

POLICY AND PROCEDURE MANUAL FOR THE 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 THROUGH 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 6th Edition page xxiii**

The *Across the Rivers Area Service Committee of Narcotics Anonymous* will serve the greater Tri-State area of Illinois, Indiana, and Kentucky.

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups in the Across the Rivers Area, to support the needs of these groups, to serve as a link between these groups and the Kentuckiana Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term, Narcotics Anonymous group shall be as described in "A Guide to Local Service in Narcotics Anonymous."

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 <u>COMMON ABBREVIATIONS USED IN THIS MANUAL</u>		
ASC	-	Area Service Committee
ATRA	-	Across the Rivers Area
ATRASCNA	-	Across the Rivers Area Service Committee of Narcotics Anonymous
GTLS	-	A Guide to Local Service
GSR	-	Group Service Representative
GSRA	-	Group Service Representative Alternate
H & I	-	Hospitals and Institutions
IP's	-	Informational Pamphlets
NA	-	Narcotics Anonymous
P&P	-	Policy & Procedure
PR	-	Public Relations
RCM	-	Regional Committee Member
RCMA	-	Regional Committee Member Alternate
RSC	-	Regional Service Committee
WSC	-	World Service Committee
WSO	-	World Service Office

Discussion during our Area Service Meeting isn't limited to participation by ASC members (GSRs, trusted servants and subcommittee chairs). Any NA member can be recognized by the ASC Chair to express their concerns. Being brief, to the point and non-repetitive is encouraged for the sake of dealing with the business at hand. The ASC meeting will be held at 1:00 p.m. on the Second Sunday each month. The PR subcommittee will be held at 11:00 a.m. on the Second Sunday each month. The H&I subcommittee will be held at 12:00 p.m. (noon) on the Second Sunday each month. The meeting will be conducted as determined by the ASC or respective subcommittee itself, ex: meeting place, smoking, breaks, etc.

PART ONE: GENERAL POLICIES

1. Administrative committee will consist of the ASC Chair, Vice Chair, Treasurer and Secretary. This committee is the P & P subcommittee as needed (See Part 5, Note 3, page 24).
2. When a member of the administrative committee or a subcommittee chair misses two consecutive ASC meetings, or fails to perform their duties, a letter will be sent (see letter on page 28 of this manual) stating our concerns and asking them to attend the next ASC meeting. Following the letter, failure to appear at the next ASC meeting will be interpreted as a resignation. Relapse will be interpreted as a voluntary resignation.
3. A member may hold more than one area position. However, only one position may have voting status.
4. All votes come from the group representative. In the event of a tie the meeting chair will break the tie. Motions will only be passed by a majority of those voting either yes or no, abstentions will not be counted. Motions affecting ASC policy require a 2/3 majority to pass. Motions not affecting ASC policy are to be considered business motions and will be passed by a simple majority. Elections will be decided by popular vote.
5. Area business motions may be made by any ASC member except the meeting chair. Any other motion shall be submitted in writing with proper format by a GSR or GSRA (see motion form on page 25 of this manual). Subcommittee chairs are allowed to make motions on behalf of their subcommittee. Written motions are to be numbered in a way to make reference to when a motion was made and seconded. Example 17-04-1, First number = year, Second number = month, Third number = motion number made that day.
6. Any motion affecting the Area Policy or the Fellowship as a whole must be submitted as noted in item 5 above. If the motion is seconded then:
 - a. Discussion at that ASC meeting will be limited to no more than two Pro's and two Con's. Before voting, motions will be sent to the groups for input and review.
 - b. The following month input is due. Any group will be allowed to read and submit written Pro's, Con's, or friendly amendments to the motion. These items are to be included in the minutes from that meeting and sent to GSRs before the next ASC meeting.
 - c. Voting on the motion will occur two months after the motion is seconded.
7. The ASC or its subcommittees may not copy approved or unapproved literature, except items originated and approved by the ASC.
8. All ATRA groups may use the ASC Post Office Box for any NA correspondence. See cover of this manual for the mailing address.

