas reimbursement w/ receipts allowed)
RCMA...		\$20 (additional funds require pre-approval)
RCMA(+)		\$? (gas reimbursement w/ receipts allowed)
Literature...		\$50 (additional funds require pre-approval)
Lit. Asst...		\$0 (any funds require pre-approval)
Activities...		\$400 (per function for seed money)
H&I...		\$30 (additional funds require pre-approval)
H&I(+)	... for literature only...	\$40 (per location, per month) <i>I.e., 3 locations = \$120</i>
PR...		\$25 (additional funds require pre-approval)
PPD...		\$20 (additional funds require pre-approval)

Section III: MOTION, NOMINATIONS, ELECTION, AND VOTING PROCEDURES

1. MOTIONS

- a. Motions are not applicable to people and should not be used for any personnel happenings.
- b. Motions shall be categorized into one of four categories
 - i. General Motions – the simplest form of motion.
 1. They do not require written explanation.
 2. They do not require discussion.

*** (i.e., motions to break, motions to pay rent, motions to approve minutes)
 - ii. Business Motions – a complex form of motion.
 1. They do not require written explanation, but this may be advisable.
 2. They do require discussion.

*** (i.e., motions that could have financial impact, motions that impact the way a committee may function, motions for one-time changes)
 - iii. Policy Motions – a complex form of motion.
 1. They do require written explanation.
 2. They do require discussion.

*** (i.e., motions that will change policy permanently)
 - iv. Subcommittee Motions – a complex form of motion.

1. They may or may not require written explanation – this is determined if policy will be affected.
2. They do require discussion

*** (i.e., motions that directly impact a subcommittee function/happening)

- c. Any area general or business motions can be made by any ASC member except the Chair.
- d. Any policy motion shall be submitted in writing with proper format, and must be numbered in a way to make reference to when a motion was made and seconded.

***Example, Motion 17-04-01 would indicate a motion made in the year 2017 (first number), in the month of April (second number), and the first motion made that meeting date (third number).

- e. Any motion affecting a subcommittee must be submitted by the corresponding chair, or a chair appointed representative. This does not prohibit other NA members from participating in discussion, making amendments, or otherwise normal procedure.
- f. Should any business, policy, or subcommittee motion be seconded, standard voting procedure will ensue.
 - i. Discussion will be limited to no more than two pro's and two con's within the same meeting that the motion is submitted. This number can be changed in-time by the chair should it be determined by them that the change is necessary.
 - ii. Motions will then be sent back to home groups for input and review. The exception to this procedure is motions that require one-time changes (i.e., a change in time or date of meeting, a personnel change due to a legitimate conflict, etc.)
 - iii. In the following meeting, any GSR will be allowed to read and/or submit written pro's and con's, or written friendly amendments to the motion. All submissions should be submitted prior to discussion.
 1. Amendments should not change the overall purpose of the motion – instead, should reword, add, and/or subtract information to help its purpose. If the purpose of a motion is disagreed with, amendments are not necessary, as the group can simply vote NO when a vote is called.
 2. Should one, or more than one, amendment be submitted, it shall be decided during discussion within the meeting, by vote of business motion, which of the motions (the original or any amendment) will be taken back to the home groups to vote on.
 3. All submissions (motions, pros/cons, amendments) should be sent out with the area minutes. The minutes should specifically reflect which motions should be voted upon.
 - iv. Voting shall occur in the meeting two months after the motion was seconded.

2. NOMINATIONS

- a. Upon resignation, or three months prior to end of term, the ASC Chair is to open nominations for the position. At that time, nominations will be taken from the floor. At the next ASC meeting, GSRs are to return with any additional nominations for that position. Nominations are then closed. The election will occur at the next monthly ASC meeting.

- b. If a position has remained vacant for a period of two months without nominations, at the time of a nomination, the nominations will be closed, and an election will occur at the next monthly ASC meeting.
- c. All persons nominated for a position must turn in a service resume, to be distributed within the area minutes, in order to be considered for the position. The resume is to be included no later than one month prior to the election.
- d. No matter the count of persons nominated, GSR's are to return the information to the home groups to make sure a group conscience is achieved. This does mean that a person who has been nominated, and is running unopposed, could not be confirmed in an election.
- e. Nominations should only include persons who have previously exemplified capability in the duties of the assigned position. For example, it is unfair to burden any member with the responsibility of handling large sums of money when the member has little personal means of support. No ASC position should be used as a means to 'prove' one's self.

3. ELECTIONS

- a. During an election, all nominees must be present in person (or by technology) in order to confirm his/her desire to be elected.
- b. Persons nominated shall leave the space (or be muted) during the election process.
- c. The ASC Chairperson shall do a group roll call of the GSRs present, each of whom can cast a vote on behalf of their home group.
- d. If neither a GSR nor GSRA could be present at an election, they are allowed to provide their vote to an appointed representative to vote on the home group's behalf.

4. VOTING

- a. Votes can occur in a variety of ways: simple majority by sound, simple majority by hand raising, roll call, etc. It is the job of the ASC Chair to determine how a vote might be most appropriate.
- b. It is the job of the GSR to cast the vote for their home group.
- c. Votes are final in the moment (unless a recount is requested). If a home group is not represented when a vote occurs, their vote will not be added in later – you must be present to cast a vote.
- d. Elections shall be determined by popular vote. If multiple nominees are up for one position, votes shall be cast for the person of choice, and the nominee with the most votes wins. If only one person is nominated and running unopposed, the votes shall be cast for or against the person running. If the votes for outnumber the votes against, the person is elected.
- e. General, Business, and Subcommittee motions will be passed by the simple majority of those present, by voting yes or no – abstentions are not counted.
- f. Policy Motions will be passed by a two-thirds majority vote by those present.

Part Two: GROUP INFORMATION AND REPRESENTATION

Section I: GROUP RIGHTS & EXPECTATIONS

1. A new ATRANA group shall be considered recognized as a new group the month in which it makes itself known at an ASC meeting.
2. All new ATRANA groups shall be added to the online meeting list without delay upon group request at the ASC meeting.
3. All new ATRANA groups shall be allowed to have a GSR represent them for voting matters one month after being recognized as a new group. Because the group wouldn't have been present the month prior, a group's right to vote on motions/elections shall be delayed one month.
4. All ATRANA home groups, one month following being recognized as a new group, shall be provided with a current NA Starter Kit by the area Literature Chair or area Literature Chair Assistant. Starter Kits, as defined by this area, shall consist of: one basic text, ten little white booklets, one ASC P&P manual, one copy of the GTLS, and one set of group reading cards.
 - a. These should be maintained and passed down to succeeding trusted servants.
 - b. If lost, it is the responsibility of the group to purchase a replacement GTLS, basic text, ten little white booklets, or set of group reading cards. However, the area P&P Chair can replace a hard copy of a P&P manual upon request.
 - c. Any starter kit literature provided to the home group, shall not be replaced by area free of charge.
 - d. Prior to one month, the group should use online resources to supplement the necessary literature materials for meetings. Necessary literature materials for meetings can be found on the area website.
5. All ATRANA home groups, shall be added to the printed version of meeting lists six months after being recognized as a new group.
6. All ATRANA groups may use the ASC post office box. It should be used ONLY for NA related correspondence. The address can be found on the front of this manual.
7. All ATRANA home group GSRs will receive updated meeting lists in the form of electronic documentation as they are updated.
8. Each home group has a right to have themselves represented by a GSR at an ASC meeting one month after the groups inception, and shall have the right to have continued representation at each consecutive meeting thereafter until (if) the group disbands.
9. If an ATRANA home group is not represented for two consecutive ASC meetings (by any personnel – GSR, GSRA, or appointed group representative), it is cause for concern, and a member of the ASC shall be asked (by volunteering) to attend that meeting and report back to ASC the following month.
10. Any ATRANA home group has the right to host events, and to have event information be brought to the ASC Meeting for distribution through the minutes. This shall be done to help avoid scheduling conflicts. However, this does not necessarily guarantee a conflict free calendar. Home groups should avoid double booking with already scheduled area or regional events. It is an expectation that camaraderie with calendar use be a priority with event planning.

