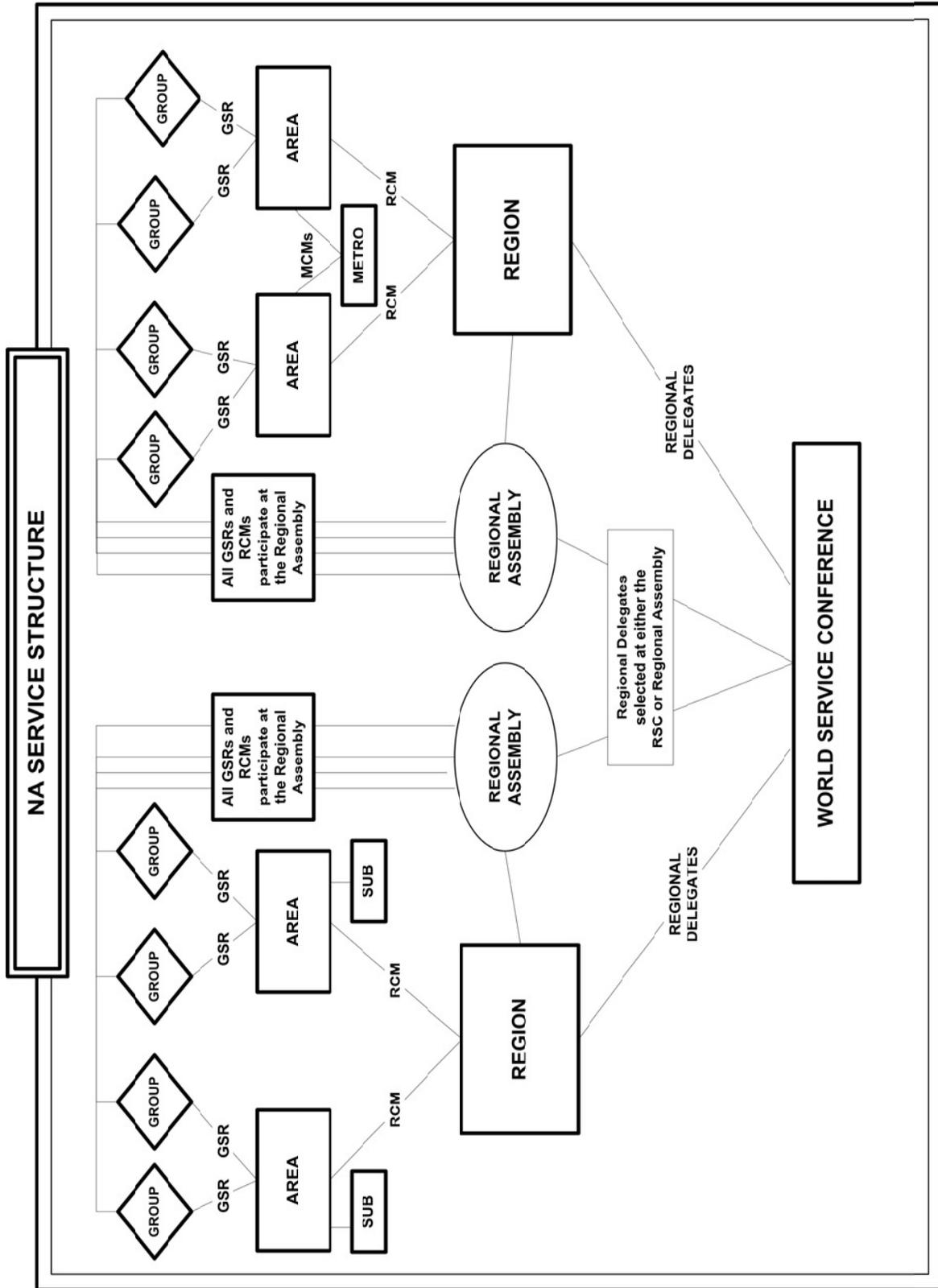


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NA Service Structure



NA Service Structure

The Narcotics Anonymous Service Structure

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level including groups, areas, metropolitan services, regions, etc., can be found in this *Guide to Local Services in Narcotics Anonymous*. Additional information about NA World Services may be found in *A Guide to World Services in Narcotics Anonymous*.

The NA Group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions, and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The Area Service Committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The Metropolitan Service Committee (MSC)

A metropolitan service committee may exist to administer a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message.

The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs usually elect regional committee officers from among themselves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and may elect a regional delegate and alternate delegate to the WSC.

Zonal Forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways.

NA Service Structure

NA World Services (NAWS)

World services are those services which deal with the needs of NA as a whole, and which NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

World Service Conference (WSC)

Unlike all other NA service bodies, the conference is not an entity; it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

The World Board (WB)

The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

The World Service Office (WSO)

The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Human Resource Panel (HRP) and the World Pool

The Human Resource Panel facilitates an election/selection process that allows the World Services Conference to choose trusted servants based upon the principles of ability and experience, and help to allow members to be nominated from around the world without having to be present at the conference to receive due consideration. The HRP administers the world pool, which is the source for candidates that the HRP can select from to recommend for WSC elections for the World Board, for the WSC Co-Facilitators, and for the Human Resource Panel. The World Board can also draw members from the pool to serve on board committees or project workgroups.

Area Service Committee

THE AREA SERVICE COMMITTEE

Note: *If your area is a member of a metropolitan services committee, this chapter will not apply directly to your ASC. Please see the chapter on MSCs first for a description of area committees like yours.*

INTRODUCTION

“Workhorse” of the service structure—maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous:

- NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer.
- Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to NA.
- Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.
- A phonenumber service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.
- A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables.
- Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.¹

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA’s Ninth Tradition, they “create service boards or committees directly responsible to those they serve.” And the service committee closest to home, the

Area Service Committee

committee best situated to provide the most direct service to the groups and the community, is the area service committee.

A newly formed area committee will not be able to provide the same level of service as a longer-established committee. That's only natural. A new area service committee should not expect to hit the ground running at full speed. The development of the full range of area services described in this chapter often takes a few years. Be patient and keep plugging; it's worth the effort.

Just as individual members of NA rely upon one another for support, so do area committees. New committees in particular can draw upon the experience of their neighbors in charting a course for local services, whether those neighbors are in the next county or the next country. New ASCs can also draw encouragement from their neighbors' assurance that, given time, effort, and the application of principles, "it works." None of us has to do it alone, not in personal recovery and not in service, not anymore.

THE AREA COMMITTEE AND OTHER NA SERVICES

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

AREA COMMITTEE PARTICIPANTS

There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Service says that, "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." Group service representatives provide a "grass roots" perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area

Area Service Committee

as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

GROUP SERVICE REPRESENTATIVES (GSRs)

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups, which elect them.

