

Treasure Coast Area of Narcotics Anonymous

Area Service Policy & Guidelines

General Policy

- 1) **All Area Service Committee (ASC) Meetings are open to ANY Member of NA.**
- 2) **All Members of the ASC should familiarize themselves with Area Service Policy, Traditions, Concepts, and the procedures followed by the ASC.**
- 3) **Quorum is required to hold an ASC Meeting and also all Motions. Quorum consists of one more than half of the Regular Voting Members (Active GSRs).**
 - a) **Active Group Service Representatives (GSRs)** are the **ONLY Regular Voting Members (Alternate GSRs may vote in the GSRs absence, and are then counted in the Quorum).**
 - b) A new Group **ONLY** becomes a **Regular Voting Member** at the **2nd** consecutive ASC Meeting which its GSR attends.
 - c) A Group that misses two consecutive ASC Meetings **will be removed** from the Quorum count.
 - i) A group **must** attend two consecutive ASC Meetings to regain vote in quorum.
 - d) In case of absence of GSR(Alternate GSR) or Sub-committee Chairperson(Vice Chairperson), group or committee will be marked absent, but report may be given at the ASC by any Member.
 - e) ASC Officers **do not** represent any Group, therefore, have **no vote** at ASC (In case of tie a closed vote will be held among Chair, Secretary, & Treasurer).
 - f) Removing a Group from the meeting list requires a 2/3rds majority vote.
- 4) **New Groups**
 - a) Will be given a copy of the **ASC Policy & Guidelines**, the **Twelve Concepts for NA Service** booklet, and **A Guide to Local Service** book.
 - b) A **New Group Starter Kit** is automatically available from the Literature Sub-committee consisting of \$50 worth of literature to be determined by Group.
 - c) Are responsible for ensuring their Group's **Place of Meeting** is clearly and neatly written or printed in their **GSR Report From** that the ASC Secretary may add Group to current meeting list and register to BMLT.
- 5) **Reports**
 - a) **GSR Reports** should be neatly written, typed, or emailed so the **Secretary** can have accurate notes.
 - i) Day, Time and Place of Meeting
 - ii) Average Monthly Attendance at Meetings
 - iii) Number of Home Group Members
 - iv) Amount of Literature Order
 - v) Amount of 7th Tradition Donation
 - vi) Situations, Problems or Changes
 - vii) Group Conscience Decisions
 - b) **Sub-committee Reports** should be neatly written, typed, or emailed so the **Secretary** can have accurate notes. A reason of absence should be given to Secretary prior to ASC Meeting, if applicable.
 - i) Day, Time and Place of Meeting

- ii) Number attending
- iii) Committee Activities, Accomplishments, and Specific Problems or Situations
- iv) Plans for the upcoming month
- v) Motions for Group Conscience
- vi) List of Income and Expense

6) **Motions**

- a) **ONLY** these positions listed may create or second **Motions**. Also, have automatic **Voice on the Floor** (A raised hand is always mandatory and others may speak at the discretion of the Area Chair).
 - i) **GSR (Alternate GSR** in case of absence)
 - ii) **Regional Committee Member (RCM) (Alternate RCM** in case of absence)
 - iii) **Sub-committee Chair (Vice Chair** in case of absence)
 - iv) **Vice Chairperson**
 - v) **Secretary**
 - vi) **Treasurer**
- b) **All Motions** should be submitted in writing on **Motion Form** to Secretary. Motions dealing with an issue already on the **Floor** will be recognized by the Area Chair and require a verbal second.
- c) **Procedural Sequence of Motions**
 - i) Creator of **Motion** speaks to its intent.
 - ii) Upon hearing intent the **Floor** will be open for discussion consisting of two pros and two cons.
 - iii) A simple majority is required to pass a Motion (**except** Motions that change or waive policy require a **2/3rd** majority). Motions to change policy must go back to groups. **Abstentions** are counted with the majority of voting members.
 - iv) A **Motion to Amend** may be necessary and may be made **ONLY** by the creator of original Motion.
 - v) A **Motion to Table** may be entertained after hearing pros and cons.
 - vi) Motions and issues falling under the responsibility of an existing Sub-committee will be Tabled to that Sub-committee.
 - vii) All Tabled Motions automatically become part of next months ASC Meeting's **Old Business**.
 - viii) The Treasurer **MUST** second any motions pertaining to money.
 - ix) Any motion pertaining to money in excess of \$250.00 must go back to groups.

7) **Election of Officers and Subcommittee Chairs**

- a) Nominations for ASC Officers and Sub-committee Chairs are open in **May**. Nominations from Groups are to be brought to ASC in **June**, and other nominations from the floor will be accepted at that time. The results of the Groups votes will be reported in **July** at which time the new Officers and Chairs will assume the position.
- b) **Procedural Sequence of Nominations & Elections**
 - i) The position is announced and nominations are taken (an explanation of the Office or Chair is read from the **Area Service Guidelines** to establish each position's responsibilities).
 - ii) Nominations for **ALL** ASC Committee Officers and Sub-committee Chairs may **ONLY** be solicited from **Regular Voting Members (Active GSRs)**.
 - iii) Each nomination **MUST** be seconded.
 - iv) After accepting nominations from **Regular Voting Members (Active GSRs)** carrying a Group Conscience, the Chair will ask the Floor if there are any other nominations.