11. Any ATRANA home group shall be removed from meeting lists within 7 days following its notifying the ASC at an ASC meeting. This is for the benefit of the home group members no longer hosting a meeting, for the benefit of the recovering addict searching for meetings, and for the integrity of the meeting lists being accurate for those which they serve.
12. Any ATRANA home group which disbands shall lose its voting right one month following notification to the ASC at an ASC meeting.

Section II: GROUP SERVICE REPRESENTATIVE RIGHTS AND EXPECTATIONS

1. Each ATRANA home group GSR has a right to understand the meeting formats, topics, and procedures and shall be expected to familiarize themselves with the 12 Traditions, 12 Concepts of Service, and Robert's Rules of Order Procedures. If a GSR finds this procedure to be difficult, they can request assistance of the P&P chair to assist during the meeting.
2. Each ATRANA home group GSR shall be expected to represent their home group at the monthly ATRANA ASC Meeting, and it is expected that their votes are the group conscience of their home group as a whole
3. Each ATRANA home group GSR shall be expected to turn in a written report for each monthly ATRANA ASC Meeting. This document shall be provided by the area treasurer, and is attached to the monthly literature order form for distribution at the beginning of the meeting. It shall be turned in following group reports to assist the area secretary with meeting minutes.
4. Each ATRANA home group GSR shall be responsible for the distribution of the monthly minutes to their home group members as requested.

Part Three: ASC TRUSTED SERVANTS, DUTIES, AND EXPECTATIONS

Section I: TRUSTED SERVANT GENERAL POLICIES

1. Trusted Servant Positions of this ASC body shall be considered in one of six categories:
 - a. Executive Committee – The executive committee shall consist of the ASC Chair, ASC Vice Chair, ASC Treasurer, and ASC Secretary.
 - b. Subcommittee Chairs – The Subcommittee Chairs shall consist of the ASC Activities Chair, the ASC Hospitals and Institutions Chair, and the ASC Public Relations Chair.
 - c. Informational Chairs – The informational positions shall consist of the ASC Regional Committee Member, the ASC Literature Supply Chair, the ASC Webmaster, and the ASC Policy, Process, and Documents Chair
 - d. Assistant Positions – The Assistant positions shall consist of the Treasurer's Assistant, Secretary Assistant, the RCM Alternate, and the Literature Supply Assistant.
 - e. Ad Hoc Positions – Created positions that are assigned for specific tasks by the ASC or chairperson.
 - f. Group Service Representatives
2. A member may hold more than one area position. However, only one position may have a voting status. (i.e., RCM and a home group GSR)
3. When a member of an ASC elected positions (all executive committee, subcommittee chairs, informational chairs, assistant positions, or ad hoc positions) misses two consecutive ASC meetings OR fails to perform their duties, a letter shall be sent stating the concerns of the ASC, and asking them to attend the next ASC meeting. Following the letter, failure to appear at the next ASC meeting will be interpreted as an involuntary resignation.
4. If a member in an ASC elected position (all executive committee, subcommittee chairs, informational chairs, assistant positions, or ad hoc positions) should relapse, the action will be interpreted as voluntary resignation.
5. No member in an ASC elected position may copy approved or unapproved literature, except items originated and approved by the ASC.
6. The ASC PO Box keys are to be distributed to the ASC Treasurer and PR Chair, and mail pick-up and distribution is to be coordinated between these two trusted servants.
7. Each ASC trusted servant is asked to assist the succeeding trusted servant for at least one month following their term.
8. It is highly suggested that each ASC trusted servant have an NA home group and an NA sponsor. It is also highly suggested that each servant participating in a subcommittee do the same. To be a GSR, a member must have a recognized home group.
9. A representative of each subcommittee should contact each home group in the area and request that a member represent that group at all the meetings of that subcommittee – representation is not mandated, but is highly encouraged.
10. A member who has misappropriated NA funds is not allowed to hold any ASC trusted servant position until all misappropriated monies have been returned.

11. All ASC elected positions are one year commitments (except the ASC Vice Chair, ASC RCMA, and ASC Treasurer's assistant, ASC Literature Supply Chair Assistant, and Area Secretary Assistant—which are all step up positions; and ad hoc positions – which are timed according with the task they are assigned).
12. A member is allowed to serve two consecutive terms of most positions (unless they have a step-up position). However, after two consecutive terms, a lapse of one year must occur prior to the same member serving in the same position again.
13. The following clean time requirements are to be met in order for a member to be elected to a position. All clean time requirements should be considered continuous. They are mostly listed in descending order of clean time.

a. ASC Activities Chair	2 years
b. ASC Hospitals and Institutions Chair	2 years
c. ASC Treasurer	2 years
d. ASC Treasurer Assistant	2 years
e. ASC Regional Committee Member	18 mos.
f. ASC Regional Committee Member Alternate	18 mos.
g. ASC Chair	1 year
h. ASC Vice Chair	1 year
i. ASC Secretary	1 year
j. ASC Literature Supply Chair	1 year
k. ASC Webmaster	1 year
l. ASC Public Relations Chair	1 year
m. ASC Secretary Assistant	6 mos.
n. ASC Literature Supply Chair Assistant	6 mos.
o. ASC Policy, Process, and Documentation Chair	1 year + 1 previous ASC position held with term completed. *This requirement can be bypassed if a nominee has worked as part of an ad-hoc committee focused on P&P evaluation*
14. Each trusted servant (GSRs and ASC positions) should provide a written report for each monthly ASC meeting to help in preparing minutes.

Section II: DUTIES OF TRUSTED SERVANTS

1. ASC Chair
 - a. Presides over monthly ASC meeting in a firm but understanding manner, tolerant of others, and objective – maintaining an orderly flow of business while avoiding personal input.
 - b. Prepares a monthly agenda for the ASC meetings prior to its occurrence.
 - c. Prepares an annual report of the ATRANA for presentation at the December ASC – the reports should be given to the RCM for submission at the next Regional meeting.
 - d. When going to be absent – supplies Vice Chair with the agenda and other materials necessary.

- e. Represents as part of the executive committee.
 - f. Represents on the checking account.
 - g. Breaks ties in the event of a split vote in meetings.
- 2. ASC Vice Chair
 - a. Performs all duties of the ASC Chair in their absence.
 - b. Serves as the coordinator of the subcommittees
 - c. Serves as the temporary chair of any subcommittee that lacks a chairperson.
 - d. Serves as a step-up position; taking over the Chair position once the Chair's term has finished.
 - e. Represents as part of the executive committee.
 - f. Represents on the checking account.
- 3. ASC Secretary
 - a. Responsible for recording the course of business at each ASC meeting, and creating a distributable minutes that should include, but not be limited to:
 - i. Written member reports
 - ii. Written group reports
 - iii. Copies of any written motions, or written pros/cons
 - iv. Ending dates for terms of elected servants
 - v. NA service resumes for those individuals nominated for positions
 - vi. Points of Discussion
 - vii. Updated meeting lists
 - viii. Flyers of upcoming events
 - ix. Election outcomes (excluding the actual tally of votes)
 - x. Information where clean time requirements can be found
 - b. Minutes should be distributed to Trusted Servants and GSRs within 14 days of the area meeting.
 - c. Maintains the printed ASC Archives in a central location – including all distributed area and regional minutes.
 - d. Maintains an up-to-date list of all ASC Elected and home-group nominated personnel
 - e. Keeps a record of dates groups are formed.
 - f. Keeps a record of upcoming events.
 - g. Keeps a record of policy actions/motions.
- 4. ASC Secretary Assistant
 - a. Maintains a printable version of the ATRANA meeting list, to be sent out with the monthly meeting minutes (which should include the NA phone number and website address).
 - b. Prints updated monthly meeting list and makes copies available each time an adjustment is made.
 - c. Performs all duties of the ASC Secretary in their absence.
 - d. Serves as a step-up position; taking over the Secretary position once the Secretary's term has finished.