ADMINISTRATIVE OFFICERS

Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs). Areas belonging to a metropolitan services committee also have one or more metropolitan committee members (MCMs). (See the chapter later in this guide for information on metro committees and the role of MCMs.) These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence.

Significant area service background often makes more effective administrative officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a

Area Service Committee

subcommittee chairperson will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four in the chapter on the Twelve Concepts for NA Service appearing earlier in this guide.

Chairperson

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.

Vice chairperson

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

Secretary

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

Area Service Committee

Treasurer

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget² for the area committee. The *Treasurer's Handbook*, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer.

These cautions are offered to protect the treasurer from controversy as well as to protect area funds. Discussions of other considerations relating to both the treasurer's responsibilities and area finances appear later in this chapter. Readers can find more on general NA funding issues, including security and accountability, in the essay on Concept Eleven appearing in the chapter on the Twelve Concepts for NA Service earlier in this guide.

² See the section later in this chapter, "Area Budgeting."

Area Service Committee

Regional committee members (RCMs)

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work.

ELECTIONS AND ROTATION

Some area committees hold elections for all their officers and subcommittee chairpersons at the same time each year; others stagger their elections, selecting members for different trusted-servant roles at different times of the year, so that their committees always have a mix of new and experienced leaders. Administrative officers and subcommittee chairpersons generally serve no more than two terms consecutively in the same position and, with the exception of RCMs, usually serve one-year terms. This allows for the rotation of a variety of individuals through an area's trusted-servant positions, providing a diversity of viewpoints and talents and a freshness of perspective that would be lacking were these positions to be held year after year by the same individuals. The rotation of trusted servants at the area level also helps the committee better reflect the full range of insight available among committee members, preventing the area

Area Service Committee

committee from becoming the mere extension of an individual's personality. Rotation emphasizes that our efforts to help carry the message through service involvement is just one way of practicing our Twelfth Step, no more or less special or praiseworthy than any other. The practice of rotation is founded on this fellowship's belief that service is more important than the servant, an extension of our tradition of spiritual anonymity.

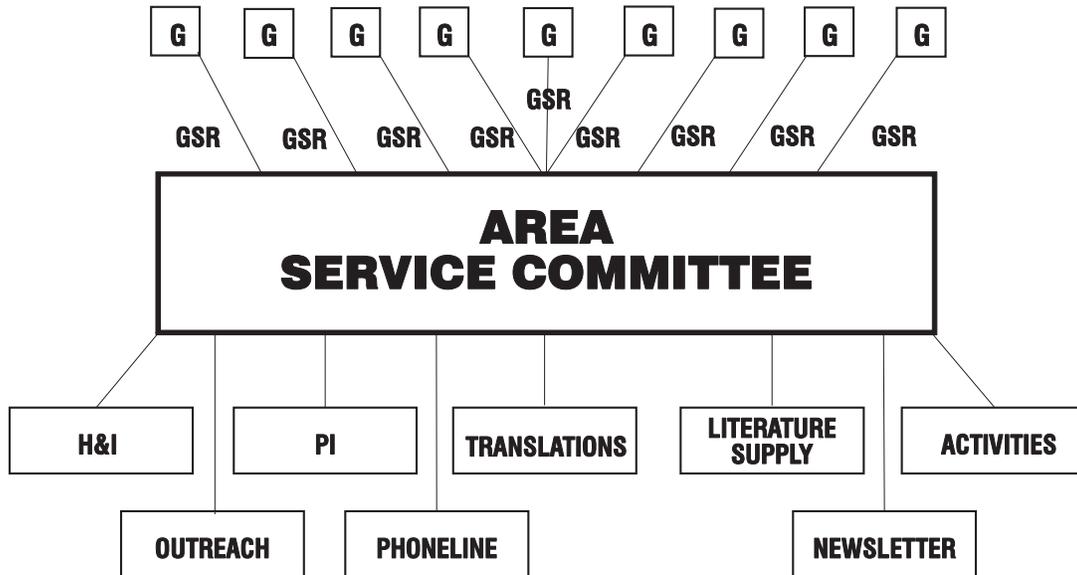
Area committees can foster continuity in their services by a number of means. As mentioned in the previous paragraph, some area committees stagger their elections of trusted servants, ensuring these committees always have a certain proportion of experienced leaders. Many area committees also encourage those who have completed terms as administrative officers and subcommittee chairs to remain active in the ASC either in another leadership position, as individual members of one of the area's subcommittees, or informally. By balancing the practice of rotation with the kind of experience available from past officers, an area committee can partake of the best of both worlds.

SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phonedlines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

Area Service Committee



The ASC is responsible not only to develop and maintain subcommittees in each field of service but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

Translations

Translation subcommittees perform one of the most basic services possible for an NA community: They ensure that the written NA message is available in the language spoken by local members. Translation subcommittees also assist in

Area Service Committee

translating service-related correspondence and periodicals so that the members of their NA communities can take a fuller part in the life of the worldwide NA Fellowship. If your NA community needs a translation subcommittee but does not yet have one, Narcotics Anonymous World Services will be happy to help you start one. For assistance, contact the World Service Office.

Hospitals and Institutions

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. *Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community.

H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phonenumber or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for *cooperation with the professional community*) to focus especially on the NA community's relations with local treatment professionals. A *Guide to Public Information*, available from your local PI subcommittee or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous.

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Many public information projects serve primarily to encourage people to call the local phonenumber for more information on NA. Because of the close link between PI and phonenumber work, it will often benefit these two subcommittees to cultivate close relationships with one another. Some phonenumber and PI subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phonenumber and NA's public relations program.

Phonenumber

The phonenumber subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phonenumber volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it's vital that careful attention be paid to the work of this subcommittee.

Phonenumber subcommittees in different NA communities organize their work in different ways to meet local needs. In some areas, PI and phonenumber services are operated jointly by a single subcommittee. In smaller communities, the phonenumber may be as simple as a call-forwarding service connecting callers with NA members' home telephones. In the larger metropolitan areas, computerized systems may route incoming calls to the appropriate people and information. For more details on NA phonenumber lines, consult *A Guide to Phonenumber Service*, available from your local phonenumber subcommittee or by writing the World Service Office.

Literature supply

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales. The subcommittee then goes to the treasurer for a check when it has to reorder stock. To help organize the job of processing group orders, tracking inventory, and reordering depleted items, contact the World Service Office for available resources.

Newsletter

Some areas form subcommittees, which publish local newsletters listing area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy. A

Area Service Committee

Handbook for NA Newsletters, available from the World Service Office, provides more information on the work of the newsletter subcommittee.

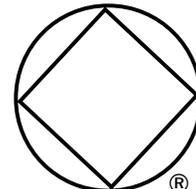
Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee's flier displays one of the NA logos shown below, a small circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, available from your World Service Office.