9. The ASC P.O. Box keys are to be distributed to the ASC Treasurer and PR Chair. Mail pick-up and distribution is to be coordinated between these two trusted servants.
10. Each group and all ASC trusted servants should have current GTLS and ASC P & P Manual. They should be maintained and passed down to succeeding trusted servants. If lost, they may be replaced by the ASC upon request.
11. Meeting lists should be revised monthly and made available to all groups through distribution of the ASC minutes and on the ASC website. List should include the NA phone line number and Web site address. A meeting should be in existence for six months before being added to the printed meeting list. New meetings will be added to the online meeting list without delay upon group request at the ASC.
12. Starter kits for all new ATRA groups are to come from the ASC literature supply and 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.
13. Each GSR, ASC trusted servant(s) and subcommittee chair(s) should turn in a written report for each monthly ASC meeting to help the Secretary in preparing minutes.
14. If a group is not represented for two consecutive ASC meetings, it is cause for concern. An ASC member may volunteer to attend that meeting and then report to the ASC the following month.
15. Events and functions of all ASC subcommittees should be brought to the ASC to help avoid scheduling conflicts. Groups are encouraged to follow this procedure.
16. The ASC will consider and apply the 12 Traditions and 12 Concepts of Service in all matters.
17. Robert's Rules of Order shall be the approved method of conducting the ASC business meeting, but shall not take precedence over our Traditions or Concepts of Service.
18. This ASC has a responsibility to serve all the groups in its territory, regardless of a particular group's participation in the ASC.
19. If a flyer displays any 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.
20. Each ASC trusted servant is asked to assist the succeeding trusted servant for at least one month following their term.
21. It is suggested that each ASC trusted servant have an NA home group and an NA sponsor.
22. All clean time requirements should be considered continuous in NA.
23. A representative of each subcommittee should contact each home group in the area and request that a member represent that group at all meetings of that subcommittee.
24. A member who has misappropriated NA funds is not allowed to hold any ASC trusted servant position until all misappropriated monies have been returned.

ATRA FINANCIAL POLICY

1. ASC checking account will contain the names of the administrative committee. However if two or more trusted servants live in the same household only one can be listed on the checking account. In addition, Treasurer is to obtain 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. Treasurer is responsible for maintaining the ASC PayPal account with current debit card.
2. All checks written and debit transactions must have the approval of the ASC except in an emergency situation where the approval of the administrative committee is required.
3. The Treasurer should never give anyone a blank check.
4. Four area trusted servants should audit the treasurer's books at the beginning of each term including consecutive terms. An automatic audit should be done when the ASC Treasurer has an incomplete report as stated on page 10 under the treasurer duties note 4. Anyone is welcome at the audit.
5. Regional donation shall be 10% of the ASC checking account balance after all bills are paid (current balance shown on the Treasurer report at the monthly ASC meeting). When Area account balance falls below \$250.00 donation will be suspended for that month.
6. The ASC bank account will contain all funds for the ASC, including subcommittees.
7. Rent should be paid monthly for the ASC meeting and any ASC subcommittee meetings.
8. Any NA member or trusted servant seeking reimbursement for ASC approved expenses must produce receipts within 60 days of the date of that receipt. After that time the expense will be considered an ASC donation.
9. All subcommittees must bring a budget proposal to the ASC for approval prior to receiving funds.

SPECIFIC OFFICE AND SUBCOMMITTEE BUDGETS

SECRETARY:

1. Petty cash fund of \$25.00 is given to Secretary for expenses related to the printing of copies and distribution of the minutes. Fund is to be replenished upon presentation of appropriate receipts. Any expenditure over agreed upon budget must have prior ASC approval. Funds are to be returned to the ASC at completion of term.

SECRETARY ASSISTANT:

1. Petty cash fund of \$25.00 is given to Secretary Assistant for expenses related to the printing of meeting list as decided by the ASC. Fund is to be replenished upon presentation of appropriate receipts. Any expenditure over agreed upon budget must have prior ASC approval. Funds are to be returned to the ASC at completion of term.

RCM AND/OR RCMA:

1. The RCM/RCMA may be reimbursed for gas and tolls to go to the Regional meeting after providing appropriate receipts.

2. The RCM is allotted up to \$5.00 per month for expenses related to making copies of regional minutes and any additional copies of regional flyers for distribution at the ASC.

LITERATURE SUBCOMMITTEE:

1. A 10% surcharge will be added to the final cost of all literature purchased at the Area.
2. The Literature Chair is responsible for balancing the totals as shown on the literature order forms from the Groups given to the Literature Chair from the Treasurer. Literature Chair will advise Group(s) and the Treasurer of any discrepancies as found on order forms.
3. The Literature Chair is to secure a check from the Treasurer before placing the literature order.
4. Petty cash fund of \$25.00 is given to Literature Chair for expenses related to the needs of the literature subcommittee. Fund is to be replenished upon presentation of appropriate receipts. Any expenditure over agreed upon budget must have prior ASC approval. Funds are to be returned to the ASC at completion of term.