- v) At the time of nominations, each nominee should **state in person** and **submit in writing** their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
- (1) Clean time of Nominee
 - (2) Past Fellowship service experience
 - (3) Reasons Nominee has the desire to serve
 - (4) For more information please see: Principles & Leadership in NA Service, Fourth Concept

vi) A motion is made to close nominations and must be seconded.

vii) All nominations will be Tabled to the Groups for a regular vote.

viii) Nominees for ASC Offices or Sub-committee Chairs must be present to be voted upon. At which time the new Officers will assume the position in July.

c) **Removal of Officers**

1. Voluntary: Given in writing to ASC Chair prior to next ASC meeting

2. Involuntary:

a. Two Consecutive meetings missed without reasonable explanation (reasonability to be determined by the ASC Body) without prior notice given to any Administrative Committee Member

b. Relapse during term

3. Impeachment (In case of failure to perform duties or violation of Tradition/Concept):

a. Notice of intent to pursue an Impeachment must be provided minimum 7 days prior to next ASC by Chairperson

b. Motion must be presented at ASC along with due cause (intent) by any member.

c. Respondent (person being impeached) is given time to respond

d. A vote is taken and $\frac{2}{3}$ majority is required for successful impeachment

8) **TCASC Check Authorization**

a) All TCASC checks require two signatures

b) One of the signatures must be either Area Chair or Treasurer

9) **Sub-Committees** will be allowed to meet at whatever time they choose. Meaning their meeting times might well conflict with regularly scheduled NA meetings.

10) **Budgets for Sub-Committees** will be submitted, reviewed, and voted on by the ASC annually. The Sub-Committee budgets as of January, 2007 are as follows:

o Activities: \$350 seed money to be collected after estimated expenses are presented to ASC, seed money to be returned with all proceeds from an activity

o H&I: \$250 monthly in literature

o Website: \$150 as needed

o RCM: two hotel rooms (one per gender) every other month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's shortest route

o TCCNA \$4,000 seed money (taken from proceeds of prior Convention)

11) **Treasure Coast Area** will donate a case of Basic Texts every June and December to be given to H&I facilities as needed.

12) 200 Meetings Lists per month will be **made available to H&I**. 250 Meeting Lists per month will be made available to GSRs.

Qualifications & Responsibilities of ASC Administration

Chairperson:

The Qualifications of Chairperson are:

- Mandatory **TWO years** abstinence from all drugs
- Active for a minimum of **ONE year** in the Treasure Coast Area NA Service Structure at Area Level
- Willingness and desire to give the time and resources required by the position
- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to organize and communicate effectively

The Responsibilities of Chairperson are:

- Arranges and presides over the monthly ASC Meeting
- Is a co-signer of the ASC bank account
- In Case of Tie will hold closed vote between Secretary, Treasurer, and Chairperson
- Enforces rules of decorum and discipline during ASC Meeting
- Clarifies ASC Policy questions
- Places Principles before Personalities (Attempts to be absolutely fair and impartial, working for the common good)

Vice Chairperson:

The Qualifications of Vice Chairperson are:

- Mandatory **EIGHTEEN months** abstinence from all drugs
- Active for a minimum of **SIX months** in the Treasure Coast Area NA Service Structure at Area Level
- Willingness and desire to give the time and resources required by the position
- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to organize and communicate effectively

The Responsibilities of Vice Chairperson are:

- In the absence of the Chairperson, the Vice Chairperson shall perform all the duties of Chairperson
- Is a co-signer on the ASC bank account

Secretary:

The Qualifications of Secretary are:

- Mandatory **ONE year** abstinence from all drugs
- Active for a minimum **SIX months** in the Treasure Coast Area NA Service Structure at the Area Level
- Willingness and desire to give the time and resources required by the position
- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to communicate and organize effectively

The Responsibilities of Secretary are:

- Keeps all records of the ASC, accurate records of each ASC Meeting, compiles and maintains the Area files and Archives
- Distributes Minutes to GSRs & Sub-committees no later than 2 weeks after ASC Meeting
- Is a co-signer of the ASC bank account
- Types and sends any letters the ASC dictates
- Maintains and arranges for printing of the Area Meeting List
- Does any other job that is assigned by the ASC during the year

Alternate Secretary:

The office of Alternate Secretary is a two year commitment. The first year is spent becoming familiar with the job, attending all ASC Meetings and assisting the Secretary whenever possible. In the absence of the Secretary, the Alternate will perform the duties of the Secretary. If for any reason the Secretary is unable to complete his/her term in office then the Alternate Secretary fills in for the Secretary for the remainder of the term. Recommended qualifications for Alternate Secretary are the same as for the Secretary, with the exception that only six months abstinence is the suggested clean time.