**Narcotics
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Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

Outreach

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

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The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phonline subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, “regardless of age, race, sexual identity, creed, religion, or lack of religion.” Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.

Meeting lists

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee’s administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings. Meeting schedules often show:

- whether the meeting is “open” or “closed,”
- meeting format (Basic Text study, discussion, etc.),
- location use restrictions (no smoking, etc.),
- additional needs services (wheelchair accessibility, availability of sign-language interpreter, etc.), and
- if the meeting is conducted by a specialized group (for instance, a men’s, women’s, gay, or lesbian group).

At one time or another, most area committees have asked themselves whether a particular meeting should be included on the list. The six points describing an NA group appearing at the beginning of the “NA Group” chapter in this guide have given most area committees the criteria they’ve needed in making such decisions.

Meeting lists are often used in conjunction with an area’s public relations program. For this reason, we encourage individuals and subcommittees responsible for preparing their area directories to do an especially thorough job. Some of the points to be given extra attention are the accuracy of all listings, the attractiveness and usability of the directory’s format, and profanity in the names of meetings being listed.

Area committees are encouraged to send a copy of their meeting schedule to the World Service Office each time the list is updated. In addition, areas can update their meeting information online at www.na.org. For more information, contact the Fellowship Services at the WSO. Accurate, current lists of meetings

Area Service Committee

help the WSO maintain an up-to-date directory for use in answering questions from around the world.

Ad hoc committees

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. Perhaps a new piece of NA literature is being developed by world services, for instance, and the area has been asked to gather input on the piece from NA members. Perhaps local members have come up with an idea for a new piece of NA literature that they want to develop a bit before they turn it over to world services. Maybe area groups have begun having difficulty finding new places in which to hold recovery meetings and want the ASC to give extended attention to the matter. Or perhaps the committee feels it's time to develop guidelines for itself. In such cases, the ASC may wish to create an *ad hoc committee* to address the issue.

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. Then the area chair may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

Area Service Committee

Another tool that can help an area committee find its way out of “the policy maze” is, simply, a moment’s reflection on NA’s primary purpose. Unsophisticated as this may seem, it can be quite effective in solving some pretty complex problems. Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:

- attract addicts to meetings,
- provide materials for use in meetings,
- conduct activities designed to strengthen meetings, or
- perform the administrative functions necessary to do these things.

When caught in a conflict for which there seems to be no resolution, an area committee can stop, call for a moment of silence, and ask itself, “What does this discussion have to do with carrying the message?”

A regularly updated log of area policy actions can be of tremendous help. When confronted with a policy question, area committees can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary for area committees to rehash the same question over and over and over again.

Hopefully, enough tools already exist to provide adequate guidance for the work of most area committees: this chapter of *A Guide to Local Services*, the log of area policy actions, the short-form rules of order appearing toward the end of this guide, and the Twelve Concepts for NA Service. Some areas, though, will want to develop their own area guidelines, giving specific directions to their administrative officers and subcommittees. This will be the case particularly for area committees whose subcommittees have substantial responsibilities. It’s suggested that area committees give themselves some time to see what kinds of needs for guidelines actually exist in their areas before beginning to draft their own. An area committee equipped with a year or two of entries in the log of policy actions will be in a better position to see what kind of guidelines ought to be developed than an area committee trying to write guidelines during the committee’s formation. You can get sample guidelines by writing to the World Service Office. Areas who wish to prepare their own guidelines may wish to appoint an ad hoc committee to adapt those sample guidelines to local needs.

It should be remembered that guidelines, rules of order, logs of policy actions, and similar tools are designed to help keep things simple. If an area committee finds these tools, instead, making things more complicated, time should be scheduled during the sharing session to talk about it.

AREA INVENTORY

Some area committees set aside one day each year for conducting an area service inventory. Why? For much the same reason as NA members do personal

ASC Sample Agenda

SAMPLE AREA COMMITTEE AGENDA

The typical agenda for an area committee meeting often looks something like this. The committee fills it in each month with more specific topics under each heading.

CALL TO ORDER

- reading of the Serenity Prayer
- reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- roll call
- recognition of new groups
- approval of last month's minutes (additions or corrections are made)

REPORTS

- administrative officers' reports
- group reports
- special (ad hoc) committee reports
- standing subcommittee reports

SHARING SESSION

General discussion of group concerns and issues raised by reports.

OLD BUSINESS

Motions are in order regarding business left over from previous meetings. (Some areas also conduct their elections of trusted servants during this portion of the agenda.)

NEW BUSINESS

Motions are in order regarding business that is new to this committee.

ANNOUNCEMENTS

ADJOURNMENT

GSR Defined

Treasurer's Handbook is available from your area committee or from the World Service Office.

Group Service Representative (GSR)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session"² agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

² In the chapter on the area service committee, see the section entitled "The Sharing Session."

GSR Defined

Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

naasc-group-report

N.A.A.S.C.
G.S.R. Report

_____	_____
Group	Date
_____	_____
G.S.R. Phone, e-mail, mail	Treasurer
_____	_____
G.S.R. Alt. Phone, e-mail, mail	Secretary

Beginning Balance (+/-) _____	
Monthly Intake (+) _____	<u>Donations</u>
Rent (-) _____	Area _____
Literature (-) _____	Region _____
Other/ Donations (-) _____	World _____
Prudent Reserve (-) _____	Total _____
Current Balance (=) _____	

Please list any upcoming Recovery Anniversaries (Birthdays), as well as recovery events your group will be hosting:

Anniversaries: _____

Events: _____

Does the current N.A.A.S.C. Meeting Schedule correctly list your Home Groups' meeting(s)? _____ If "no" please list corrections/ additions below.

Corrections: _____

Additions: _____



Twelve Concepts for NA Service

First Concept

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.

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

Second Concept

The final responsibility and authority for NA services rests with the NA groups.

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

Third Concept

The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

Fourth Concept

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

Fifth Concept

For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Sixth Concept

Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for “voting” and is not itself the NA decision-making process.

Seventh Concept

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.

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

Eighth Concept

Our service structure depends on the integrity and effectiveness of our communications.

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

Ninth Concept

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

Tenth Concept

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

Eleventh Concept

NA funds are to be used to further our primary purpose, and must be managed responsibly.

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

Twelfth Concept

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. “A structure based on that foundation could only be one of service, never of government.”



The Twelve Traditions of NA

First Tradition

Our common welfare should come first; personal recovery depends on NA unity.

Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within NA, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies.

Second Tradition

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.

Our direction in service comes from a God of our understanding, whether we serve as individuals, as a group, or as a service board or committee. Whenever we come together, we seek the presence and guidance of this loving Higher Power. This direction then guides us through all our actions. [...] When we choose a member to serve us in some capacity, we exercise mutual trust.