ACTIVITIES SUBCOMMITTEE:

1. The proceeds from each function should be counted by the Activities Chair and another trusted servant of the Activities subcommittee. The Activities Chair should secure a money order and deliver it to the ASC Treasurer.
2. The Activities subcommittee has a budget of \$325.00 for each scheduled function.

H & I SUBCOMMITTEE

1. Each regularly scheduled H&I meeting currently being held should receive a monthly literature allowance of \$40.00 maximum. Ex: 3 monthly H&I meetings X \$40.00 = \$120.00 maximum of literature for H&I subcommittee that month. Weekly, bi-weekly or monthly meetings all count as one monthly H&I meeting.
 - a. This ASC has approved the following literature for use at H&I meetings.

IP # 6 - Recovery & Relapse	IP # 7 - Am I an Addict
IP # 8 - Just for Today	IP # 9 - Living the Program
IP # 11 - Sponsorship	IP # 13 - By Young Addicts for . Young Addicts
IP # 16 - For the Newcomer	IP # 17 - For Those in Treatment
IP # 23 - Staying Clean on the Outside	The White Booklet
ATRA Meeting List	Behind the Walls
An Introductory Guide to Narcotics Anonymous	
 - b. 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 requested is not to exceed the amount as illustrated above in note
2. 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.
3. The H&I Subcommittee is allotted up to \$12.00 each month for expenses related to copies, for minutes, distribution sheets, and guidelines.

PR SUBCOMMITTEE:

1. \$10.00 maximum each month for secretarial needs (stamps, envelopes, copies, etc.)
2. The PR Chair is to maintain a stockpile of 20 PR Packets for distribution in response to inquiries. Material for PR packet is to be obtained from the ASC at no charge to the PR subcommittee.

PR packet is to include the following items.

Cover Letter
IP # 1 - Who, What, How, and Why
IP # 22 - Welcome to Narcotics Anonymous
Pamphlet #1604 - NA: A Resource in your Community
A Flyer including our helpline phone number and website address
Other items deemed appropriate for a specific request by the PR subcommittee may also be included.

Current ATRA Meeting List

IP # 7 - Am I an Addict

ELECTION PROCEDURE & LENGTH OF SERVICE

1. Upon Resignation or three months prior to the end of the trusted servant's term, the ASC is to open nominations for their office. At that time nominations will be taken from the floor. At the next ASC, GSRs are to return with any additional nominations for that position. Nominations are then closed. GSRs are to take nominations back to their home group for voting. Election for position held at the next monthly ASC. Newly elected trusted servant takes over office the following month.
2. Before voting takes place all members who are willing to serve as an elected ASC trusted servant must submit a completed NA service resume (see page 29 of this manual for resume form). Resume is to be included in the minutes no later than the month prior to election.
3. If only one person is nominated for a position, it still has to be taken back to the groups for a vote. It is not a true group conscience if all groups in the ASC do not have the opportunity to vote.
4. All ASC positions (except Area Vice Chair, RCMA, Treasurer's Assistant and Ad hoc chairs) are one year commitments. Such servants may be elected to a consecutive one year term. After two consecutive terms a minimum of one year must elapse before a member is eligible to serve in the same position. The ASC Vice Chair, RCMA and Treasurer's Assistant are two year commitments. Ad hoc positions will expire at the completion of the assigned task. It is suggested that all ASC servants have the willingness to give the time and resources necessary for the job and prior fulfilled service occurring on at least the group level.
5. 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. We should elect members who have previously exemplified their ability to fulfill responsibilities. No position should be used simply as a means of allowing any member to prove they are capable of handling money.

DUTIES OF TRUSTED SERVANTS

ASC CHAIR: (For additional duties also see Part One: General Policy)

1. Clean time requirement one year.
2. Presides over monthly ASC meeting in a firm but understanding manner. Should be tolerant and objective, and maintain an orderly flow of business while avoiding personal input.
3. Prepares an agenda for ASC meetings prior to ASC.

4. Prepares annual report of the ATRA for presentation at the December ASC. This report should be given to the RCM for submission at the next Regional meeting.
5. When absent provide the Vice Chair with the agenda and any other necessary materials.