5. ASC Treasurer

- a. Maintains the ASC Checking Account
- b. Responsible for the collection of and distribution of the funds given to or paid out from the ASC. All amounts should be verified and reported through the ASC monthly report.
- c. Responsible for confirming full payments from GSRs for literature orders and donations prior to the distribution of literature.
- d. Presents a written report of monthly transactions for inclusion in the minutes, which shall include, but is not limited to:
 - i. Ending Balance from the previous month
 - ii. Income, including but not limited to;
 1. Donations (to be listed by individual group)
 2. Literature Sales (to be listed by individual group)
 3. Other monies collected (listed by source)
 - iii. Expenses (to be listed by each check, cash, or PayPal payments made)
 - iv. Current Balance
 - v. A copy of the monthly statement as received from the bank noting our current balance and listing all outstanding transactions (debits and/or credits) providing members with a monthly reconciliation of the account.

*** The accuracy and promptness of this report can go far in avoiding problems of money and prestige that can divert the ASC from its primary purpose, as well as assure that the services that fulfill that primary purpose remain adequately funded.
- e. Provide an annual report done at the end of each term, detailing all monetary transactions conducted during the previous 12 months.
- f. Distributes budgeted or special request monies to trusted servants as approved by the ASC.

Requests for these funds should only be made at regular ASC meetings – in writing, by those requesting the funds
- g. Obtains a single debit card from current financial institution for use on transactions where a check is not practical. – In the event a financial institution issues multiple debit cards for the checking account, the additional cards are to be destroyed.
- h. Maintains the ASC PayPal account with the current debit card information.
- i. Pays all approved invoices.
- j. Pays post office box rent
- k. Pays rent for use of facilities.
- l. Checks PO Box on a regular basis and submits ASC mail to appropriate member(s).
- m. Gives receipts upon request and gathers receipts for all transactions for the ASC.
- n. Ensures the amount groups turn in for literature orders and area donations matches the amount of money provided.

6. ASC Treasurer's Assistant

- a. Helps perform all duties assigned to the treasurer, and performs all duties of the Treasurer if the Treasurer is absent.

- b. Assists Treasurer and Literature Supply chair in ensuring all reported balances, sums, and supplied money are accurate to what has been provided.
 - c. Serves as a step-up position; taking over the Treasurer position once the Treasurer's term has finished.
- 7. ASC Literature Supply Chair
 - a. Keeps the ASC stockpile of literature organized and makes the necessary orders to replenish it.
 - b. Ensures the sum written on the literature form is calculated correctly according to pricing on the paper prior to filling orders – AND makes sure to inform the group GSR and ASC Treasurer should there be any discrepancies. This does not include ensuring appropriate money has been turned in – as this is the job of the treasurer.
 - c. Fills homegroup orders.
 - d. Ensures that literature is available at the ASC monthly meeting, and allows time for transactions to take place.
 - e. Provides a written inventory that is to be conducted and submitted to the ASC showing all literature in the stockpile, reflecting quantity, description, and cost prior to the change of literature supply chairs.
 - f. Makes limited literature items available for sale at any ASC function (optional and/or as needed)
 - g. Provides an itemized listing of all items ordered that were not delivered on the day of the order.
 - h. Delivers back-ordered items first from those bills presented when opening the literature for sale at the ASC.
 - i. Completes bi-monthly check on literature form pricing, and provides any necessary changes to Policy, Process, and Documentation Chair
- 8. ASC Literature Supply Chair Assistant
 - a. Assists Literature Supply Chair in duties related to filling literature orders.
 - b. Serves as a step-up position; taking over the Literature Supply Chair position once the Literature Supply Chair's term has finished.
- 9. ASC Regional Committee Member
 - a. Attends bi-monthly KRSCNA meetings
 - b. Expresses the ASC group conscience in matters at regional meetings as a representative of this ASC.
 - c. Turns in a written monthly report to the ASC secretary, along with a set of regional minutes (when applicable), for the secretary to file into archives.
 - d. Stays in contact with other Areas and Regions to keep our ASC informed of upcoming events and other pertinent information.
 - e. Keeps a current mailing list of other areas, regions, and trusted servants of our region.
 - f. Attends at least one other area's service committee meeting in our region during the term (optional)

- g. Works with RCMA to “train” to become the next RCM.
 - h. When the World Service Committee Conference Agenda Report comes out, this position representative shall disseminate information to the groups. It shall be the responsibility of the RCM and assistant to present the WSC agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items and vote. It is not the responsibility of this position to create the event – instead, this should be left to the Activities Chair. However, it should be assumed that RCM, RCMA, Activities Chair, and the Activities Subcommittee works as a group to make sure the event runs smoothly.
 - i. Ensures that any nomination taken to region is accompanied by a completed service resume.
10. ASC Regional Committee Member Alternate
- a. Assists RCM in all duties.
 - b. Performs duties of the RCM in their absence.
 - c. Serves as a step-up position; taking over the Regional Committee Member position once the Regional Committee Member’s term has finished.
11. ASC Webmaster
- a. Maintains ASC website, and uploads new information within 14 days of obtaining it. Expectations of this duty include, but are not limited to:
 - i. Advertising PR documents
 - ii. Advertising Area events
 - iii. Advertising NA events
 - iv. Advertising other information as directed by this ASC
 - v. Uploads Minutes to area website.
 - vi. Updates electronic meeting list
 - b. Ensures documentation/information for area members is available to download/print. This includes, but is not limited to:
 - i. Our Twelve Steps
 - ii. Our Twelve Traditions
 - iii. Monthly Minutes as provided by the ASC Secretary (this should not include personal service resumes)
 - iv. Updated meeting lists as provided by the ASC Secretary Assistant.
 - v. The P&P manual including all new motions passed at ASC.
 - vi. A listing of all events announced at ASC including group functions and committee meetings.
 - vii. Copies of all flyers distributed at ASC.
 - viii. Links to regional, world, and other NA websites as deemed appropriate by this ASC.
 - c. Maintains at least one license for web conferencing for use by use by groups and service committees allowing remote attendance by members.
12. ASC Policy, Process, and Documentation Chair

- a. Keeps a log of ASC policy actions consisting of motions that the committee has passed regarding the activities of ASC trusted servants and subcommittees.
 - b. Assists persons at the ASC monthly meeting in writing appropriate motions concerning policy changes, and remains unbiased in helping members to do so.
 - c. Updates P&P quarterly to make necessary documentation changes, which shall include the cover page containing the seven most recent updates.
 - d. Serves as the area “tutor” to assist new members of the ASC in their first weeks of attendance to ensure the process goes smoothly.
 - e. Updates documents used in this area as needed to ensure the used documents remain modern and up to date with any changes.
 - f. Coordinates an area Learning Day
13. ASC Activities Chair – see Subcommittee Policies
14. ASC Hospitals & Institutions Chair – see Subcommittee Policies
15. ASC Public Relations Chair - see Subcommittee Policies