Third Tradition

The only requirement for membership is a desire to stop using.

The Third Tradition encourages freedom from judgment. It leads us on the path of service toward an attitude of helpfulness, acceptance, and unconditional love. [...] Addiction is a deadly disease. We know that addicts who don't find recovery can expect nothing better than jails, institutions, and death. Refusing admission to any addict, even one who comes merely out of curiosity may be a death sentence for that addict.

Fourth Tradition

Each group should be autonomous except in matters affecting other groups or NA as a whole.

Each group does have complete freedom, except when their actions affect other groups or NA as a whole. If we check to make sure that our actions are clearly within the bounds of our traditions; if we do not dictate to other groups, or force anything upon them; and if we consider the consequences of our action ahead of time, then all will be well.

Fifth Tradition

Each group has but one primary purpose—to carry the message to the addict who still suffers.

What is our message? The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give.

Sixth Tradition

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.

Within the limits established by Tradition Six, we have tremendous freedom to carry the message of recovery and help other addicts. We have clear boundaries set by our identity as Narcotics Anonymous. When we take care to observe those boundaries, our outside relationships enhance our ability to carry the message to the addict who still suffers rather than diverting us from our primary purpose.

Seventh Tradition

Every NA group ought to be fully self-supporting, declining outside contributions.

By encouraging our group to pay its own way, the Seventh Tradition gives our group the freedom to share its recovery as it sees fit, not obligated to outside contributors. Further, it gives our group the freedom that comes from inner strength, the strength that develops through applying spiritual principles.

Eighth Tradition

Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

In this tradition we say that we have no professionals. By this, we mean we have no staff psychiatrists, doctors, lawyers, or counselors. Our program works by one addict helping another. If we employ professionals in NA groups, we would destroy our unity. We are simply addicts of equal status freely helping one another.

Ninth Tradition

NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

NA groups join together, combining their resources to create service boards and committees that will help them better fulfill their primary purpose. Those boards and committees are not called to govern NA; they are called, rather, to faithfully execute the trust given them by the groups they serve.

Tenth Tradition

Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

There are a great number of addiction-related issues that others might expect a worldwide society of recovering drug addicts to take positions on. [...] Our answer, according to Tradition Ten, is that our groups and our fellowship take no position, pro or con, on any issues except the NA program itself. [...] For our own survival, we have no opinion on outside issues.

Eleventh Tradition

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.

The existence of a public relations "policy" implies the importance of a public relations "program" in carrying out our fellowship's primary purpose. [...] As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. [...] Public anonymity helps keep the focus of our public relations on the NA message, not the PI workers involved.

Twelfth Tradition

Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Anonymity is one of the basic elements of our recovery and it pervades our Traditions and our Fellowship. It protects us from our own defects of character and renders personalities and their differences powerless. Anonymity in action makes it impossible for personalities to come before principles.

Consensus Based Decision Making

A Basic Guide to Consensus Based Decision Making

According to Merriam Webster Dictionary, consensus is defined as, “general agreement: unanimity; the judgment arrived at by most of those concerned; group solidarity in sentiment and belief.” Consensus based decision making (CBDM) is a decision-making procedure that is based on compromise, cooperation, participation, and inclusivity. CBDM embraces participation by giving everyone, including minority opinions, a voice in the process. The majority rule system that is frequently utilized in governmental and service structures often invokes conflict, which, occasionally, finds no resolution. The cooperative dialogue involved in CBDM gives everyone the ability to be heard and promotes active listening. Consensus based decision making is a process that depends on the ability of the group to work together as a whole to find solutions to issues. The principles behind this procedure align well with the spiritual principles of the program of Narcotics Anonymous.

There are many NA business committees that utilize the CBDM process. To name a few: the Mile High Area Service Committee in Colorado, the Arkansas Regional Service Committee, the Washtenaw Area Service Committee in Michigan, the Rocky Mountain Zonal Form, Georgia’s East End Area, and the Georgia Regional Service Committee.

CBDM is not only used in the conduction of business in Narcotics Anonymous. It is also used in many non-profit organizations, such as Food Not Bombs, theological groups, like the Quakers, national political arenas, such as the Iroquois Nation, and in international political forums, such as the drafting of the Treaty of Lisbon by the European Council.

Process Outline for making decisions by consensus

1. Bring proposals to the body.
2. The facilitator first asks if any member has clarifying questions about the proposal. This is not a debate on the merits of the proposal; it is simply a chance to ensure that everyone understands the language of the proposal.
3. The facilitator opens the floor for discussion of the proposal. During discussion members can voice their support and/or reservations. The discussion may lead to amendments and alterations to the original proposal.
 - a. The facilitator may take a “straw poll” to determine the members’ feelings about the proposal.
 - i. A straw poll is an informal vote either in favor or opposed to the proposal or some amendment.
 - ii. If the straw poll reveals a general consensus against the proposal, then the proposal automatically dies because it would not pass in a formal consensus taking process.
4. Once the discussion has wrapped up, the facilitator calls for a consensus. When coming to a consensus, members may take one of the following four positions.
 - a. Assent
 - i. Assent means to agree with and support the proposal.
 - ii. A member does not have to fully agree with every aspect of the proposal, but agrees enough to support the proposal.
 - b. Assent with reservations

Consensus Based Decision Making

- i. Not all forms of consensus based decision making use this option, but its use can provide a more in depth view of members' beliefs about the proposal.
 - ii. To assent with reservations means that the member is willing to support the topic, but does not fully agree with it, and would like his or her reservations to be noted.
 - iii. Another explanation for assenting with reservations is that the member still has some concerns about the proposal, but trusts in the decision of the body.
- c. Stand Aside
- i. Taking the position of a stand aside means that the member does not support the proposal, but does not have grounds to block it.
 - ii. A stand aside is not equivalent to an abstention in the Robert's Rules of Order model; a stand aside more closely resembles a "no" vote.
 1. In order for a proposal to be accepted, it must gain a certain percentage of supporting votes – either assent or assent with reservations.
 2. In the Robert's Rules model, an abstention is not counted as a vote, whereas a stand aside counts essentially counts against a proposal.
- d. Block
- i. When CBDM is used in NA service, a block can only be presented in the event that a member believes that a proposal violates spiritual principles, traditions, concepts, or the law.
 1. Once a member has presented a block, he or she must speak to the principle, tradition, concept, or law that is violated.
 2. After a block is presented, the body will then reach a consensus as to the validity of the block.
 - a. If the block is found to be valid, then the proposal dies.
 - b. If the body determines that the block is not valid, then the consensus reaching procedure resumes.
 - ii. Because a proposal can be defeated simply from a large number of stand asides, a block is rarely necessary, and should only be utilized when a member strongly believes that the proposal directly violates a principle, tradition, concept, or law.