ASC VICE CHAIR: (For additional duties also see Part One: General Policy)

1. Clean time requirement one year.
2. Performs all duties of the ASC Chair in their absence.
3. Although the Vice Chair isn't expected to attend all subcommittee meetings, keeping in contact regularly with subcommittee chairs is suggested. The Vice Chair serves as coordinator of subcommittees and serves as temporary Chair of any subcommittee that finds this position temporarily vacated.
4. The Vice Chairperson will become ASC Chair upon vacancy of the ASC Chair position and relinquish the duties of Vice Chair.

ASC SECRETARY: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement one year.
2. Responsible for recording the course of business at each ASC meeting. These minutes should include all written member reports, motions, ending dates for terms of elected trusted servants, NA service resume for those individuals nominated to serve as elected ASC trusted servants, points of discussion, updated meeting list and flyers of upcoming events, etc. Tally of election votes are not included. These minutes should be typed and then distributed to all ASC members, whether they were present or not, no later than 10 days following the meeting date.
3. Maintains the ASC archives in a central location as determined by the ASC. Archives should include all ASC and Regional minutes and other written reference materials.
4. Maintains up-to-date mailing lists of all ASC members.
5. Keeps a record of dates groups are formed.
6. When an ASC position is vacated, the Secretary should include in the minutes where in this manual the requirements for that position can be found.
7. In the process of keeping the minutes of each meeting, the Secretary should regularly update a log of ASC policy actions. The log lists motions the committee has passed regarding the activities of ASC trusted servants and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. The secretary should have copies of the most recent printing of the log of policy actions available for new GSRs and should distribute, every December, updated versions to all ASC members. See Motion Log form on page 26 of this manual.

ASC SECRETARY'S ASSISTANT: (For additional duties also see Part One: General Policy)

1. Clean time requirement six months.
2. Performs all duties of the Secretary in their absence.

3. Responsible for monthly update of meeting list and distribution to the ASC Secretary and ASC Website Coordinator for their use.
4. Prints updated meeting list and makes available copies monthly as directed by the ASC.

ASC TREASURER: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement two years.
2. Maintains the ASC checking account.
3. Responsible for collection of all funds given to the ASC. Should verify the amount of funds given to the ASC by each group for donation and/or literature order. After verification of Literature funds, Treasurer is to deliver literature order form to the Literature Supply Chair.
4. Presents a written report of monthly transactions for inclusion in the minutes, which shall include: beginning balance (ending balance from previous month), income; donations (to be listed by individual or group), literature sales (to be listed by individual or group), and any other monies collected (listed by source) from the previous month, expenses (to be listed by each check and/or cash payments made), ending with current balance. Report is to also include a copy of the monthly statement as received from the bank noting our current balance and listing all outstanding transactions (debits and 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 are adequately funded.
5. Treasurer is to provide an annual report done at the end of each term detailing all monetary transactions conducted during the previous 12 months.
6. Distributes budgeted or special request monies to trusted servants as approved by the ASC. The request for these funds should be made at regular ASC meetings.
7. Pays all approved invoices, Post Office box rent, rent for committee meetings, etc.
8. Checks P.O. Box on a regular basis and submits ASC mail to the appropriate member(s).
9. Gives receipts upon request and gathers receipts for all transactions for the ASC and is responsible to account for all funds and materials entrusted to the Treasurer.

ASC TREASURER'S ASSISTANT: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement two years.
2. Helps to perform all duties assigned to the treasurer, and performs all duties of the Treasurer in their absence.
3. The Treasurer's Assistant will become the Area Treasurer upon vacancy of the Area Treasurer's position and relinquish the duties of Treasurer's Assistant.

ASC LITERATURE SUPPLY CHAIR: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement one year.

2. Keeps the ASC stockpile of literature and makes the necessary orders to replenish it. ASC literature is defined as any printed material the ASC directs the literature committee to stockpile for distribution to the groups. Brings contents of the stockpile to the monthly ASC meeting and fills group orders.
3. Ensures that literature is at the ASC meeting in ample time to allow transactions to take place before the ASC meeting begins. For Group Starter Kit see General Policies note 12 page 5.
4. A written inventory 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.
5. Can make limited literature items available for sale at any ASC function.
6. Provides an itemized listing (Back Order Bill of Sale, see page 27) of all items ordered and not delivered on the day of order.
7. Delivers back ordered items first from those bills presented when opening the literature for sale at the ASC. Back Order Bill of Sale must be presented to Literature subcommittee for pickup of these items.

ASC LITERATURE SUPPLY CHAIR ASSISTANT: (For additional duties also see Part One: General Policy)

1. Clean time requirement six months.
2. The duties of this position are to assist the Literature Supply Chair in filling orders at ASC meetings.