Part Four: ASC Subcommittee Policies & Ad Hoc Policies

Section I: ACTIVITIES SUBCOMMITTEE POLICY

1. Purpose – The Activities Subcommittee’s primary purpose is to reach the still-suffering addict, and to help promote NA unity through regularly scheduled functions.
2. Members – The Activities Subcommittee Chair, Vice Chair, Secretary, Voting members, and any interested members.
3. Function & Responsibility -- The Activities Subcommittee represents NA as a whole, and coordinates time and duties to ensure smooth function prior to, at, and following events – especially those that require contract signing, have specified requirements/rules, are in public, etc. Duties required to achieve this may include:
 - a. Planning Themes
 - b. Scheduling halls, parks, etc. and ensures that all reservations are secure by contacting the facility representatives
 - c. Buys décor & refreshments
 - d. Sets up the event and makes other necessary preparations.
 - e. Schedules persons to sell admissions tickets, run raffles, work tables, etc.
 - f. Ensures a timely and respectable clean up of areas used.
4. Annual Required Functions – at least one of the annual events will be held in each of the three states represented in this area, and rotate among outlying towns.
 - a. Conference Agenda Report (CAR-Day) – March (held when applicable)
 - b. Area Birthday Party – April
 - c. Dance
 - d. KRSCNA Fundraiser (traditionally, this has been a Halloween function)
 - e. Christmas Marathon
 - f. New Year’s Eve
5. Duties of the ASC Activities Subcommittee Chair
 - a. Schedules and chairs subcommittee meetings.
 - b. Turns in a written report of subcommittee events (including event schedule) to the ASC Secretary at the monthly ASC meeting.
 - c. Oversees ASC events and ensures that delegated responsibilities are fulfilled
 - d. From any Activities Subcommittee event, keeps all receipts and turns them in with a final report of each event with any borrowed or seed funds returned to the ASC at the next monthly meeting. Any monetary gains should be donated back into the local area. If the activities subcommittee has a suggested donation to act as the gains recipient, this can be considered by the ASC, but any such suggestion must be made as a business motion and voted upon by the ASC.
6. Duties of other Activities subcommittee positions
 - a. Vice Chair
 - i. Nominated and voted in by the activities subcommittee

- ii. Assists the chair in their duties
 - iii. Performs all duties of the chair in their absence
- b. Secretary
 - i. Keeps accurate minutes of each subcommittee meeting
 - ii. Keeps a contact list of all subcommittee members
 - iii. Keeps a roster of voting and non-voting members in attendance at the subcommittee meetings
 - iv. Keeps a record of proceeds and attendance for all events.
- c. Voting Members
 - i. Assists in decision making by casting votes.
 - *** Members achieve voting status after arriving to their third consecutive activities subcommittee meeting (attending two, and being granted voting rights on the third). Voting status will be revoked after two consecutive absences.***
- 7. All ASC Subcommittee functions and events should be brought to the ASC to help avoid scheduling conflicts. This does not necessarily guarantee a conflict free calendar. Although it is a home group responsibility to avoid double-booking with already scheduled area or regional events, a subcommittee cannot double-book a previously scheduled home group event. It is an expectation that camaraderie with calendar use be a priority with event planning.

Section II: HOSPITALS AND INSTITUTIONS SUBCOMMITTEE POLICY

1. Purpose – The purpose of the Hospitals and Institutions Subcommittee is to reach the still-suffering addict, and to help promote the sharing of experience, strength, and hope to those transitioning through various forms of inpatient/residential settings.
2. Members – The ASC Hospitals and Institutions Subcommittee Chair, Vice Chair, Secretary, Facility Chairpersons, Voting members, and Panel Members
3. Meeting Time – the H&I Subcommittee meeting will be held at 12:00pm on the second Sunday of each month. The meeting will be conducted as determined by those participants therein.
4. Function & Responsibility – The Hospitals and Institutions Subcommittee represents NA as a whole, and coordinates time and duties to ensure smooth function of all panelist meetings entering area agencies. Duties required to achieve this may include:
 - a. Conducting monthly subcommittee business meetings
 - b. Assisting in the Regional H&I subcommittee when requested
 - c. Coordinating the development of any H&I panel meetings – including existing meetings or any new meetings / facility proposals.
 - d. Elects facility chairpersons
 - e. Conducts workshops and learning days related to H&I
 - f. Distributes ASC approved literature including:
 - i. IP#6 – Recovery and Relapse
 - ii. IP #7 – Am I an Addict
 - iii. IP#8 – Just for Today

- iv. IP#9 – Living the Program
- v. IP#11 – Sponsorship
- vi. IP#13 – By Young Addicts for Young Addicts
- vii. IP#16 – For the Newcomer
- viii. IP#17 – For Those in Treatment
- ix. IP#23 – Staying Clean on the Outside
- x. The White Booklet
- xi. ATRANA Meeting Lists
- xii. Behind the Walls
- xiii. An Introductory Guide to Narcotics Anonymous

*** The H&I Subcommittee has the responsibility of determining the quantity of each item listed above to request from the Area at the monthly ASC meeting. However, the total dollar amount of literature required is not to exceed the amount as illustrated in the petty-cash chart that can be found previously in this document.

*** Copies of the meeting list are to be given to this committee free of charge, and are not to be included when determining the total dollar amount of literature requested.

5. Qualifications and Duties of the H&I Subcommittee Chair

a. Qualifications:

- i. Three months involvement with H&I within the previous 12 months including the following:
 - 1. Attendance at two consecutive H&I subcommittee business meetings
 - 2. Serving one full month on an H&I panel

b. Duties:

- i. Prepares monthly subcommittee business meeting agendas.
- ii. Keeps order in the monthly subcommittee business meetings.
- iii. Keeps the discussion at the monthly subcommittee business meeting on the topic.
- iv. Ensures the Twelve Traditions and Twelve Concepts are upheld in all matters.
- v. Maintains communication between the H&I Subcommittee and the ASC
- vi. Turns in a written monthly report to the ASC Secretary at the monthly ASC meeting.
- vii. Works with facility chairs in all correspondence with the facilities, upon request of the facility chair and/or the facility.
- viii. Collects H&I literature from the ASC and distributes it to the respective facility chairs.
- ix. Coordinates and verifies the meeting place for the monthly H&I Subcommittee business meeting.
- x. Ensures that current guidelines for each facility being served are maintained in written form, if available, and provided to the appropriate facility chairperson.
- xi. Reviews and updates the volunteer list, adds said list to the monthly agenda of the H&I business meeting, and submits any names for deletion to the subcommittee for a decision.
- xii. Distributes updated volunteer lists.

