



June 2024

TREASURE COAST AREA OF
NARCOTICS ANONYMOUS, INC
Area Service Policy & Guidelines

*This policy provides addicts with the policies and guidelines of
Treasure Coast Area of Narcotics Anonymous, Inc.*

Version Control

Date Created/Modified	Version History	Author/Updates	What Changed/Added/Deleted
8/14/2022	1.0	Area provides Policy Subcommittee with the policy they have on hand	
9/1/2022	1.1	Motions from May 2021 to July 2022 have been added to policy.	
11/20/22	1.2	Motions from October 2022 added to policy	
10/08/23	1.3	Unknown	Prior Policy Chair provided a base document to the Ad Hoc committee.
11/19/22	1.4	From November 2022 Minutes.	<ul style="list-style-type: none"> • General Policy P. 7 # 14 Treasury Audit • General Policy P. 7 # 15 Literature Audit
12/11/22	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
01/08/23	1.5	From December 2023 minutes	<ul style="list-style-type: none"> • General Policy P.8 #12 Basic Texts to H&I • P. 12 Added qualifications for Alternate Web Servant to Web Servant section. • PP. 9 - 12 Removed qualifications for All Vice Chairs and added Vice/Alt. to Chair qualifications. • P. 8 #11 \$250 monthly for H&I subcommittee expenses.
02/12/23	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
03/12/23	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
04/09/23	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
05/14/23	1.6	From May 2023 minutes.	<ul style="list-style-type: none"> • Changed Web Master to Web Servant • P.11.1.a.i Literature policy passed, changed clean time requirements. • P. 12 & Contents - Added Serenity in the Swamp Subcommittee section
06/11/23	1.7	From June 2023 minutes.	<ul style="list-style-type: none"> • P. 10 #2d added “plus operating expenses”. • Removed 6 month requirement for prior involvement in TCASC.
07/09/23	1.8	From July 2023 minutes.	<ul style="list-style-type: none"> • P. 12 Added “Distributes literature after new business is conducted.”, 10
08/13/23	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
09/10/23	1.9		<ul style="list-style-type: none"> • P. 12 Bank account for Serenity in the Swamp.

Treasure Coast Area of Narcotics Anonymous, Inc.
Area Service Policy and Procedures

June 2024

			<ul style="list-style-type: none"> • P. 10J Treasurer - Added deposit instructions.
10/08/23	N/A	N/A	<ul style="list-style-type: none"> • No motions to change policy
11/12/23	1.10	From November minutes	<ul style="list-style-type: none"> • P. 11, 2D Policy submission time • Under All Sub-Committee Chairpersons - Literature chair clean time change. • Motion approved requiring a stated chain of command within the service structure. This will be added to the policy document once the chain of command is delineated.
12/10/23	1.11	From Dec Min	<ul style="list-style-type: none"> • P. 5.3.C.i Group voting privileges
01/14/24	1.12	Jan 24 min	<ul style="list-style-type: none"> • P.8.11.e TCCNA Budgets
01/14/24	1.13	Jan 24 min	<ul style="list-style-type: none"> • P.11.e TCCNA Chairperson must have 1 year prior exp w/conv
01/14/24	1.14	Jan 24 min	<ul style="list-style-type: none"> • P.8.d RCM change to RCM Team RCM & RCMA
2/1/24	1.15		<ul style="list-style-type: none"> • P.9 Added Area Vice chair qualifications and responsibilities
4/24/24	1.16	April 14, 24	<ul style="list-style-type: none"> • P.6.a.vii Web Servant added to voice on the floor.
4/24/24	1.17	April 14, 24	<ul style="list-style-type: none"> • P.7.b.i Area positions that cannot be GSR
4/24/24	1.18	April 14, 24	<ul style="list-style-type: none"> • P.8.15.a Line Of Succession
4/24/24	1.19	April 14, 24	<ul style="list-style-type: none"> • P.6.c.ix Motions to stay in effect passed or failed for 3 months
4/24/24	1.20	April 14, 24	<ul style="list-style-type: none"> • P.6.b Motions to be submitted prior to start of ASC
4/24/24	1.21	April 14, 24	<ul style="list-style-type: none"> • P.12 Policy is a sub-committee
4/24/24	1.22	April 14, 24	<ul style="list-style-type: none"> • P9.b.c.&g Qualifications & Responsibilities of ASC Admin will be listed on ASC bank, In case of tie vote will be Secretary, Treas, and vicechair. Organize and facilitate Admin meetings.
4/24/24	1.23	April 14, 24	<ul style="list-style-type: none"> • P.9.f added Vice chair as signature on ASC bank
4/24/24	1.24	April 14, 24	<ul style="list-style-type: none"> • P.10. Add point e: Sec must have own access to computer, and maintains and arranges for printing of the Area list, Agendas, Area Policy, , and necessary forms.
4/24/24	1.25	April 14, 24	<ul style="list-style-type: none"> • P.11 Web Servant will upload a copy of redacted Area minutes not including names or phone numbers to Area website.
6/9/24	1.26	June 9, 24	<ul style="list-style-type: none"> • P.13 Qualifications sub-committees
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •

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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 or to vote on any Motions. Quorum consists of one more than half of the Regular Voting Members (Active GSRs).
 - a. Active Group Services 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 will regain voting privileges at the second consecutive ASC Meeting which the GSR attends.
 - d. In case of absence of GSR (Alternate GSR) or Sub-committee Chairperson (Vice Chairperson), a 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
 - i. In case of tie, a closed vote will be held among Vice-Chair, Secretary, and Treasurer.
 - f. Removing a Group from the meeting list requires a 2/3rd majority vote.

4) New Groups

- a. Will be given a copy of the ASC Policy & Guidelines, The 12 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 the Group.
- c. Are responsible for ensuring their Group's Place of Meeting is clearly and neatly written or printed in the GSR Report Form that the ASC Web Servant may add Group to current meeting list.

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 of Meetings
 - iii. Number of Homegroup 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 for absence should be given to the Vice-Chair person prior to the ASC Meeting, if applicable.

- i. Day, Time, and Place of Meeting
- ii. Number of attendees
- 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 Expenses

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
 - vii. Web Servant
- b. **All Motions** should be submitted in writing on Motion Form to Secretary **prior to the start of the Area meeting**. 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 the 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 month's ASC Meeting's Old Business.
 - viii. Any motion pertaining to money in excess of \$250.00 must go back to groups.
 - ix. **Any motion that passes or fails**, will stay in effect for at least 3 months before any changes can be requested in the form of a motion.

7) Elections of Officers and Subcommittee Chairs

a. Nominations for ASC Officers and Sub-committee Chairs are open in November. Nominations from Groups are to be brought to ASC in December, and other nominations from the floor will be accepted at that time. The result of the Group's votes will be reported in January at which time the new Officers and Chairs will assume the position.

b. Area Positions that cannot hold a GSR position:

- i. Chair, Vice-chair, RCM Team, Treasurer and Alt Treasurer.

c. Procedural Sequence of Nominations and 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 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 nomination, 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. Reason 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 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 January.

d. Removal of Officers

- i. Voluntary: Given in writing to ASC Chair prior to next ASC meeting
- ii. Involuntary:
 1. Two Consecutive meetings missed without reasonable explanation (reasonability to be determined by the ASC body) without prior notice given to any Administrative Committee Member
 2. Relapse during term.
- iii. Impeachment (In case of failure to perform duties or violation of Traditions/ Concepts):
 1. Notice of intent to pursue an Impeachment must be provided minimum 7 days prior to next ASC by Chairperson

2. Motion must be presented at ASC along with due cause (intent) by any member.
3. Respondent (person being impeached) is given time to respond.
4. A vote is taken, and 2/3rd majority is required for successful impeachment.

8) **TCASC Check Authorization**

- a. One of the signatures must be either Area Chair, Vice-Chair or Treasurer

9) **Donations**

- a. The area treasurer is to donate any area funds after expenses and prudent reserve to our Regional Service Body and follow the proper flow of funds each month.

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

11) **Budgets** for Sub-Committees will be submitted, reviewed, and voted on by the ASC annually. The Sub-Committee budget as of January 2024 are as follows:

- a. **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.
- b. **Serenity in the Swamp** to have \$1500.00 prudent reserve to be held by ASC in the Serenity bank account which is attached to a square. (Square=banking tool to integrate accounts seamlessly).
- b. **H&I:** \$250 monthly for subcommittee expenses
- c. **Website:** \$150 as needed
- d. **RCM Team:** RCM and RCMA: two hotel rooms (one per gender), 2 room nights every month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's shortest route.
- e. **Treasure Coast Convention NA:** TCCNA does not have an area budget and is to set their prudent reserve in their own subcommittee meetings. TCCNA subcommittee will make all financial decisions in their subcommittee meetings and does not need approval at the ASC. At the conclusion of the TCCNA event, TCCNA subcommittee will determine how to allocate any funds profited from the event at their subcommittee meeting with the only requirement being that funds must stay within NA (i.e. used for next event/budget increase, donations made to area/region, donations straight to subcommittee such as H&I, etc).
- f. **PR:** \$200 as needed for PR related materials and functions

12) Treasure Coast Area will donate a case of which is 24 Basic Texts every June and December to be given to H&I facilities as needed.