Treasurer:

The Qualifications of Treasurer are:

- Mandatory **TWO years** abstinence from all drugs
- Active for a minimum **SIX months** in the Treasure Coast Area NA Service Structure at the Area Level
- Willingness and desire to give the time and resources required by the position

- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to communicate and organize effectively

The Responsibilities of Treasurer are:

- Reports contributions and expenses at every ASC Meeting
- In addition, also makes quarterly and annual reports about the ASC's finances
- Attempts to make sure each Group contributes their fair share to support ASC services
- Maintains a Prudent Reserve adequate to serve the Area
- All monies are channeled through the Treasurer
- Pays the bills, and Sub-committee Budget amounts as needed, by check.
- All checks are signed at the ASC Meeting
- Treasurer is a co-signer on the ASC bank account

Alternate Treasurer:

The office of Alternate Treasurer is a two year commitment. The first year of service is spent becoming familiar with the duties of the Treasurer, attending all ASC Meetings, and assisting the Treasurer whenever possible. In the absence of the Treasurer, the Alternate will perform the duties of the Treasurer. If for any reason the Treasurer is unable to fulfill his/her commitment, then the Alternate fills in for the remainder of the term. The qualifications are the same as for the Treasurer, with the exception that only one year abstinence is the suggested clean time.

Regional Committee Member:

The Qualifications of RCM are:

- Mandatory **TWO years** abstinence from all drugs
- Active for a minimum **SIX months** in the Treasure Coast Area NA Service Structure at the Area Level
- Willingness and desire to give the time and resources required by the position
- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to communicate and organize effectively

The Responsibilities of RCM are:

- Represents Group Conscience of the ASC at the Regional Service Conference (RSC)
- Provides, for the ASC's consideration, all pertinent RSC Agenda items. This includes motions requiring Area Group Conscience and these must be brought to the ASC that immediately follows RSC allowing enough time for consideration and voting by the Groups
- Attends all RSCs and takes part in any discussion affecting the Region
- Speaks at RSC as the voice of the ASC's Group Conscience
- Places Principles before Personalities (Attempts to be absolutely fair and impartial, working for the common good)
- RCM or Alternate will always have a "Vote of Confidence" at RSC to vote on issues that the Area did not vote on

RCM Alternate:

The office of RCM Alternate is a two year commitment. The first year of service is spent becoming familiar with the duties of the RCM, attending all ASC and RSC Meetings, and assisting the RCM whenever possible. In the absence of the RCM, the Alternate will perform the duties of the RCM. If for any reason the RCM is unable to fulfill his/her commitment, then the Alternate fills in for the remainder of the term. The qualifications are the same as for the RCM, with the exception that only one year abstinence is the suggested clean time.

Qualifications & Responsibilities of ASC Sub-Committees

All Sub-Committee Chairpersons:

The Qualifications of Sub-Committee Chairs are:

- Mandatory **TWO year** abstinence from all drugs
- Active for a minimum **SIX months** in the Treasure Coast Area NA Service Structure at the Sub-Committee Level
- Willingness and desire to give the time and resources required by the position
- Working knowledge of the **12 Traditions & Concepts**
- Leadership ability, able to communicate and organize effectively

It is also suggested that all sub-committees hold workshops to promote an awareness of how they function within the Fellowship. Each sub-committee will submit a monthly budget annually, one month after ASC elections.

Hospitals & Institutions Sub-committee:

The H&I Sub-committee at the Area Level is in charge of carrying the message of recovery to the addict that cannot come to us or to an institution where for any reason here are restrictions that differ from the 12 Traditions. The Area's H&I Sub-committee keeps record of H&I meetings, coordinates panels, and establishes new meetings in as many hospitals and institutions as possible. They are also accountable for all disbursed literature, and for expenditure of their budgeted funds, in a written report to be presented at each ASC.

Literature Sub-committee:

The Literature Sub-committee at the Area Level is primarily responsible for the purchase and distribution of NA literature to the Groups within the Treasure Coast Area. A minimum of one month stockpile of literature adequate to supply the Groups will be kept on hand. The sub-committee fills the Groups literature orders at the ASC then replenishes the stockpile via the Regional Service Office. New Group Starter Kits are automatically provided to a New Group. The Literature Sub-committee is accountable for the inventory in a report given to the ASC.

Activities Sub-Committee:

The Activities Sub-committee coordinates and plans activities that promote unity and fellowship in the NA Program. Any functions planned by this sub-committee are to be brought to the ASC for a vote. The Activities Sub-committee is accountable to the ASC for expenditure of their budgeted funds and for any receipts from events, in a written report submitted to the ASC.

Treasure Coast Convention Sub-committee:

The Treasure Coast Convention Committee is responsible for scheduling, planning, promoting, and generally facilitating the annual Area Convention. The TCC Sub-committee may work in unison with the Activities Sub-committee on fundraising events to promote and finance CCNA. The TCC Sub-committee is accountable to the ASC and will provide a written report subsequent to each TCCNA.