6. Duties of other H&I Subcommittee persons

a. Vice Chair Qualifications:

- i. Nominated and voted in by H&I subcommittee
- ii. Clean time requirement of one year
- iii. Three months involvement with H&I within the previous 12 months, including at least:
 1. Attendance at two consecutive H&I subcommittee business meetings
 2. Serving one full month on an H&I panel

Vice Chair Duties:

- iv. Helps the chair keep the proceedings orderly.
- v. Performs all duties of Chair in their absence.
- vi. Performs all duties of secretary in their absence

b. Secretary Qualifications:

- i. Nominated and voted in by H&I subcommittee
- ii. Clean time requirement of six months
- iii. Three months involvement with H&I within the previous 12 months, including at least:
 1. Attendance at two consecutive H&I subcommittee business meetings
 2. Serving one full month on an H&I panel

Secretary Duties:

- iv. Takes an accurate set of minutes at each monthly H&I subcommittee meeting, and distributes them to committee members prior to the next meeting.
- v. Keeps an updated volunteer list (name, clean date, and phone number) of those willing to serve on H&I panels
- vi. Maintains an ongoing file of all correspondence and minutes.
- vii. Maintains the addendum page for the H&I Guidelines
- viii. Maintains the records for ongoing literature disbursement.
- ix. Maintains provisions for refreshments.
- x. Types and laminates the format for the H&I meetings to become part of H&I materials.

c. Facility Chairperson Qualifications:

- i. Nominated and voted in by H&I subcommittee
- ii. Clean time requirement of one year for all non-correctional facilities.
- iii. Clean time requirement of two years for all correctional facilities.
- iv. Three months involvement with H&I within the previous 12 months, including at least:
 1. Attendance at two consecutive H&I subcommittee business meetings
 2. Serving one full month on an H&I panel

Facility Chairperson Duties

- v. May only be responsible for one facility at a time.

- vi. Acts as a liaison between the facility and the H&I subcommittee.
 - vii. Responsible for seeing that meetings are conducted as scheduled and in accordance with H&I guidelines and with those of the facility.
 - viii. Responsible for written monthly report on the meeting and the facility, to be submitted to the H&I Chair prior to the business meeting.
 - ix. Responsible for literature inventory and distribution at the facility. Keeps monthly record of literature on the distribution sheets, to be attached to the monthly written report.
 - x. Responsible for orientation of prospective panel members who have not attended H&I subcommittee meeting.
 - xi. Remains unbiased in panel member selections unless a panel member has been deemed inappropriate for a location.
- d. Subcommittee Voting Members
- i. Assists in decision-making by casting votes.
 Members achieve voting status after arriving to their third consecutive H&I subcommittee meeting (attending two, and being granted voting rights on the third). Voting status will be revoked after two consecutive absences.
- e. Panel Member Requirements and Responsibilities
- i. There is a clean time requirement of 90 days for non-correctional facilities, and a clean time requirement of six months for correctional facilities. Should the facility require more time, the rules of the facility will be observed.
 - ii. Panel members must have a copy of the H&I guidelines and agree to comply with them.
 - iii. Panel members must also undergo one of the following:
 1. Silent observation of two H&I panel meetings, contingent upon the orientation and approval of the Facility Chairperson where the meeting is being held
 2. Silent observation of one H&I panel meeting and attendance at the monthly H&I business meeting, receiving orientation during the new business portion of the meeting and approval of the Facility Chairperson where the meeting is being held
 - iv. Provide contact information to the secretary for the volunteer list.
 - v. If a panel member wants to volunteer at an additional facility, it is the responsibility of the panelist to reach out to that facility chairperson.
7. All ASC Subcommittee functions and events should be brought to the ASC to help avoid scheduling conflicts. This does not necessarily guarantee a conflict free calendar. Although it is a home group responsibility to avoid double-booking with already scheduled area or regional events, a subcommittee cannot double-book a previously scheduled home group event. It is an expectation that camaraderie with calendar use be a priority with event planning.

Section III: PUBLIC RELATIONS SUBCOMMITTEE POLICY

1. Purpose – the purpose of the Public Relations Subcommittee is to reach the still-suffering addict and other community members through representation at local events, creating appropriate advertising, and building relationships with other agencies in order to spread the word of Narcotics Anonymous throughout.
2. Members – the Public Relations Subcommittee Chair, Vice Chair, Secretary, Voting Members, 12 Step Phone Line Volunteers
3. Meeting Time -- the PR Subcommittee meeting will be held at 11:00am on the second Sunday of each month. The meeting will be conducted as determined by those participants therein.
4. Function & Responsibilities -- The Public Relations Subcommittee represents NA as a whole, and coordinates time and duties to ensure smooth function of all public relations functions. Duties required to achieve this may include:
 - a. Opening and maintaining lines of communication between NA and the public.
 - b. Confers with the ASC, RSC, WSC, and WSO, as necessary.
 - c. Acts as the resource and coordinating body for ASC PR efforts.
 - d. Maintains a close working relationship with the H&I subcommittee, thereby insuring that all requests for information are referred to and carried out by the appropriate PR and/or H&I representative in accordance with the Twelve Traditions
 - e. Responds to all requests for information in a timely and effective manner.
 - f. Ensures all requests are handled at the appropriate level of service – our ninth tradition states “...directly responsible to those they serve.”
 - g. Refers any PR request originating outside the jurisdiction of this ASC to the appropriate committee.
 - h. Turns in written report to the ASC Secretary at the monthly ASC meeting.
5. Qualifications and Duties of the ASC Public Relations Chair
 - a. Arrange times and agenda for meetings
 - b. Initiates all necessary correspondence.
 - c. Keeps ASC informed of PR activities
 - d. Responsible for files, records, and functioning of the PR subcommittee
 - e. Secures necessary funds from the ASC for approved expenses
 - f. Maintains a stockpile of 20 PR Packets for distribution in response to inquiries.
 - i. Material for PR packets is to be obtained from the ASC at no charge to the PR committee and is to include:
 1. PR Cover Letter
 2. Current ATRANA meeting list
 3. IP#1 – Who, What, How, and Why
 4. IP#7 – Am I an Addict?
 5. IP #15 – PI and the NA Member
 6. IP#22 – Welcome to Narcotics Anonymous
 7. Pamphlet #1604 – NA: A Resource in your Community

8. A flyer including our helpline phone number and website address
9. Other items by a specific request by the PR subcommittee can also be included as deemed appropriate by the PR subcommittee – and approved by the ASC body.
- g. Provides contact information to the secretary for the volunteer list.
6. Qualifications and Duties of the other PR Subcommittee Positions:
 - a. Vice Chair Qualifications:
 - i. Nominated and voted in by the PR Subcommittee
 - ii. Clean time requirement of six months

Vice Chair Duties

 - iii. Performs all duties of the chair in their absence
 - iv. Works with chair and assists closely in all functions of the subcommittee
 - v. Carries out responsibilities delegated by the chair and/or subcommittee
 - b. Secretary Qualifications
 - i. Nominated and voted in by the PR subcommittee
 - ii. Clean time requirement three months

Secretary Duties

 - iii. Develops written material in a clear, concise manner.
 - iv. Records minutes and attendance of each subcommittee meeting
 - v. Handles correspondence as directed by the chair.
 - vi. Notifies all members of the subcommittee of upcoming meetings.
 - c. Voting members
 - i. Assist in making decisions by casting votes.

***Members achieve voting status after arriving to their third consecutive PR subcommittee meeting (attending two, and being granted voting rights on the third).
Voting status will be revoked after two consecutive absences
 - d. 12 Step Phone Line Volunteers
 - i. Clean time requirement of one year
 - ii. Must have working knowledge of the Twelve Steps and Twelve Traditions
 - iii. Must have worked the fourth and fifth steps
 - iv. Must never go on a Twelve Step call alone.
 - v. Must not speak to the use of medicine – as we are not physicians or druggists
 - vi. Must never put self in danger, and always use proper judgement on a Twelve Step call.
 - vii. While learning how to do 12 Step calls, accompanying volunteers must have six months clean time.
 - viii. Volunteers should be chosen by geographic distance – since time is essential, the nearest volunteer will be considered first.
7. All ASC Subcommittee functions and events should be brought to the ASC to help avoid scheduling conflicts. This does not necessarily guarantee a conflict free calendar. Although it is a home group

responsibility to avoid double-booking with already scheduled area or regional events, a subcommittee cannot double-book a previously scheduled home group event. It is an expectation that camaraderie with calendar use be a priority with event planning.