13) 200 Meeting Lists per month will be made available to H&I. 250 Meeting Lists per month will be made available to GSRs.

14) Treasure Coast Area **Treasurer** and **Literature** will be audited every January and/or whenever the position changes hands. This is to be done by an AD-HOC committee consisting of at least one Admin.

15) **Line of Succession:**

- a. The line of succession for holding the Chair position in case of their absence or in situations in which the Chairperson must step aside are as follows: Vice-Chairperson, Treasurer,

RCM, Web Servant, Policy Chair, H&I Chairperson, PR Chairperson, Activities Chairperson, and Literature Chairperson.

- b. For the position of Vice-Chairperson, the line of succession is the same.
- c. If the position of Treasurer/Alt Treasurer is unfilled or the Treasurer/Alt is unable to temporarily fulfill the duties assigned, the Chairperson and Vice-Chairperson will take over the responsibilities.

Qualifications & Responsibilities of ASC Administration

Area Chairperson:

1. The Qualifications of the Chairperson are:
 - a. Mandatory TWO years abstinence from all drugs
 - b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure at Area Level
 - c. Willingness and desire to give the time and resources required by the position.
 - d. Working knowledge of the 12 Traditions & Concepts
 - e. Leadership ability, able to organize and communicate effectively.
2. The Responsibilities of the Chairperson are:
 - a. Arranges and presides over the monthly ASC Meeting
 - b. Will be listed on the ASC bank account as a possible signer.
 - c. In Case of Tie will hold closed vote between Secretary, Treasurer, and Vice-Chairperson
 - d. Enforces rules of decorum and discipline during ASC Meeting
 - e. Clarifies ASC Policy questions.
 - f. Places Principles before Personalities (Attempts to be fair and impartial, working for the common good)
 - g. To organize and facilitate admin meetings as needed.

Area Vice-Chairperson:

1. The Qualifications of the Vice-Chairperson are:
 - a. Mandatory TWO years abstinence from all drugs
 - b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure at Area Level
 - c. Willingness and desire to give the time and resources required by the position.
 - d. Working knowledge of the 12 Traditions & Concepts
 - e. Leadership ability, able to organize and communicate effectively.
2. The Responsibilities of the Vice-Chairperson are:
 - a. Coordinate's the area subcommittees.
 - b. Keep in regular touch with the chairpersons of each of the subcommittee's staying

informed of their projects and problems, attending subcommittee meetings whenever possible.

- c. When disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions.
- d. Works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
- e. The vice-chair person is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meeting in Chairperson's absence.
- f. Will be listed on the ASC bank Account as a possible signer.

Secretary & Alternate Secretary:

1. The Qualifications of the Secretary & Alternate are:
 - a. Mandatory 1 year abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
 - d. Leadership ability, able to organize and communicate effectively.
 - e. Must have their own access to a computer and be proficient on that computer.
2. The Responsibilities of the Secretary and Alternate are:
 - a. Keeps all records of the ASC, accurate records of each ASC Meeting, compiles and maintains the Area files and Archives.
 - b. Distributes Minutes to GSRs & Sub-Committees no later than 2 weeks after ASC Meeting
 - c. Types and sends any letters the ASC dictates.
 - d. Maintains and arranges for printing of the Area Meeting list, Agendas, Area Policy, and all necessary area forms.

Treasurer & Alternate Treasurer:

1. The Qualifications of the Treasurer and Alt-Treasurer are:
 - a. Mandatory 2 years abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
 - d. Leadership ability, able to organize and communicate effectively.
2. The Responsibilities of the Treasurer and Alt-Treasurer are:
 - a. Reports contributions and expenses at every ASC Meeting
 - b. In addition, also makes quarterly and annual reports about the ASC's finances.
 - c. Attempts to make sure each Group contributes their fair share to support ASC services.
 - d. Maintains a Prudent Reserve plus operating expenses adequate to serve the Area.
 - e. All monies are channeled through the Treasurer.