What if someone is disrupting or hijacking the group by persistently opposing anything it does?

Consensus only works if a community has a mutual understanding of its basic values and goals. If a person or group of people are disrupting the community or preventing it from functioning properly, or if they are failing to contribute in a meaningful way, then they are violating the spirit of consensus based decision making. One who violates consensus in a disrupting manner is not necessarily part of that

Consensus Based Decision Making

consensus. By no means should this disturbing presence have the right to veto against the community, since no other person has that right.

NORTH ATLANTA AREA SERVICE COMMITTEE
POLICIES AND GUIDELINES

Revised July 2012

ARTICLE I

Name, Purpose, Membership, and Officers

Section 1. Name

The name of the committee will be The North Atlanta Area Service Committee hereinafter referred to as the NAASC.

Section 2. Purpose

The NAASC is a committee made up of representatives from groups which meet regularly for the expressed purpose of serving the specific needs of the area's member groups by providing a forum for communication to solve group problems, form subcommittees to help carry the message, and as a conduit to the Georgia Regional Service Committee, so that groups' votes can be carried to the World Service Committee (WSC).

Section 3. Membership

Any Narcotics Anonymous group, which meets regularly at a specific place and time, is a member of the NAASC when it chooses to be, providing that it follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous, has no outside affiliations, and receives no outside financial support.

- a. Any group not in attendance for two (2) consecutive NAASC meetings will be dropped from the roll call.
- b. A group may be reinstated upon the second (2nd) consecutive NAASC meeting at which it is represented by a voting member.
- c. Groups will be required to submit a registration form including time, date, location, type of meeting, and group contact information at the October NAASC meeting, regardless of the groups' participation in the NAASC. Groups will be added to the schedule once the registration form has been completed.

Section 4. Officers

All trusted servants elected or appointed to positions, provided for by these Policies and Guidelines, are to be considered officers of the NAASC.

ARTICLE II

Division of Responsibility

Section 1. Executive

The executive responsibilities will be vested in an Administrative Committee and Subcommittees.

Section 2. Legislative

The legislative responsibilities will be vested in the member groups by representation of a voting member with each group's conscience to be delivered by each group's elected trusted servants, known as the Group Service Representative, hereinafter referred to as a GSR, and/or the Group Service Representative Alternate, hereinafter referred to as a GSRA. In the event that the GSR cannot attend the NAASC meeting, the GSRA will act as the GSR for that NAASC meeting. Voting members are defined as GSR or GSRA, should the GSR not be present. In the absence of the GSR or GSRA, the group may be represented by a group member, preferably a trusted servant of that group. The representative will have a voice on the floor, but has no voting privileges and will not count in reaching quorum. However, while the group representative may have a voice on the floor, voting privileges remain solely with the GSR/GSRA.

ARTICLE III

Administrative Committee and Subcommittees

Section 1. Composition

The Administrative Committee will be composed of the following eight (8) members:

1. The Chairperson hereinafter referred to as the Chair.
2. The Vice Chairperson hereinafter referred to as the Vice Chair.
3. The Secretary.
4. The Secretary Alternate hereinafter referred to as the Secretary Alt.
5. The Treasurer.
6. The Treasurer Alternate, hereinafter referred to as the Treasurer Alt.
7. The Regional Committee Member hereinafter referred to as the RCM.
8. The Regional Committee Member Alternate hereinafter referred to as the RCMA.

Section 2. Subcommittees

The Chair of the NAASC will have the power to establish Ad hoc subcommittees to carry out specific orders of business. These subcommittees will be confirmed by voting members of the NAASC. Currently standing subcommittees consist of the following five (5):

1. The Public Relations Subcommittee
2. The Hospitals and Institutions Subcommittee
3. The Literature Subcommittee
4. The Activities Subcommittee

Section 3. Time of Election

There will be no regularly scheduled elections. Any vacancy will be filled as needed.

Section 4. Terms of Office

The Chair, Vice Chair, Secretary, Treasurer, RCM, RCMA, and all subcommittee chairs of the NAASC will be elected by members of the NAASC and will serve one (1) year terms beginning at the first NAASC meeting after their election to office.

Section 5. Vacancies

Vacancies of the Administrative Committee and subcommittee chairs will be filled with a two-thirds (2/3) approval of the GSRs, present and voting, except for any vacancy of two (2) or more months, where a simple majority of GSRs is required. All nominees must be present during the nomination and voting process.

Section 6. Resignation

Resignations of officers are as follows:

A. Voluntary

1. Voluntary resignations are to be submitted to the Chair in writing prior to the next regularly scheduled NAASC meeting.
2. In the case of the Chair's resignation, the resignation is to be submitted in writing to the Vice Chair prior to the next regularly scheduled NAASC meeting.

B. Involuntary

Involuntary resignations become automatic upon the following conditions:

1. Any officer who is absent for two (2) consecutive NAASC meetings where absent is both defined by:
 - a. Lack of report by a committee member as to status and progress of committee efforts.
 - b. Lack of call to an admin member.
 - c. Absence is not considered an absence if committees' vice position (as elected by the NAASC) is present representing that position.
2. Any officer who relapses during their term of office.

C. Impeachment

Charges of impeachment can be brought against any Administrative Committee member or subcommittee chair or vice chair for reasons of malfeasance or nonfeasance by any member of the NAASC.

1. Member(s) bringing charges of impeachment will:
 - a. Present the individual being charged with the charges of impeachment in writing at least seven (7) days prior to the NAASC meeting in which charges will be heard.
 - b. Present the charges of impeachment on the floor of the NAASC.
2. The member(s) being charged will have an opportunity to present their rebuttal, not to exceed five (5) minutes.
3. Charges of impeachment will be called to question in a closed ballot format.
4. A two-thirds (2/3) majority of the GSRs present is necessary to impeach.

Section 7. Duties and Responsibilities of Administrative Committee Officers

1. All officers of the NAASC will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, the NAASC Policies and Guidelines, and A Guide to Local Service (GLS).

2. An individual may not hold a GSR position and an Administrative Committee position at the same time.
3. The Administrative Committee will submit budget proposals for approval by the NAASC every six (6) months (May and November). The budgets should be submitted to the treasurer at the October and April NAASC meetings so that the treasurer may compile them and submit them at the November and May NAASC meetings.