REGIONAL COMMITTEE MEMBER: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement eighteen months.
2. Attends bi-monthly Regional meetings, stays current with all local Area activities, meetings, subcommittee functions and expresses the ASC's conscience in matters when representing the ASC. Turns in written report monthly to the ASC Secretary and a set of regional minutes for storage in the ASC archives.
3. Stays in contact with other Areas and Regions to keep our ASC informed of upcoming events as well as other pertinent information.
4. Keeps a current mailing list of other Areas and Regions and trusted servants of our Region.
5. It is suggested that the RCM attend at least one other Area's service committee meeting in our region during their term.
6. Works with the RCMA in "training" them to become the next RCM.
7. When the WSC Conference Agenda Report comes out, the RCM needs to be well informed of all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCMA. The RCM and RCMA will arrange 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 on these items.
8. When taking a nomination to Region it must be accompanied by a completed NA Service Resume, as required by the RSC.

REGIONAL COMMITTEE MEMBER ALTERNATE: (For additional duties also see Part One: General Policy)

1. Clean time requirement eighteen months

2. Performs all duties of the RCM in their absence.
3. The RCMA will become RCM upon vacancy of the RCM position and relinquish the duties of RCMA.

ASC WEBSITE COORDINATOR: (For additional duties also see Part One: General Policy)

1. Clean time requirement one year.
2. Works closely with PR subcommittee and regularly attends PR subcommittee meetings.
3. Stays in contact with ASC Secretary and Secretary Assistant to obtain ASC minutes and meeting lists.
4. Maintains ASC website. This includes keeping information on website current and available to all members. New material should be posted within 10 days of monthly ASC meeting.
5. Website should include:
 - a. Our Twelve Steps and our Twelve Traditions.
 - b. Monthly Minutes as provided from the ASC Secretary (including an archive file). Personal resumes from the minutes are not to be posted on the website.
 - c. Updated meeting lists as provided from the ASC Secretary Assistant.
 - d. ATRA P & P manual including all new motions passed at the ASC.
 - e. A listing of all events announced at the ASC including group functions and committee meetings
 - f. Copies of all flyers distributed at the ASC.
 - g. Links to regional, world and other NA websites as deemed appropriate by the ASC.
6. Must have a working computer and the ability to download, scan, and post information on the internet.
7. Maintains at least one license for web conferencing for use by use by groups and service committees allowing remote attendance by members.

AD-HOC COMMITTEES: (For additional duties also see Part One: General Policy)

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 what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. The ASC Chair may appoint either the entire Ad hoc committee or just a chairperson who will put the Ad hoc committee together. Chair turns in written report at each monthly ASC meeting.

PART TWO: ACTIVITIES POLICY (For additional duties also see Financial Policy and Part One: General Policy)

PURPOSE:

The Activities subcommittee consists of a chair, vice chair, secretary, voting members, and any interested members. The primary purpose of this committee is to reach the still suffering addict, and to help promote NA unity through regularly scheduled functions.

FUNCTIONS / RESPONSIBILITIES:

Remember that we represent NA as a whole at our events. The committee needs to coordinate time and duties to assure smooth function at events. Some of these are:

1. Plans themes.

2. Schedules halls, parks, etc., and ensures that reservations are secure by contacting the facility representatives.
3. Buys decorations, coffee, soft drinks, sugar, snacks, etc.
4. Sets up tables, coffee, soft drinks, and depending on the function, makes any other necessary preparations.
5. Schedules people to sell admission tickets, 50/50 tickets, any other raffle tickets, soft drinks, snacks, etc., and makes sure coffee is available.
6. Ensures clean up at completion of function.

ANNUAL ACTIVITIES COMMITTEE FUNCTIONS:

1. Required Functions (Additional Functions permitted by request of Activities Committee and approval of the ASC)
 - a. Conference Agenda Report (“CAR DAY”) - March (held when applicable)
 - b. Area Birthday Party - April
 - c. Dance - Spring or Summer
 - d. KRCNA Fundraiser – Fall (Traditionally a Halloween function)
 - e. Christmas Marathon
 - f. New Year's Eve Dance
2. At least one annual event will be held in each of the three states in this area, and rotate among outlying towns.

QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS:

A. CHAIR: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement two years.
2. Nominated and voted in at the ASC. Activities Chair may be nominated by the activities subcommittee.
3. Schedules and chairs subcommittee meetings.
4. Turns in written report of subcommittee events (including event schedule) to the ASC Secretary at the monthly ASC meeting.
5. Oversees ASC events and assures that delegated responsibilities are fulfilled.
6. Keeps all receipts and turns them in with a final report of each event.