Section IV: AD HOC SUBCOMMITTEES/CHAIRS

1. Ad Hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an Ad Hoc committee, the ASC should clearly specify:
 - a. What the committee's purpose will be
 - b. What authority and resources it will be given
 - c. How long it should take to complete the job
2. The ASC Chair may appoint either the entire Ad Hoc committee or just a chairperson who will put the Ad Hoc committee together.
3. The Ad Hoc Chairperson turns in a written report at each monthly ASC meeting.

H&I GUIDELINES

GENERAL INFORMATION

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when member can conform to the requirements herein set forth. Being clean, for the purposes of the H&I subcommittee, can be defined as freedom from any mood-changing or mind-altering chemicals.
2. Any member not conforming to these guidelines or any other which might be later added, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I assignments previously granted.
3. All H&I meetings shall be overseen by a facility chair specifically elected by the H&I subcommittee. All panel members must be acceptable to the facility being served.
4. Any member serving the H&I subcommittee will not at any time involve themselves with any inappropriate behavior at any facility being served by the H&I subcommittee which could result in damage to or possible conflict with:
 - a) The resident inside the facility
 - b) The working ability and privilege of the H&I subcommittee to carry the message inside the facility.

For these same reasons, no H&I member, as a representative of this subcommittee, will interfere with, or use influence in any facility, court, or hospital, or with any judge, doctor, probation or parole office; nor will any H&I member represent this subcommittee to make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NA recovery through our spiritual principles.
5. Clean time requirements are to be rigidly upheld by all facility chairs and panel members.
6. NA case histories, life stories, NA principles, or general NA information are to be the main topics of any H&I meeting. All facility chairs and panel members must confine their talks solely to the language and principles of NA.
8. Excessive use of vile, profane, or filthy stories is prohibited. All facility chairs must be made aware of this regulation, and include such information in orientation of new panel members.
8. Nothing will be given to or taken from a resident in a facility, including messages and phone numbers. The only exception to this is a member may give their personal phone number; male to male, female to female if allowed by the facility being served.
9. An H&I volunteer phone list will be provided by the H&I subcommittee to the facilities being served for their use within that facility.
10. All members on the volunteer list must meet panel requirements.
11. Anyone deleted from the H&I volunteer list will be notified by the H&I secretary, and will be allowed to meet with the H&I subcommittee at their next regularly scheduled business meeting to present any reasons they may have why they shouldn't have been deleted from the volunteer list.
12. Any member of the H&I subcommittee on parole or probation will be allowed to participate on a panel, with specific clearance from the facility being served.
13. Facility chairs will be responsible for the conduct of any panel members taken into the facility.
14. These guidelines will be furnished to each H&I subcommittee member so they will be aware of their responsibilities.
15. Failure to comply with these guidelines will be sufficient grounds for review of membership on the H&I subcommittee.

16. Any elected H&I subcommittee member having two absences in six months is subject to review by the subcommittee for possible dismissal.
17. In the event a panel member is unable to attend a designated H&I meeting the facility chair is responsible for finding a replacement from the volunteer list.
18. Dismissal from office or commitment in this subcommittee requires a two-thirds vote by the H&I subcommittee. The vote is to come from the elected officers and subcommittee members who meet voting requirements. The chair is excluded from this vote.
19. All panel H&I meetings are closed to outside participation. Any NA member not meeting the H&I guideline requirements for participation in H&I shall not attend a H&I panel meeting.
20. A motion, or second to a motion, may only be introduced by an elected member of the H&I subcommittee. A motion that has been properly introduced and seconded may then be voted on. Motions affecting ASC policy must be taken to the ASC for all groups to vote on.
21. An amendment page shall be included in the H&I subcommittee guidelines for any changes in or additions to the H&I guidelines (see page 21 of this manual).
22. Great care should be taken that no one member represents NA at an H&I panel meeting.

FORMAT FOR AN H&I PANEL MEETING

1. Chair is to introduce him or herself and welcome everyone to the meeting.
2. Moment of silence followed by the Serenity Prayer.
3. Invite all attending to give their first name.
4. Brief explanation:

"This meeting is intended to introduce you to some of the basics of the Narcotics Anonymous program. This is a program of complete abstinence from all drugs. You are a member when you say that you are. The only requirement for membership is a desire to stop using. This is an anonymous program. Please respect the confidentiality of other members. Please also respect the sharing of other members, and hold all questions and/or comments until the end of the meeting."
5. Readings: Who, What, Why, How, We Do Recover and Just for Today (Just for Today meditation book may also be used). The Traditions are not read at H&I meetings.
6. Introduce panel or speaker, who then share their experience, strength and hope consistent with H&I guidelines.
7. Allow for a brief question and answer period from the residents.
8. Announcements.
9. Close in a circle of hugs.

DO'S AND DONT'S FOR H&I PANEL MEMBERS

Do's:

- Do: make meeting cards available to residents.
- Do: follow facility rules.
- Do: start and end on time.
- Do: obey dress codes.
- Do: try to get residents involved (i.e., Introductions and readings)
- Do: use NA language ("addict," "clean," "recovery").
- Do: emphasize recovery available to any addict, regardless of "type" of drug(s) used.
- Do: emphasize NA recovery (sponsorship, home group, NA steps, a meeting a day for the first 90 days.
- Do: follow H&I guidelines.
- Do: keep staff aware of your whereabouts.
- Do: follow security regulations.

Don'ts

- Don't: break another person's anonymity or tell his/her story.
- Don't: debate any issues involving facility rules or regulations.
- Don't: correct residents' language pertaining to recovery.
- Don't: debate the merits of the treatment facility's program or other fellowships.
- Don't: comment on the methods used by the treatment facility.
- Don't: tell too many war stories.
- Don't: debate which drugs are acceptable.
- Don't: carry excessive cash or wear expensive or flashy jewelry.
- Don't: show favoritism to any residents.
- Don't: carry in contraband (i.e., Cigarettes or weapons).
- Don't: give medical advice.
- Don't: get involved in discussion about inmate's guilt or innocence.
- Don't: give or accept gifts.
- Don't: carry letters in or out.
- Don't: give residents money.
- Don't: give anyone your personal address or the phone number of others.
- Don't: discuss residents/inmates with facility staff.

