



October 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
01/14/24	1.13	Jan 24 min	P.11.e TCCNA Chairperson must have 1 year prior exp w/conv
01/14/24	1.14	Jan 24 min	P.8.d RCM change to RCM Team RCM & RCMA
2/1/24	1.15	Feb 1 , 24	P.9 Added Area Vice chair qualifications and responsibilities
4/24/24	1.16	April 14, 24	P.6.a.vii Web Servant added to voice on the floor.
4/24/24	1.17	April 14, 24	P.7.b.i Area positions that cannot be GSR
4/24/24	1.18	April 14, 24	P.8.15.a Line Of Succession
4/24/24	1.19	April 14, 24	P.6.c.ix Motions to stay in effect passed or failed for 3 months
4/24/24	1.20	April 14, 24	P.6.b Motions to be submitted prior to start of ASC
4/24/24	1.21	April 14, 24	P.12 Policy is a sub-committee
4/24/24	1.22	April 14, 24	P.9.b.c.&g Qualifications & Responsibilities of ASC Admin will be listed on ASC bank, In case of tie vote will be Secretary, Treas, and
4/24/24	1.23	April 14, 24	P.9.f added Vice chair as signature on ASC bank
4/24/24	1.24	April 14, 24	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	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	P.12 Qualifications sub-committees
8/11/24	1.27	Aug 11, 24	P.6.6 Motions, i. The only exception to this would be motion to close. (Page now is 5)
8/11/24	1.28	Aug 11, 24	P.7.7 Election of Officers Open in Oct, discuss in Nov, vote in Dec (Page now is 6)
8/11/24	1.29	Aug 11, 24	Policy has removed version 22,23 leaving only 2024, staying in the present. 2023 policy always available.
9/9/24	1.30	Sept 9, 24	Added Line numbers for easier locating
9/9/24	1.31	Line 127	Check Auth changed to check and Finances
9/9/24	1.32	Line 129	8.b. All money collected from events, including seed money, will be turned over to ASC within 72 hours (per policy) business days after the event

Table of Contents

General Policy 4-8

ASC Meetings 4

Quorum 4

New Groups..... 4

Reports 4

Motions 5

Elections of Officers and Sub-Committee Chairs..... 6

TCASC Check Authorization 7

Donations 7

Subcommittees 7

Line of Succession 8

Qualifications and Responsibilities of ASC Admin.....8-10

Chairperson 8

Vice Chairperson 8

Secretary 9

Alternate Secretary..... 9

Treasurer 9

Alternate Treasurer 9

Regional Committee Member (RCM) 10

Alternate RCM..... 10

Web Servant..... 10

Qualifications and Responsibilities of Sub-Committees 11-12

All Subcommittee Qualification 11

Policy Subcommittee 11

H&I Subcommittee 11

Literature Subcommittee..... 12

Activities Subcommittee..... 12

Treasure Coast Convention Subcommittee..... 12

Public Relations/ Helpline Subcommittee 12

Serenity in the Swamp
 Subcommittee.....12

1 **General Policy**

- 2 1) All Area Service Committee (ASC) Meetings are open to ANY Member of NA.
- 3 2) All Members of the ASC should familiarize themselves with Area Service Policy, Traditions,
- 4 Concepts, and the procedures followed by the ASC.
- 5 3) Quorum is required to hold an ASC Meeting or to vote on any Motions. Quorum consists of one
- 6 more than half of the Regular Voting Members (Active GSRs).
- 7 a. Active Group Services Representatives (GSRs) are the ONLY Regular Voting Members
- 8 (Alternate GSRs may vote in the GSRs absence and are then counted in the Quorum).
- 9 b. A new Group ONLY becomes a regular voting member at the 2nd consecutive ASC
- 10 Meeting which its GSR attends.
- 11 c. A Group that misses two consecutive ASC Meetings will be removed from the Quorum
- 12 count.
- 13 i. A group will regain voting privileges at the second consecutive ASC Meeting
- 14 which the GSR attends.
- 15 d. In case of absence of GSR (Alternate GSR) or Sub-committee Chairperson (Vice
- 16 Chairperson), a group or committee will be marked absent, but report may be given at the
- 17 ASC by any Member.
- 18 e. ASC Officers do not represent any Group, therefore, have no vote at ASC
- 19 i. In case of tie, a closed vote will be held among Vice-Chair, Secretary, and Treasurer.
- 20 f. Removing a Group from the meeting list requires a 2/3rd majority vote.

21 **4) New Groups**

- 22 a. Will be given a copy of the ASC Policy & Guidelines, The 12 Concepts for NA Service
- 23 booklet, and A Guide to Local Service book.
- 24 b. A New Group Starter Kit is automatically available from the Literature Sub-Committee
- 25 consisting of \$50 worth of literature to be determined by the Group.
- 26 c. Are responsible for ensuring their Group's Place of Meeting is clearly and neatly written
- 27 or printed in the GSR Report Form that the ASC Web Servant may add Group to current
- 28 meeting list.