B. VICE CHAIR:

1. Clean time requirement one year.
2. Nominated and voted in by the activities subcommittee.
3. Assists the Chair in their duties.
4. Performs all duties of the Chair in their absence.

C. SECRETARY:

1. Clean time requirement six months.
2. Nominated and voted in by the activities subcommittee.
3. Keeps accurate minutes of each subcommittee meeting.
4. Keeps a name and phone list of all subcommittee members.
5. Keeps roster of voting and non-voting members in attendance at the subcommittee meetings.
6. Keeps records of proceeds and attendance for all events.

D. VOTING MEMBERS:

1. All Activities subcommittee office holders.
2. Other NA members achieve voting status after attending three (3) consecutive subcommittee meetings. Voting status is lost after missing three (3) consecutive meetings.

PART THREE: HOSPITALS AND INSTITUTIONS POLICY

(For additional guidelines also see Part One: General Policy and Financial Policy)

FUNCTIONS / RESPONSIBILITIES:

1. Distributes ASC approved literature. See Financial Policy on page 7 for listing of ASC approved literature for H&I subcommittee.
2. Conducts monthly subcommittee business meeting as noted in General Policy preamble.
3. Assists in the Regional H&I subcommittee when requested.
4. Coordinates the development of any H&I panel meetings. This includes any existing meetings or any new meetings proposed in the future.
5. Elects facility chairs.
6. Conducts workshops and learning days related to H&I.
7. This subcommittee consists of a chair, vice chair, secretary, facility chairs, voting members, and any interested members.

QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS:

A. CHAIR: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement two years.
2. Three months involvement with H&I, within the previous 12 months, including at least:
 - a. Attendance at two consecutive H&I subcommittee business meetings.
 - b. Serving one full month on an H&I panel.
3. Nominated and voted in at the ASC. H&I chair may be nominated by the H&I subcommittee.
4. Prepares monthly subcommittee business meeting agenda.
5. Keeps order in the monthly subcommittee business meeting.
6. Keeps the discussion at the monthly subcommittee business meeting on the topic.
7. Ensures the Twelve Traditions and Twelve Concepts are upheld in all matters.
8. Maintains communication between the H&I Subcommittee and the ASC.
9. Turns in written report to the ASC Secretary at the monthly ASC.
10. Works with the facility chairs in all correspondence with the facilities, upon request of the facility chair or the facility.
11. Collects H&I literature from the ASC and distributes it to the respective facility chairs.
12. Coordinates and verifies the meeting place for the monthly H&I Subcommittee business meeting.
13. Ensures that current guidelines for each facility being served are maintained in written form, if available, and provided to the appropriate facility chairperson.
14. The review and update of the volunteer list is to be put on the monthly agenda of the H&I business meeting, and the chair is to submit any names for deletion to the subcommittee for a decision.

B. VICE CHAIR:

1. Clean time requirement one year.
2. Three months involvement with H&I, within the previous 12 months, including at least:
 - a. Attendance at two consecutive H&I subcommittee business meetings.
 - b. Serving one full month on an H&I panel.
3. Nominated and voted in by the H&I subcommittee.
4. Helps the Chair keep the proceedings orderly.
5. Performs all duties of Chair in their absence.
6. Performs all duties of Secretary in their absence.
7. If Chair's office comes open prior to fulfillment of Vice Chair's commitment, the Vice Chair is eligible for nomination of Chair, providing clean time requirement is met.

C. SECRETARY:

1. Clean time requirement six months.
2. Three months involvement with H&I, within the previous 12 months, including at least:
 - a. Attendance at two consecutive H&I subcommittee business meetings.
 - b. Serving one full month on an H&I panel.
3. Nominated and voted in by the H&I subcommittee.
4. Takes an accurate set of minutes at each monthly H&I subcommittee meeting, and distributes them to committee members prior to the next meeting.
5. Keeps an updated volunteer list (name, clean date and phone number) of those willing to serve on H&I panels.
6. Maintains an ongoing file of all correspondence and minutes.
7. Maintains the addendum page for the H&I Guidelines (see page 21 of this manual).
8. Maintains the records for ongoing literature disbursement.
9. Maintains provisions for refreshments (coffee & donuts).
10. Types and laminates the format for the H&I meetings to become part of H&I materials.