PR Guidelines

General Information

1. Any member of the PR subcommittee is automatically disqualified from further PR activity upon relapse, but may again become eligible when member can conform to the requirements herein set forth. Being clean, for the purposes of the PR subcommittee, can be defined as freedom from any mood-changing or mind-altering chemicals.
2. Any member not conforming to these guidelines or any other which might be later added, or who refuses to abide by the rules and regulations of the facility in which a community service is being provided, shall automatically be relieved of any PR assignments previously granted.
3. Any member serving the PR subcommittee will not at any time involve themselves with any inappropriate behavior at any facility being served by the PR subcommittee which could result in damage to or possible conflict with:
4. A visiting person/consumer/staff inside the agency
5. The working ability and privilege of the PR subcommittee to carry the message inside the agency
6. For these same reasons, no PR member, as a representative of this subcommittee, will interfere with, will use influence with, will have secondary intentions with, or make any comments or promises regarding employment, parole, probation, or other "special" promotions with any community member. We carry only the message of NA recovery through our spiritual principles. Even within the community, the twelve traditions and twelve concepts of service will be upheld.
7. Clean time requirements are to be rigidly upheld by persons participating as a representative of this organization.
8. Na history, life stories, NA principles, or general NA information are to be the main topics of any PR community event. All community PR goers must confine their talks solely to the language and principles of NA.
9. Excessive use of vile, profane, or filthy stories is prohibited at PR events
10. All members on the volunteer list must meet PR requirements.
11. Anyone deleted from the PR volunteer list will be notified by the PR secretary, and will be allowed to meet with the pr subcommittee at their next regularly scheduled business meeting to present any reasons they may have why they shouldn't have been deleted from the volunteer list.
12. These guidelines will be furnished to each PR subcommittee member so they will be aware of their responsibilities.
13. Failure to comply with these guidelines will be sufficient grounds for review of membership on the PR subcommittee.
14. Dismissal from office or commitment in this subcommittee requires a two-thirds vote by the PR subcommittee. The vote is to come from the elected officers and subcommittee members who meet voting requirements. The chair is excluded from this vote.
15. A motion, or second to a motion, may only be introduced by an elected member of the PR subcommittee. A motion that has been properly introduced and seconded may then be voted on. Motions affecting ASC policy must be taken to the ASC for all groups to vote on.
16. An amendment page shall be included in the PR subcommittee guidelines for any changes in or additions to the H&I guidelines
17. Great care should be taken that no one member represents NA at any PR community event.

DO'S AND DON'TS FOR PR TABLE WORKERS

- Do: Follow Facility Rules
- Do: Start And End On Time
- Do: Obey Any Dress Code And/or Match The Dress Expectation Of The Event
- Do: Interact With Community Members (Introductions/Engagement)
- Do: Use NA Language ("Addict," "Clean," "Recovery")
- Do: Emphasize Recovery Availability For Any Addict Regardless Of "Type" Of Drug Used
- Do: Emphasize NA Recovery (Sponsorship, Homegroups, NA Steps, A Meeting A Day, Principles, Etc.)
- Do: Follow PR Guidelines
- Do: Stay Aware Of Your Surroundings
- Do: Follow Any Security Regulations
- Do: Take Care To Represent The Fellowship Appropriately

- Don't: Break Another Person's Anonymity Or Tell His/her Story.
- Don't: Debate Any Issues Involving Facility Rules Or Laws Re: Substances
- Don't: Correct Community Members' Language Pertaining To Recovery.
- Don't: Debate The Merits Of Non-Na Programming Or Other Fellowships.
- Don't: Comment On The Beliefs Of Other Community Persons.
- Don't: Tell Traumatic War Stories.
- Don't: Debate Which Drugs Are Acceptable.
- Don't: Carry Excessive Cash Or Wear Expensive Or Flashy Jewelry.
- Don't: Show Favoritism To Any One Community Member
- Don't: Carry In Contraband (I.E. Cigarettes Or Weapons).
- Don't: Give Medical Advice Or Imply NA Prefers Certain Medical Happenings
- Don't: Give Or Accept Gifts.
- Don't: Give Opinions On Outside Issues
- Don't: Give Community Members Money.
- Don't: Give Anyone Your Personal Address Or The Phone Number Of Others.

YEAR _____

[illegible]

BACK-ORDER BILL OF SALE

GROUP: _____

GSR: _____

Date of Purchase: ____/____/____

Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____

.....

BACK-ORDER BILL OF SALE

GROUP: _____

GSR: _____

Date of Purchase: ____/____/____

Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____

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BACK-ORDER BILL OF SALE

GROUP: _____

GSR: _____

Date of Purchase: ____/____/____

Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____

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BACK-ORDER BILL OF SALE

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Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____
Item: _____	Quantity: _____	Fill Date: ____/____/____

.....

____/____/____

Address:

Dear Trusted Servant,

We've missed you. After your having missed two consecutive meetings, we have become concerned for your welfare. Has something happened that prevents you from fulfilling your commitment as a trusted servant?

Without your participation and report from your position, our ability to function as requested by the groups is affected. We ask that you attend the next ASC Meeting and let us know if you intend to fulfill your commitment.

Should you be absent at the next ASC Meeting, your lack of presenting will be interpreted as a resignation, and the election procedure for a new trusted servant will begin.

We hope to see you soon.

In loving service,

Chairperson _____

Vice Chairperson _____

Across the Rivers Area Service Committee

SERVICE RESUME – please print legibly in black or blue ink

NAME: _____

CLEAN DATE: ____/____/____

EMAIL: _____

PHONE: _____ - _____ - _____

POSITION: _____

CLEAN TIME REQ: _____

Please Provide Your Address to the Area Secretary Should You be Elected

Please list any of the group, area, regional, and subcommittee experience that you deem relevant to the position that you seek:

Please list all of your NA Service position experience within the past five years and the approximate dates of service:

What skills, talents, or other attributes can you bring to this service position?

What life experiences do you have that will be helpful in performance of your duties?

What other information do you want to be considered in your application for this position?

Have you read and understood the policy and procedure for the position? _____

The Twelve Traditions of NA

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

The Twelve Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have a 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.

PRAYERS

SERENITY PRAYER

GOD, GRANT US THE SERENITY TO ACCEPT THE THINGS WE CANNOT CHANGE, TH ECOURAGE TO CHANGE THTE THINGS WE CAN, AND THE WISDOM TO KNOW THE DIFFERENCE.

JUST FOR TODAY.

SERVICE PRAYER

GOD, GRANT US KNOWLEDGE THAT WE MAY SERVE ACCORDING TO YOUR DIVINE PRECEPTS. INSTILL IN US A SENSE OF YOUR PURPOSE. MAKE US SERVANTS OF YOUR WILL AND GRANT US A BOND OF SELFLESSNESS, THAT THIS MAY TRULY BE YOUR WORK, NOT OURS – IN ORDER THAT NO ADDICT, ANYWHERE, NEED DIE FROM THE HORRORS OF ADDICTION.

THIRD STEP PRAYER

TAKE MY WILL AND MY LIFE.
GUIDE ME IN MY RECOVERY.
SHOW ME HOW TO LIVE.

ROBERTS RULES OF ORDER (THE BASICS)

The Principles:

- Everyone has the right to participate in discussion – typically, there is also a requirement that all persons have a right to speak before anyone speaks a second time, but that aspect is typically less utilized in ASC meetings.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
 - Points of Information – you have a question for clarity on a vote
 - Question of privilege – something is causing a disruption (mechanical issue, a safety issue – like maybe there is a leak somewhere, significant comfort issues, etc.)
 - Point of Order – there is a breach of the rules
 - Point of Objection – you disagree with a call – (i.e., the chair calls for unanimous consent and you know that it won't be)
- Only one topic (motion) can be discussed at a time.

A Motion:

- This is the topic that is under discussion (i.e., “I move to add a coffee break to this meeting.”).
- During the business portions of the meeting, any member can introduce a motion when no other motion is on the table. Brand new ideas must be brought up in the NEW BUSINESS portion.
- Motions require a “second” to be considered for the floor – i.e., at least two people must agree on the motion for it to be brought to a discussion portion.
 - If there is no second, the matter cannot be considered further.
- Each motion must be dealt with prior to moving onto a next motion – either discussion + voting, or a variation of postponing or defeating it.