29 **5) Reports**

- 30 a. **GSR Reports** should be neatly written, typed, or emailed so the Secretary can have
- 31 accurate notes.
- 32 i. Day, Time, and Place of Meeting
- 33 ii. Average Monthly Attendance of Meetings
- 34 iii. Number of Homegroup Members
- 35 iv. Amount of Literature Order
- 36 v. Amount of 7th Tradition Donation
- 37 vi. Situations, Problems or Changes
- 38 vii. Group Conscience Decisions
- 39 b. **Sub-committee Reports** should be neatly written, typed or emailed so the Secretary can

40 have accurate notes. A reason for absence should be given to the Vice-Chair person prior
41 to the ASC Meeting, if applicable.

- 42 i. Day, Time, and Place of Meeting
- 43 ii. Number of attendees
- 44 iii. Committee Activities, Accomplishments, and Specific Problems or Situations
- 45 iv. Plans for the upcoming month
- 46 v. Motions for Group Conscience
- 47 vi. List of Income and Expenses

48 **6) Motions**

49 **a. ONLY** these positions listed may create or second Motions. Also, have automatic Voice
50 on the Floor (A raised hand is always mandatory and others may speak at the discretion of
51 the Area Chair).

- 52 i. GSR (Alternate GSR in case of absence)
- 53 ii. Regional Committee Member (RCM) (Alternate RCM in case of absence)
- 54 iii. Sub-committee Chair (Vice Chair in case of absence)
- 55 iv. Vice Chairperson
- 56 v. Secretary
- 57 vi. Treasurer
- 58 vii. Web Servant

59 **b. All Motions** should be submitted in writing on Motion Form to Secretary **prior to the**
60 **start of the Area meeting**. Motions dealing with an issue already on the Floor will be
61 recognized by the Area Chair and require a verbal second.

- 62 i. The only exception to this would be a motion to close, which can be made at any
63 time.

64 **c. Procedural Sequence of Motions**

- 65 i. Creator of Motion speaks to its intent.
- 66 ii. Upon hearing intent, the Floor will be open for discussion consisting of two pros
67 and two cons.
- 68 iii. A Simple majority is required to pass a Motion (except Motions that change or
69 waive policy require a 2/3rd majority). Motions to change policy **MUST** go back to
70 groups. Abstentions are counted with the majority of voting members.
- 71 iv. A Motion to Amend may be necessary and may be made **ONLY** by the creator of
72 the original motion.
- 73 v. A Motion to Table may be entertained after hearing pros and cons.
- 74 vi. Motions and issues falling under the responsibility of an existing Sub-committee
75 will be tabled to that Sub-Committee.
- 76 vii. All Tabled Motions automatically become part of next month's ASC Meeting's
77 Old Business.
- 78 viii. Any motion pertaining to money in excess of \$250.00 must go back to groups.

- 79 ix. **Any motion that passes or fails**, will stay in effect for at least 3 months before
80 any changes can be requested in the form of a motion.

81 **7) Elections of Officers and Subcommittee Chairs**

- 82 a. Nominations for ASC Officers and Sub-Committee' Chairs are open in October, at this
83 time the nomination process will be followed accepting nominations from groups and
84 members. These nominations will be sent to groups. In November, GSR's will have the
85 opportunity to ask questions from their groups to the nominees and bring the responses
86 back to their groups. Nominations will be voted on in December. In January the new
87 Officers and Sub-Committee Chairs will assume their positions.

88 **b. Area Positions that cannot hold a GSR position:**

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

90 **c. Procedural Sequence of Nominations and Elections**

- 91 i. The position is announced, and nominations are taken (an explanation of the Office
92 or Chair is read from the Area Service Guidelines to establish each position's
93 responsibilities).

- 94 ii. Nominations for ALL ASC Officers and Sub-committee Chairs may ONLY be
95 solicited from Regular Voting Members (Active GSRs).

- 96 iii. Each nomination MUST be seconded.

- 97 iv. After accepting nominations from Regular Voting Members (Active GSRs)
98 carrying a Group Conscience, the Chair will ask the Floor if there are any other
99 nominations.

- 100 v. At the time of nomination, each nominee should state in person and submit in
101 writing their qualifications for serving the Fellowship through the position in
102 question. At a minimum, the following topics should be addressed:

- 103 1. Clean time of Nominee
104 2. Past Fellowship service experience
105 3. Reason Nominee has the desire to serve.
106 4. For more information please see: Principles & Leadership in NA Service,
107 Fourth Concept

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

- 109 vii. All nominations will be tabled to the Groups for regular vote.