D. FACILITY CHAIRPERSON:

1. Clean time requirement one year for all non-correctional facilities. Correctional facilities have clean time requirement of two years.
2. Three months involvement with H&I, within the previous 12 months, including at least:
 - a. Attendance at two consecutive H&I subcommittee business meetings.
 - b. Serves one full month on an H&I panel.
3. Nominated and voted in by the H&I subcommittee.
4. Responsible for one facility at a time.
5. Acts as liaison between the facility and the H&I subcommittee.
6. Responsible for seeing that meetings are conducted as scheduled and in accordance with H&I guidelines and with those of the facility.
7. Responsible for written monthly report on the meeting and the facility, to be submitted to the H&I Chair prior to the business meeting.
8. 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.
9. Responsible for orientation of prospective panel members who have not attended H&I subcommittee meeting.

E. SUBCOMMITTEE VOTING MEMBERS:

1. Must attend two consecutive H&I subcommittee meetings. Voting status will be granted on the third.
2. Voting status will be revoked after two consecutive absences.

F. PANEL MEMBER REQUIREMENTS AND RESPONSIBILITIES:

1. Clean time requirement 90 days for non-correctional facilities. Correctional facilities have clean time requirement of six months, provided it meets with the acceptance of the facility being served.
2. Panel Members must have a copy of the H&I Guidelines (pages 18 – 21 of this manual) and agree to comply with them.
3. Panel Members must also undergo one of the following:
 - a. Silent observation of two H&I panel meetings, contingent upon the orientation and approval of the Facility Chair where the meeting is being held.
 - b. 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 Chair where the meeting is being held.
4. Give information to Secretary for the volunteer list.

H&I GUIDELINES

A. 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.
7. 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 2/3 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.

B. 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.

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

1. 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.

2. DONT'S

- 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.

Addendum Page for H&I Guidelines

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

PART FOUR: PUBLIC RELATIONS POLICY

(For additional guidelines also see Part One: General Policy and Financial Policy)

FUNCTIONS / RESPONSIBILITIES:

1. Opens and maintains lines of communication between NA and the public and confer(s) with the ASC, RSC, WSC, and WSO when necessary.
2. Acts as the resource and coordinating body for ASC PR efforts.
3. 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.
4. Responds to ALL requests for information in a timely and effective manner.
5. Ensures all requests are handled at the appropriate level of service. Remember, our Ninth Tradition states "...directly responsible to those they serve."
6. Refers any PR request originating outside the jurisdiction of this ASC to the appropriate committee.
7. Turns in written report to the ASC Secretary at the monthly ASC.

A. REQUIREMENTS FOR 12 STEP PHONE LINE VOLUNTEERS

1. Clean time requirement one year.
2. Have working knowledge of the Twelve Steps and Twelve Traditions.
3. Have worked the fourth and fifth steps.
4. Never go on a Twelve Step call alone.
5. Remember we are not physicians or druggists.
6. Never put yourself in danger, and always use proper judgment on a Twelve Step call.
7. To accompany a Twelve Step volunteer you must have six months clean time.
8. Time is essential on a Twelve Step call; volunteers should consider using the nearest Twelve Step volunteer on the list.

B. MEETINGS:

The ASC PR subcommittee meets as needed in policy preamble. The subcommittee may elect to have more frequent meetings as the need arises. If additional meetings are held the time, date, and location should be announced to the fellowship, encouraging all members to attend.

C. MEMBERSHIP:

Subcommittee consists of chair, vice chair, secretary, and voting members. Any elected subcommittee member having two absences in six months is subject to dismissal from office. Failure to comply with the guidelines will result in review of membership on the PR subcommittee.

D. MOTIONS AND VOTING PROCEDURES:

1. Motions may be made and seconded only by voting members.
2. Motions passed by a simple majority of those voting.
3. In the event of a tie, the acting chair will break such tie.

E. Panel Member Requirements and Responsibilities:

1. Clean time requirement, 6 months, providing it meets the acceptance of the facility being served.
2. Panel members must have a copy of the H&I guidelines pages 18-20 of this manual and agree to comply with them
3. Panel members must undergo the following:
 - a. 3 months involvement with H&I panel meetings.
 - b. Approval of PR chair and PR Subcommittee.
4. Give information to the PR Secretary for the volunteer list.

QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS:

A. CHAIR: (For additional duties also see Financial Policy and Part One: General Policy)

1. Clean time requirement one year.
2. Nominated and voted in at the ASC. PR Chair may be nominated by the PR subcommittee.
3. Arrange times and agenda for meetings.
4. Initiates all necessary correspondence.
5. Keeps ASC informed of PR activities.
6. Responsible for files, records, and functioning of the PR subcommittee.
7. Secures necessary funds from the ASC for approved expenses.
8. All PR records not currently being used should be stored with the ASC archives.

B. VICE CHAIR:

1. Clean time requirement six months.
2. Nominated and voted in by the PR subcommittee.
3. Performs all duties of the Chair in their absence.
4. Works with chair and assists closely in all functions of the subcommittee.
5. Carries out responsibilities delegated by the chair and/or subcommittee.

C. SECRETARY:

1. Clean time requirement three months.
2. Nominated and voted in by the PR subcommittee.
3. Develops written material in a clear, concise manner.
4. Records minutes and attendance of each subcommittee meeting.
5. Handles correspondence as directed by the chair.
6. Notifies all members of the subcommittee of upcoming meetings.

D. VOTING MEMBERS:

1. Provides assistance as necessary.
2. Attends PR subcommittee meetings.
3. Must attend two consecutive PR subcommittee meetings. Voting status will be granted on the third.
4. Voting status will be revoked after two consecutive absences.

PART FIVE: POLICY AND PROCEDURE SUBCOMMITTEE

FUNCTIONS / RESPONSIBILITIES:

1. An operating subcommittee of the ATRASCNA. Supported by the ASC and is therefore fully accountable to that committee.
2. Assists groups or subcommittees as needed when preparing motions for policy change. This occurs when a motion is brought to the ASC by a group or subcommittee seeking direction for proper wording and placement of a motion, or when a motion has been ruled out of order by the chair as being unclear or incomplete. This subcommittee then meets directly with the group trusted servant(s) or subcommittee to assist in clarification. Motion is then taken back to the group or subcommittee for review and approval. If group or subcommittee approves, motion will then be returned to the ASC and if seconded taken back to groups for approval after discussion.
3. Subcommittee consists of at least two members from the ASC administrative committee and any other interested members. Subcommittee will be directed to act at the ASC by the chair (see Part 1, Note 1 pg.4).

PART SIX: FORMS, LETTERS, AND PRAYERS

DATE: _____ MOTION # _____

MOTION: _____

INTENT: _____

POLICY AFFECTED: _____

SUBMITTED BY - PERSONS NAME
AND/OR HOME GROUP: _____

SECONDED BY: _____

MOTION PASSED

MOTION DENIED

Addendum Page for Policy Changes

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

Date: _____ **Motion Number:** _____

Motion Wording: _____

Policy Affected: _____

BACK ORDER BILL OF SALE

Group: _____

GSR: _____

Quantity

Item
Description

Fill Date

Quantity	Item Description	Fill Date

BACK ORDER BILL OF SALE

Group: _____

GSR: _____

Quantity

Item
Description

Fill Date

Quantity	Item Description	Fill Date

BACK ORDER BILL OF SALE

Group: _____

GSR: _____

Quantity

Item
Description

Fill Date

Quantity	Item Description	Fill Date

BACK ORDER BILL OF SALE

Group: _____

GSR: _____

Quantity

Item
Description

Fill Date

Quantity	Item Description	Fill Date

BACK ORDER BILL OF SALE

Group: _____

GSR: _____

Quantity

Item
Description

Fill Date

Quantity	Item Description	Fill Date

**Area Service Committee
of
Across The Rivers Area
of
Narcotics Anonymous**

Dear Trusted Servant,

We've missed you.

We are concerned for your welfare. Has something happened that prevents you from fulfilling your commitment as a trusted servant?

Without your participation & 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.

Your absence at the next ASC Meeting will be interpreted as a resignation and the election procedure for a new trusted servant will begin.

In Loving Service,

**ACROSS THE RIVERS AREA
SERVICE COMMITTEE**

NARCOTICS ANONYMOUS SERVICE RESUME

(please print legibly in black ink)

Name: _____ Your Clean Date: _____
Address: _____ Phone: _____
_____ Position: _____
_____ Position Clean Time Req: _____
Email: _____

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

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

What resources (skills, talents, qualities) can you bring to the service position?

What life experiences do you have that you believe 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 on 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.

Twelve Concepts for NA Service

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

PRAYERS

SERENITY PRAYER

**GOD,
GRANT US THE SERENITY TO ACCEPT THE THINGS WE CANNOT CHANGE,
THE COURAGE TO CHANGE THE 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."**