- f. Pays the bills, and Sub-committee Budget amounts as needed, by check.
- g. All checks are signed at the ASC Meeting
- h. Is a co-signer of the ASC bank account.
- i. Maintain relationship with tax professionals to maintain yearly 501-3C non-profit status.
- j. All monies are to be deposited into the ASC bank account by a signer on the account, within 3 business days of area unless a holiday falls within that.

Regional Committee Member & Alternate Regional Committee Member:

1. The Qualifications of the RCM and Alt RCM are:
 - a. Mandatory 2 years abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
 - d. Leadership ability, able to organize and communicate effectively.
2. The Responsibilities of the RCM and Alt RCM are:
 - a. Represents Group Conscience of the ASC at the Regional Service Conference (RSC)
 - b. 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.
 - c. Attends all RSCs and takes part in any discussion affecting the Region.
 - d. Speaks at RSC as the voice of the ASC's Group Conscience
 - e. Places Principles before Personalities (Attempts to be fair and impartial, working for the common good)
 - f. RCM or Alternate will always have a "Vote of Confidence" at RSC to vote on issues that the Area did not vote on

Web Servant & Alternate Web Servant:

1. The Qualifications of the Web Servant and Alt are:
 - a. Mandatory one year abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
2. The Responsibilities of the Web Servant and Alt are:
 - Maintain the domain name's registration.
 - Website Updates
 - a. Updates website with required changes including meeting lists.
 - Performs routine maintenance monthly including a full backup of the site.
 - Maintain Google Workspace for each subcommittee and admin body.
 - Will upload a copy of redacted minutes (not to include last names or phone numbers) to the Area's website.

Qualifications & Responsibilities of Subcommittees

All Subcommittee Chairpersons:

1. The Qualifications of the Subcommittee's Chairperson are:

All Subcommittee chairs should have a willingness and desire to give the time and resources required to the position as well as a working knowledge of the 12 Traditions and Concepts. Leadership abilities should be carefully considered when selecting trusted servants. It is important that subcommittee chairs are able to be organized and communicate effectively. The specific qualifications and responsibilities for each subcommittee chairperson can be found in that subcommittee's policy. Below are the qualifications for each subcommittee chairperson as per their specific policies.

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

Policy Subcommittee Chair & Vice Policy Chair:

1. The Qualifications of the Policy Chair and Vice Chair are:
 - a. Mandatory TWO years abstinence from all drugs
 - b. Willingness and desire to give the time and resources required by the position.
 - c. Working knowledge of the 12 Traditions & Concepts
2. The Responsibilities of the Policy Chair and Vice Chair are:
 - a. Enforce rules of decorum and discipline during Area Service Committee meeting
 - b. Places Principles before personalities (attempts to be absolutely fair and impartial, working for the common good)
 - c. Clarify TCANA policy questions.
 - d. Update policy as required and submit a PDF and/or Word document to the Web Servant within 14 days of approval.

Hospitals & Institutions Subcommittee:

The H&I Subcommittee 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 there are restrictions that differ from the 12 Traditions. The Area's H&I Subcommittee keeps records 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 Subcommittee:

The Literature Subcommittee 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 or the WSO (World Service office NAWs) finding the best possible price. 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. Distributes literature after all business is conducted.

Activities Subcommittee:

The Activities Subcommittee coordinates and plans activities that promote unity and fellowship in the NA Program. Any functions planned by this subcommittee are to be brought to the ASC for a vote. The Activities subcommittee 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 Subcommittee:

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

Public Relations/ Helpline Subcommittee:

The Public relations/ Helpline subcommittee responsible for informing the public about recovery from the disease of addiction through the Twelve Steps and Twelve Tradition of Narcotics Anonymous. This subcommittee is also responsible for maintaining an open line of communication 24 hours a day, 365 days a year to assist addicts in finding meetings and information about Narcotics Anonymous.

Serenity in the Swamp Subcommittee:

The Serenity in the Swamp Subcommittee is responsible for scheduling, planning, promoting, and generally facilitating the annual Area Serenity in the Swamp campout. TCSITS will open a separate account housed under the area bank account for Serenity in the Swamp. Also providing a written report to ASC when activity is completed.