Voting Options:

- Visual – typically a hand motion (like raising a hand)
- Auditory – typically a vocal yay or nay
- Roll Call – all representatives are called individually and cast a vote (simple majority or two-thirds requirement may vary)
- By ballot – this is significantly less likely to happen in ASC, but if for some reason it did, it would be a prepared vote that had ballots made ahead of time, and then these would be anonymous (counted by two persons)

How To Do Anything (all things require votes):

- *You want to bring up a new idea before the group.*
After you are recognized, you “move” your idea to the table – but you cannot move an idea if there is already another idea in discussion.
- *You want to change some of the wording in a motion under discussion.*
After you are recognized, you “move to amend” – this is for relatively minor changes to a motion; you cannot change the entire premise of a motion with an amendment.
- *You want to stop the motion immediately.*
After you are recognized, you “move to kill.” This is super rare, and slightly out of line if you use this to stop someone else’s motion – unless you truly feel like the motion shouldn’t exist. It requires a two-thirds vote to go through – anything that limits discussion requires two-thirds vote. With that being said, you can kill your own motion while its on the table if it becomes a null point – and you can just do that.
- *You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.*
After you are recognized, you “move to substitute” – (this is the way you change the entire premise of a motion) – both motions (because they are for the same thing) can be on the table, and discussion continues until its determined which motion (by vote) will be sustained – then the “preferred” motion is voted upon.
- *You want more study and/or investigation given to the idea being discussed.*
After you are recognized, you “move to refer to committee” – this should be as specific as possible, and the chairperson can help with expressing the charges of the committee in detail.
- *You want more time personally to study the proposal being discussed.*
After you are recognized, you “move to postpone” – this requires a definite time or date. It can also be used purely as a way to gather information if there is going to be a break time and you need more clarification to understand what you are voting on.
- *You are tired of the current discussion.*
After you are recognized, you “move to limit” – anything that you do that will inhibit potential discussion requires a two-thirds vote to pass.
- *You have heard enough discussion.*
After you are recognized, you “call to question” – this quite literally means that you are ready to bring something to a vote – and it only brings to question what is currently on the table. (i.e., if an

amendment is called to question, then its voted upon... but discussion may continue over the entire motion itself)

- *You want to postpone the motion until some later time.*

After you are recognized, you “move to table” – this automatically will have the discussion stop and cannot be brought back up until next meeting.

- *You believe the discussion has drifted away from the agenda and want to bring it back.*

After you are recognized, you “call the order” – the secretary/chair/or assigned person then reads discussion up to that point.

- *You want to take a short break.*

After being recognized, you “move to recess.”

- *You want to end the meeting.*

After being recognized, you “move to adjourn”

- *You are unsure the chairperson announced the results of the vote correctly.*

After being recognized, you “call for division/discrepancy” – this means that either a different vote count will be taken (i.e. if an audible vote was close, then a roll call vote may be taken) or a recount will occur (if a roll call count seems incorrect, a recount can happen).

- *You are confused about a procedure being used and want clarification.*

After being recognized, you “request a point of information” – ask your question and the chair (or whomever is appropriate) will clarify

- *You have changed your mind about something that was voted on earlier in the meeting for which you were on the majority side.*

After being recognized, you “move to reconsider” – this will bring the motion back to the floor as if the vote never occurred and a vote will be retaken. You can only reconsider if you were on the majority side of the vote, AND there is a likely chance that another vote will have a different outcome.

- *You want to change the action you made.*

After being recognized, you “move to rescind” – this is never going to happen in ASC – but it typically happens when someone wants to take back a whole motion they made in a previous meeting that has been voted on; it typically requires written notice, and can be a major disruption if anything has been voted on based off of that decision.

ROBERTS RULES OF ORDER CHEAT SHEET

<u>QUICK REFERENCE GUIDE</u>						
<u>ACTIONS</u>	MUST BE SECONDED	ALLOWS FOR DISCUSSION	CAN BE AMENDED	VOTE TO PASS	CAN BE RESCINDED	PURPOSE
MAIN MOTION	√	√	√	MAJORITY	√	INTRODUCE AN IDEA
MOVE TO AMEND	√	√		MAJORITY	√	SLIGHTLY CHANGE THE WORDING OF THE IDEA
MOVE TO KILL	√			2/3 APPROVAL		STOP IT ENTIRELY
MOVE TO SUBSTITUTE	√	√	√	MAJORITY	√	GIVE A DIFFERENT VERSION OF THE SAME IDEA
MOVE TO REFER	√			MAJORITY	√	GIVE THE IDEA TO A COMMITTEE TO WORK ON
MOVE TO POSTPONE	√			MAJORITY	√	GET MORE TIME PERSONALLY TO UNDERSTAND
MOVE TO LIMIT	√			2/3 APPROVAL		LIMIT THE DISCUSSION ON THE IDEA
CALL TO QUESTION	√			MAJORITY		CALL FOR A VOTE
MOVE TO TABLE	√			MAJORITY	√	PUT THE VOTE OFF FOR A MONTH
CALL THE ORDER	√			MAJORITY		GET INFO ON WHAT'S BEEN DISCUSSED
MOVE TO RECESS	√			MAJORITY		TAKE A BREAK
MOVE TO ADJOURN	√			MAJORITY		CLOSE THE WHOLE MEETING
CALL FOR DISCREPANCY	√			MAJORITY		A VOTE SEEMS INCORRECT
POINT OF INFORMATION	√			MAJORITY		YOU HAVE A QUESTION ABOUT SOMETHING
MOVE TO RECONSIDER	√			MAJORITY		YOU NEED TO CHANGE YOUR VOTE
MOVE TO RESCIND	√			MAJORITY		YOU WANT TO TAKE BACK A WHOLE THING
<u>REASONS TO INTERRUPT THE FLOW OF THE MEETING</u>						
1. THERE IS AN URGENT OR EMERGENT SITUATION – THIS IS USED FOR SAFETY RISK OR IF A MEMBER IS HAVING A MEDICAL EMERGENCY						
2. POINT OF INFORMATION - YOU HAVE A QUESTION ABOUT SOMETHING THAT IS BEING DISCUSSED, AND YOU NEED CLARIFICATION TO VOTE ON IT						
3. QUESTION OF PRIVILEGE – SOMETHING IS HAPPENING THAT IS CAUSING A DISTURBANCE - LIKE A MECHANICAL THING OR A LEAK OR SOMETHING						
4. POINT OF ORDER – THERE'S BEEN A BREACH OF THE RULES						
5. POINT OF OBJECTION – YOU DISAGREE WITH THE OUTCOME OF SOMETHING; SOMETHING IS REALLY OUT LINE, ETC.						

DEFINITIONS & ABBREVIATIONS:

1. ASC – Area Service Committee
2. Asst. – Assistant
3. ATRANA – Across the Rivers Area of Narcotics Anonymous
4. GSR – Group Service Representative
5. GSRA – Group Service Representative Alternate
6. GTLS – Guide to Local Service
7. H&I – Hospitals and Institutions
8. HG – Home Group
9. IP – Informational Pamphlet
10. KRSCNA – Kentuckiana Regional Service Committee of Narcotics Anonymous
11. Lit. – Literature
12. NA – Narcotics Anonymous
13. Narcotics Anonymous Group – the meaning of this term shall be synonymous as that described in “A Guide to Local Service in Narcotics Anonymous”
14. NAWS – Narcotics Anonymous World Service
15. P&P – Policy and Procedures Manual
16. PPD – Policy, Process, and Documentation
17. PR – Public Relations
18. RCM – Regional Committee Member
19. RCMA – Regional Committee Member Alternate
20. RRoO – Robert’s Rules of Order
21. RSC – Regional Service Committee
22. WSC – World Service Committee**
23. WSC – World Service Conference**

** has alternate meanings depending on context