- 110 viii. Nominees for ASC Offices or Sub-Committee Chairs must be present to be voted
111 upon. At which time the new Officers will assume the position in January.

112 **d. Removal of Officers**

- 113 i. Voluntary: Given in writing to ASC Chair prior to next ASC meeting

- 114 ii. Involuntary:

- 115 1. Two Consecutive meetings missed without reasonable explanation
116 (reasonability to be determined by the ASC body) without prior notice
117 given to any Administrative Committee Member

- 118 2. Relapse during term.

119 iii. Impeachment (In case of failure to perform duties or violation of Traditions/
120 Concepts):

- 121 1. Notice of intent to pursue an Impeachment must be provided minimum 7
122 days prior to next ASC by Chairperson
- 123 2. Motion must be presented at ASC along with due cause (intent) by any
124 member.
- 125 3. Respondent (person being impeached) is given time to respond.
- 126 4. A vote is taken, and 2/3rd majority is required for successful impeachment.

127 **8) TCASC Check Authorization and Finances**

- 128 a. One of the signatures must be either Area Chair, Vice-Chair or Treasurer.
- 129 b. All money collected from events, including seed money, will be turned over to ASC within
130 72 hours (per policy) business days after the event.

131 Exceptions: Convention and Serenity In The Swamp subcommittees will retain all funds
132 collected from fund raisers until after their main event. At that time, all funds will be
133 turned over to ASC within 72 hours minus their prudent reserves. Prudent reserves will be
134 kept in their dedicated bank accounts.

135 **9) Donations**

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

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

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

- 142 a. **Activities:** \$350 seed money to be collected after estimated expenses are presented to
143 ASC, seed money to be returned with all proceeds from an activity.
- 144 b. **Serenity in the Swamp** to have \$1500.00 prudent reserve to be held by ASC in the Serenity
145 bank account which is attached to a square. (Square=banking tool to integrate accounts
146 seamlessly).
- 147 b. **H&I:** \$250 monthly for subcommittee expenses
- 148 c. **Website:** \$150 as needed
- 149 d. **RCM Team:** RCM and RCMA: two hotel rooms (one per gender), 2 room nights every
150 month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's shortest
151 route.
- 152 e. **Treasure Coast Convention NA:** TCCNA does not have an area budget and is to set their
153 prudent reserve in their own subcommittee meetings. TCCNA subcommittee will make
154 all financial decisions in their subcommittee meetings and does not need approval at the
155 ASC. At the conclusion of the TCCNA event, TCCNA subcommittee will determine how
156 to allocate any funds profited from the event at their subcommittee meeting with the only
157 requirement being that funds must stay within NA (i.e. used for next event/budget increase,
158 donations made to area/region, donations straight to subcommittee such as H&I, etc).
- 159 f. **PR:** \$200 as needed for PR related materials and functions

- 160 12) Treasure Coast Area will donate a case of which is 24 Basic Texts every June and December to
161 be given to H&I facilities as needed.
- 162 13) 200 Meeting Lists per month will be made available to H&I. 250 Meeting Lists per month will
163 be made available to GSRs.
- 164 14) Treasure Coast Area **Treasurer** and **Literature** will be audited every January and/or whenever
165 the position changes hands. This is to be done by an AD-HOC committee consisting of at least
166 one Admin.

167 **15) Line of Succession:**

- 168 a. The line of succession for holding the Chair position in case of their absence or in situations
169 in which the Chairperson must step aside are as follows: Vice-Chairperson, Treasurer,
170 RCM, Web Servant, Policy Chair, H&I Chairperson, PR Chairperson, Activities
171 Chairperson, and Literature Chairperson.
- 172 b. For the position of Vice-Chairperson, the line of succession is the same.
- 173 c. If the position of Treasurer/Alt Treasurer is unfilled or the Treasurer/Alt is unable to
174 temporarily fulfill the duties assigned, the Chairperson and Vice-Chairperson will take
175 over the responsibilities.

176

177 **Qualifications & Responsibilities of ASC Administration**

178

179 **Area Chairperson:**

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

197 **Area Vice-Chairperson:**

- 198 1. The Qualifications of the Vice-Chairperson are:

- 199 a. Mandatory TWO years abstinence from all drugs
200 b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure
201 at Area Level
202 c. Willingness and desire to give the time and resources required by the position.
203 d. Working knowledge of the 12 Traditions & Concepts
204 e. Leadership ability, able to organize and communicate effectively.
205 2. The Responsibilities of the Vice-Chairperson are:
206 a. Coordinate's the area subcommittees.
207 b. Keep in regular touch with the chairpersons of each of the subcommittee's staying
208 informed of their projects and problems, attending subcommittee meetings whenever
209 possible.
210 c. When disputes arise within a subcommittee or between subcommittees, the ASC vice
211 chair helps find solutions.
212 d. Works closely with subcommittee chairs when they prepare their annual reports and
213 budget proposals.
214 e. The vice-chair person is also responsible to assist the chairperson in conducting area
215 committee meetings and to conduct ASC meeting in Chairperson's absence.
216 f. Will be listed on the ASC bank Account as a possible signer.
217

218 **Secretary & Alternate Secretary:**

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

233 **Treasurer & Alternate Treasurer:**

- 234 1. The Qualifications of the Treasurer and Alt-Treasurer are:
235 a. Mandatory 2 years abstinence from all drugs
236 b. Willingness and desire to give the time and resources required by the position.