A. Chair

The following are duties and responsibilities charged to the Chair:

1. Chair will have a minimum of two (2) years continuous clean time.
2. Chair will preside over Administrative Committee meetings and will be a voting member of the Administrative Committee.
3. Chair will preside over NAASC meetings. The Chair will be capable of conducting a business meeting, and will have a working knowledge of consensus based decision making and parliamentary procedure as outlined in the GLS and Robert's Rules of Order.
4. Chair will be a cosigner on the NAASC bank account.
5. Chair will be a nonvoting member of the NAASC.
6. Chair will remain impartial in all topic discussion.
7. In order to maintain impartiality, the Chair will not have the ability to introduce topics.
8. Chair will give forty-eight (48) hours notice to all NAASC officers prior to any Administrative Committee meeting.
9. Chair will be responsible for setting up an annual service inventory (September) and finding a facilitator from outside the North Atlanta Area.
10. Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

B. Vice Chair

The following are duties and responsibilities charged to the Vice Chair:

1. Vice Chair will have a minimum of one (1) year continuous clean time.
2. Vice Chair will prepare to assume the position of the Chair.
3. Vice Chair will assume the Chair's duties at the NAASC in the Chair's absence.
4. Vice Chair will be a cosigner on the NAASC bank account.
5. Vice Chair will be a voting member of the Administrative Committee, a nonvoting member of the NAASC, and will not have the ability to introduce topics to the NAASC.
6. Vice Chair should try to attend as many subcommittee meetings as possible.
7. Vice Chair will conduct a brief orientation session for new GSRs immediately following each NAASC meeting and will hold a GSR workshop twice a year (February and August).
8. Vice Chair will verify that all meetings on the Area meeting list are viable meetings. These meetings will be verified every six months (March and September).
9. Vice Chair will fulfill any additional duties as provided for by these Policies and Guidelines.
10. Vice Chair will act as parliamentarian during the NAASC meeting.

C. Secretary

The following are duties and responsibilities charged to the Secretary:

1. Secretary will have a minimum of one (1) year continuous clean time.
2. Secretary will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, but will have the ability to introduce topics pertaining to secretarial duties.
3. Secretary will be a cosigner on the NAASC bank account.
4. Secretary will keep accurate minutes of the NAASC meeting and distribute typed copies to all officers of the NAASC.
5. The minutes will be approved on the floor of the following month's NAASC meeting.
6. Secretary will secure the meeting facility for the NAASC meeting.
7. Secretary will reflect all announcements in the minutes.
8. Minutes will be distributed two (2) weeks prior to the following NAASC meeting.
9. Secretary will maintain a record of dates of all committee and subcommittee chair and vice chair term expirations and will inform the NAASC four (4) months prior the need to call for nominations for filling these positions.
10. Secretary will fulfill any additional duties as provided for by these Policies and Guidelines.

D. Secretary Alt

1. Secretary Alt will have a minimum of one (1) year continuous clean time.
2. Secretary Alt will be a nonvoting member of both the Administrative Committee and the NAASC, and will not have the ability to introduce topics to the NAASC.
3. Secretary Alt will assist the secretary in the recording and distribution of the NAASC Minutes and related materials.
4. Secretary Alt will prepare to assume the position of secretary and will assume secretary's duties at the NAASC in the secretary's absence.
5. Secretary Alt will fulfill any additional duties as provided for by these Policies and Guidelines.

E. Treasurer

The following are duties and responsibilities charged to the Treasurer:

1. Treasurer will have a minimum of two (2) years continuous clean time.
2. Treasurer will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, but will have the ability to introduce topics pertaining to NAASC funds.
3. Treasurer will be a cosigner on the NAASC bank account.
4. Treasurer will submit a written report at each NAASC that will include details of monies received, date and amount of deposits made, monies spent for that month, and a bank statement or a bank transaction ledger, and will identify any reconciling items. The report will be approved by a simple majority vote of the NAASC.
5. Treasurer will issue to all groups and subcommittees a sequentially numbered receipt for all donations to the NAASC and retain a duplicate of this receipt.
6. Treasurer will make all deposits within three (3) business days of the NAASC.
7. Treasurer will maintain a copy of all Administrative Committee members' and subcommittees' budgets in order to ensure prompt reimbursement and monitoring budget limits.

8. Treasurer will be responsible for maintaining and regularly checking the NAASC Post Office Box.
9. Treasurer will fulfill any additional duties as provided for by these Policies and Guidelines.

F. Treasurer Alt

The following are the duties and responsibilities charged to the Treasurer Alt:

1. Treasurer Alt will have a minimum of two (2) years continuous clean time.
2. Treasurer Alt will be a nonvoting member of both the Administrative Committee and the NAASC, and will not have the ability to introduce topics to the NAASC.
3. Treasurer Alt will be a cosigner on the NAASC bank account.
4. Treasurer Alt will prepare to assume the position of Treasurer, and will assume Treasurer's duties at the NAASC meeting in the Treasurer's absence.
5. Treasurer Alt will fulfill any additional duties as provided for by these Policies and Guidelines.

G. RCM

The following are duties and responsibilities charged to the RCM:

1. RCM will have a minimum of two (2) years continuous clean time.
2. RCM will carry the conscience of the NAASC to the floor of the Georgia Regional Service Committee.
3. RCM will have a working knowledge of the Policies and Guidelines of the Georgia Regional Service Committee of Narcotics Anonymous.
4. RCM will be a cosigner on the NAASC bank account.
5. RCM will be a voting member of the Administrative Committee and a nonvoting member of the NAASC, but will have the ability to introduce topics pertaining to his or her duties as the RCM.
6. RCM will fulfill any additional duties as provided for by these Policies and Guidelines.

H. RCMA

The following are duties and responsibilities of the RCMA:

1. RCMA will have a minimum of two (2) years continuous clean time.
2. RCMA will prepare to assume the position of the RCM by attending all RSC meetings, and will assume the duties of the RCM at the NAASC or the RSC in the RCM's absence.
3. RCMA will have a working knowledge of the Policies and Guidelines of the Georgia Regional Service Committee of Narcotics Anonymous.
4. RCMA will be a nonvoting member of both the Administrative Committee and a nonvoting member of the NAASC, and will not have the ability to introduce topics.
5. RCMA will fulfill any additional duties as provided for by these Policies and Guidelines.

Section 8. Duties and Responsibilities of Standing Subcommittees

1. An individual may not hold a GSR position and a subcommittee chair position at the same time.
2. NAASC subcommittee chairs will only make motions pertaining to their respective committees and business.