- 237 c. Working knowledge of the 12 Traditions & Concepts
238 d. Leadership ability, able to organize and communicate effectively.
239 2. The Responsibilities of the Treasurer and Alt-Treasurer are:
240 a. Reports contributions and expenses at every ASC Meeting
241 b. In addition, also makes quarterly and annual reports about the ASC's finances.
242 c. Attempts to make sure each Group contributes their fair share to support ASC
243 services.
244 d. Maintains a Prudent Reserve plus operating expenses adequate to serve the Area.
245 e. All monies are channeled through the Treasurer.
246 f. Pays the bills, and Sub-committee Budget amounts as needed, by check.
247 g. All checks are signed at the ASC Meeting
248 h. Is a co-signer of the ASC bank account.
249 i. Maintain relationship with tax professionals to maintain yearly 501-3C non-profit
250 status.
251 j. All monies are to be deposited into the ASC bank account by a signer on the account,
252 within 3 business days of area unless a holiday falls within that.

253 **Regional Committee Member & Alternate Regional Committee Member:**

- 254 1. The Qualifications of the RCM and Alt RCM are:
255 a. Mandatory 2 years abstinence from all drugs
256 b. Willingness and desire to give the time and resources required by the position.
257 c. Working knowledge of the 12 Traditions & Concepts
258 d. Leadership ability, able to organize and communicate effectively.
259 2. The Responsibilities of the RCM and Alt RCM are:
260 a. Represents Group Conscience of the ASC at the Regional Service Conference (RSC)
261 b. Provides, for the ASC's consideration, all pertinent RSC Agenda items. This includes
262 motions requiring Area Group Conscience and these must be brought to the ASC that
263 immediately follows RSC allowing enough time for consideration and voting by the
264 Groups.
265 c. Attends all RSCs and takes part in any discussion affecting the Region.
266 d. Speaks at RSC as the voice of the ASC's Group Conscience
267 e. Places Principles before Personalities (Attempts to be fair and impartial, working for
268 the common good)
269 f. RCM or Alternate will always have a "Vote of Confidence" at RSC to vote on issues
270 that the Area did not vote on

271 **Web Servant & Alternate Web Servant:**

- 272 1. The Qualifications of the Web Servant and Alt are:
273 a. Mandatory one year abstinence from all drugs
274 b. Willingness and desire to give the time and resources required by the position.

- 275 c. Working knowledge of the 12 Traditions & Concepts
276 2. The Responsibilities of the Web Servant and Alt are:
277 • Maintain the domain name's registration.
278 • Website Updates
279 a. Updates website with required changes including meeting lists.
280 • Performs routine maintenance monthly including a full backup of the site.
281 • Maintain Google Workspace for each subcommittee and admin body.
282 • Will upload a copy of redacted minutes (not to include last names or phone numbers)
283 to the Area's website.
284

Qualifications & Responsibilities of Subcommittee

All Subcommittee Chairpersons:

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

289 Mandatory 2 years abstinence from all drugs except **i. Literature Chair requirement is**
290 **18 months clean & Lit Vice Chair is 12 months clean.**

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

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

Policy Subcommittee Chair & Vice Policy Chair:

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

313

314 **Hospitals & Institutions Subcommittee:**

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

321 **Literature Subcommittee:**

322 The Literature Subcommittee at the Area Level is primarily responsible for the purchase and
323 distribution of NA literature to the Groups within the Treasure Coast Area. A minimum of one
324 month stockpile of literature adequate to supply the Groups will be kept on hand. The sub-committee
325 fills the Groups literature orders at the ASC then replenishes the stockpile via the Regional Service
326 Office or the WSO (World Service office NAWS) finding the best possible price. New Group Starter
327 Kits are automatically provided to a New Group. The Literature Sub-committee is accountable for
328 the inventory in a report given to the ASC. Distributes literature after all business is conducted.

329 **Activities Subcommittee:**

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

334 **Treasure Coast Convention Subcommittee:**

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

340 **Public Relations/ Helpline Subcommittee:**

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

346 **Serenity in the Swamp Subcommittee:**

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