3. Each subcommittee will submit budget proposals for approval by the NAASC every six (6) months (May and November).

A. Public Relations

1. Purpose and Function of Subcommittee
 - a. Establish and maintain a telephone information service that helps addicts and others in the community find us easily.
 - b. Update, print, and distribute meeting schedules for the North Atlanta Area to the NAASC each month.
 - c. Inform the addicts and others in the community of the availability of recovery in Narcotics Anonymous.
2. Public Relations Chair Requirements and Responsibilities
 - a. Chair will have a minimum of two (2) years continuous clean time.
 - b. Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS, the NA Public Relations Handbook, and current NAASC Policy and Guidelines.
 - c. Chair will be responsible to see that the purpose and function of the Subcommittee is fulfilled.
 - d. Chair will schedule and oversee monthly meetings of the Subcommittee.
 - e. Chair will be responsible to see that all calls received from the phonenumber are answered at all times and give volunteers instruction as to the responsibilities of answering those calls.
 - f. Chair will present a written Subcommittee report each month to the NAASC.
 - g. Chair will offer orientation to his or her successor.
 - h. Chair will submit a budget proposal to the NAASC as outlined in NAASC Policy, Article III, Section 8, Number 3.
 - i. Chair will fulfill any additional duties as provided for by these Policies and Guidelines.
3. Public Relations Vice Chair Requirements and Responsibilities
 - a. Vice Chair will have a minimum of one (1) year continuous clean time.
 - b. Vice Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS, the NA Public Relations Handbook, and current NAASC Policy and Guidelines.
 - c. Vice Chair will assist the Chair in the duties of fulfilling the purpose and function of the Subcommittee.
 - d. Vice Chair will assume the duties of the Chair at the NAASC in the absence of the Chair.
 - e. Vice Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

B. Hospitals and Institutions Subcommittee

1. Purpose and Function of Subcommittee
 - a. Establish and carry H&I meetings, the purposes of which are to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.
2. Chair Requirements and Responsibilities

- a. Chair will have a minimum of two (2) years continuous clean time.
 - b. Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS, the NA Hospitals and Institutions Handbook, and current NAASC Policy and Guidelines.
 - c. Chair will be responsible to see that the purpose and function of the Subcommittee is fulfilled.
 - d. Chair will schedule and oversee monthly meetings of the Subcommittee.
 - e. Chair will present a written Subcommittee report each month to the NAASC.
 - f. Chair will offer orientation to his or her successor.
 - g. Chair will submit a budget proposal to the NAASC as outlined in NAASC Policy, Article III, Section 8, Number 3.
 - h. Chair will attend the quarterly Regional H&I Subcommittee meeting. Chair will appoint a member of the H&I Subcommittee to attend in his or her absence.
 - i. Chair will fulfill any additional duties as provided for by these Policies and Guidelines.
3. Hospitals and Institutions Vice Chair Requirements and Responsibilities
- a. Vice Chair will have a minimum of one (1) year continuous clean time.
 - b. Vice Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS, the NA Hospitals and Institutions Handbook, and current NAASC Policy and Guidelines.
 - c. Vice Chair will assist the Chair in the duties of fulfilling the purpose and function of the Subcommittee.
 - d. Vice Chair will assume the duties of the Chair at the NAASC in the absence of the Chair.
 - e. Vice Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

C. Literature Subcommittee

1. Purpose and Function of Subcommittee
 - a. Maintain a supply of NA literature and keytags for purchase by groups at the monthly NAASC meeting.
 - b. Literature stock will be held at \$2,500.00.
2. Chair Requirements and Responsibilities
 - a. Chair will have a minimum of one (1) year continuous clean time.
 - b. Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS and current NAASC Policy and Guidelines.
 - c. Chair will be responsible to see that the purpose and function of the Subcommittee is fulfilled.
 - d. Chair will schedule and oversee monthly meetings of the Subcommittee.
 - e. Chair will present a written Subcommittee report each month to the NAASC.
 - f. Chair will offer orientation to his or her successor.
 - g. Chair will submit a budget proposal to the NAASC as outlined in NAASC Policy, Article III, Section 8, Number 3.
 - h. Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

3. Literature Vice Chair Requirements and Responsibilities
 - a. Vice Chair will have a minimum of one (1) year continuous clean time.
 - b. Vice Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS and current NAASC Policy and Guidelines.
 - c. Vice Chair will assist the Chair in fulfilling the purpose and function of the Subcommittee.
 - d. Vice Chair will assume the duties of the Chair at the NAASC in the absence of the Chair.
 - e. Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

D. Activities Subcommittee

1. Purpose and Function of Subcommittee
 - a. Host area activities in order to carry the NA message, and to promote unity and fellowship in the North Atlanta Area.
2. Chair Requirements and Responsibilities
 - a. Chair will have a minimum of two (2) years continuous clean time.
 - b. Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS and current NAASC Policy and Guidelines.
 - c. Chair will be responsible to see that the purpose and function of the Subcommittee is fulfilled.
 - d. Chair will schedule and oversee monthly meetings of the Subcommittee.
 - e. Chair will present a written Subcommittee report each month to the NAASC.
 - f. Chair will offer orientation to his or her successor.
 - g. Chair will submit a budget proposal to the NAASC as outlined in NAASC Policy, Article III, Section 8, Number 3.
 - h. Chair will fulfill any additional duties provided for by these Policies and Guidelines.
3. Activities Vice Chair Requirements and Responsibilities
 - a. Vice Chair will have a minimum of one (1) year continuous clean time.
 - b. Vice Chair will have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as knowledge of and compliance with the GLS and current NAASC Policy and Guidelines.
 - c. Vice Chair will assist the Chair in the duties of fulfilling the purpose and function of the Subcommittee.
 - d. Vice Chair will assume the duties of the Chair at the NAASC in the absence of the Chair.
 - e. Vice Chair will fulfill any additional duties as provided for by these Policies and Guidelines.

Section 9. Ad Hoc Committees

The NAASC may appoint an Ad Hoc committee to fulfill a specific duty or function. This should be presented to the NAASC in the form of a topic. The topic should include:

1. The name of the Ad Hoc Committee.
2. The specific function of the Ad Hoc Committee.

3. The length of time the Ad Hoc Committee will be in effect. The Chair will, upon approval of the NAASC, appoint a chairperson to the Ad Hoc Committee. The Ad Hoc Committee will dissolve at the time specified in the topic, unless the NAASC decides to extend the specified time, or decides to make the Ad Hoc Committee a standing subcommittee.

ARTICLE IV
Legislative Procedure

Section 1.

A. Management of Funds

1. All NAASC monies will be deposited in one (1) bank account.
2. Checks will require any two (2) signatures of Chair, Vice Chair, Treasurer, Treasurer Alt, RCM, or RCMA as long as each signature has at least two years clean time.
3. Anyone on the bank signature card must have a minimum of two years clean time.
4. Funds from the NAASC shall not be used for any personal reasons.
5. NAASC funds will not be spent without the approval of the NAASC.
6. On a check made payable to one of the authorized signatories, the payee will not be allowed to sign the check.
7. Under no circumstances will any check be signed with either the payee or the amount not filled in.
8. No money will be reimbursed without a legitimate receipt for a budgeted item (or any item previously approved on the NAASC floor). Written receipts made by the person wishing reimbursement must be approved on the floor of the NAASC. Written receipts for any mileage accounted for in any budget are not necessary.
9. NAASC Checking Account
 - a. NAASC Treasurer shall deposit NAASC income (NAASC group donations and literature sales) into the NAASC checking account within three (3) business days of the NAASC meeting each month.
 - b. NAASC checking account funds (previous balance plus monthly deposit) shall first be used to meet NAASC monthly operating costs.
 - c. The remaining balance shall be used to feed a prudent reserve of eighteen hundred dollars (\$1,800.00).
 - d. Any NAASC checking account funds in excess of the prudent reserve shall then be brought in the form of a topic by the NAASC Treasurer to be donated to the Georgia Region of Narcotics Anonymous or Narcotics Anonymous World Services or for NAASC activities and decided upon monthly by the NAASC.
10. Mileage reimbursement amount is set at fifty-five cents (\$.55) per mile.
11. New groups requesting help will be given a starter kit consisting of the following and totaling \$30.72.
 - a. Five (5) of each key tag.
 - b. Ten (10) copies each of IPs numbers one (1), two (2), five (5), seven (7), eight (8), nine (9), eleven (11), twelve (12), thirteen (13), fourteen (14), sixteen (16), nineteen (19), twenty-two (22), and twenty-four (24).

- c. One (1) white booklet.
- d. One (1) group booklet.
- e. One (1) set of reading cards.
- 12. Separate checks (or money orders) are required for donations to NAASC, literature purchases, and H&I donations.
- 13. No member of Narcotics Anonymous who has stolen NA funds may serve in any North Atlanta Area Service Committee or subcommittee position until appropriate restitution has been made to the service committee from which the funds were taken.
- 14. There will be an annual audit of NAASC funds (July) and an additional audit if the treasurer leaves before his or her term expires.
- 15. The NAASC will provide lodging only for RCM and RCMA for the quarterly RSC meeting. If the RCM and RCMA are the same gender, the NAASC will only provide one room. If the RCM and RCMA are opposite gender, the NAASC will provide two rooms.

B. Procedures for the Misappropriation of NA Assets

In the event a member alleges in an NAASC meeting that NA assets under the control of the North Atlanta Area Service Committee have been misappropriated in any fashion, the NAASC Chair (or any other trusted servant who is chairing the meeting at which the allegation is made) shall:

- 1. Audit Committee
 - a. Immediately suspend the agenda of the meeting and formally empower an Audit Committee, made up of all members of the NAASC Administrative Committee plus two GSRs, one of which has at least one year of area experience, and excluding the alleged party, to conduct a thorough audit of all NAASC financial accounts, books, and records and report its findings at the next NAASC meeting. After the Audit Committee is formed, the regular agenda may be resumed.
 - b. On the next business day, have the alleged names removed as authorized signers on any NAASC bank account, if they are authorized signers, reauthorizaion pending audit outcome.
 - c. The Audit Committee's report will automatically become the first item on the next month's agenda.
- 2. The Committee's audit shall include a thorough review of all financial accounts, books and records of NAASC assets. The Audit Committee must also investigate if there was any failure in NAASC accounting practices, procedures, and safeguards. The Audit Committee must also recommend changes in those practices and procedures to avoid future problems. If misappropriations are found, the Audit Committee must also determine if the misappropriation was caused by an honest human error or with malicious or purposeful intent. Malicious or purposeful misappropriation is defined as:
 - a. Direct theft of funds or other assets under the control of the NAASC;
 - b. Embezzlement (unauthorized transactions) from bank accounts belonging to the NAASC by someone who is an authorized signer; or
 - c. Fraud, which results in the NAASC to experience a financial loss directly caused by the fraudulent act.
- 3. If the Audit Committee determines that a malicious or purposeful misappropriation of NAASC assets has occurred, the person or persons found by the Audit Committee to be

responsible will be immediately removed from their NAASC service positions if they hold such positions.

Section 2. Conduction of Business

1. All business will be conducted at a specific time and place hereinafter known as the ASC Meeting.
2. The Rules of Order in A Guide to Local Service will be followed during the ASC Meeting to maintain order where it is not already stipulated by NAASC policy.
3. The ASC Meeting will be nonsmoking.
4. The ASC Meeting will not conduct business during Open Forum.
5. Quorum must be met in order for the NAASC to conduct business.
 - a. Quorum is established at one (1) more than half (1/2) of groups on the NAASC roll call.
6. The NAASC Meeting will move at a pace that allows the Secretary to take accurate notes.
7. The NAASC Meeting will be held at a date, time, and place to be determined at the previous NAASC meeting. The meeting is typically held at 2:00 pm on the last Sunday of each month.
8. All decisions made by the NAASC will be made using consensus based decision making as outlined in Section 3 below, unless otherwise specified by these Policies and Guidelines.
9. Any changes to the North Atlanta Area Service Committee Policies and Guidelines will be decided using the Rules of Order in the GLS and will require a two-thirds (2/3) majority of all voting participants; however, the proposed changes must be taken back to groups for discussion and voted on at the following NAASC.
10. A topic to waive a clean time requirement must go back to groups for discussion and will require a two-thirds (2/3) vote at the following NAASC.

Section 3. Consensus Based Decision Making

- A. All members of the NAASC present at the monthly meeting may participate in discussion of issues, but only GSRs may block a consensus.
- B. In order for a block of a topic to be valid, the GSR must speak to how the topic violates traditions, concepts, or law.
- C. All decisions of the NAASC will be made using the consensus based decision making model outlined below.
 1. Topic or item of business is presented.
 2. The Chair opens the dialogue.
 3. The Chair asks if any one does not understand what the topic is asking.
 4. The Chair asks for any concerns or reservations. If there are concerns or reservations, the opposing individuals are asked to express their concerns and what it might take to reach a compromise.

5. If no further discussion is needed, the Chair asks for a consensus. There are four positions that a GSR may take:
 - a) Assent - Agrees with the topic.
 - b) Assent with reservations - Although there may be reservations and concerns, the individual trusts the decision of the service body.
 - c) Stand aside - based on strong personal reservations which prevents support for the topic.
 - d) Block - based on spiritual principles in our traditions or concepts or if the topic violates the law. The person who blocks must speak to the tradition, concept, or law that is being broken. A block will prevent a topic from being adopted.
6. Consensus is reached when 80% or more of the GSRs assent or assent with reservations.
7. If the topic is blocked, the block may be challenged.
 - a) If the validity of a block is called to question, the body must then reach consensus as to whether the block should stand.
 - b) If the block is overridden, the Chair will again ask for consensus.

The ASC Meeting will use the following format:

1. Call to Order
2. Serenity Prayer
3. Reading of the Twelve Traditions of Narcotics Anonymous
4. Reading of the Twelve Concepts of Service
5. Roll Call
6. The Chair will ask if there are any new groups to be recognized. Once introduced and recognized by the Chair, these groups will have all participation rights at the next NAASC Meeting.
7. Quorum
 - a. If quorum isn't met within thirty (30) minutes of scheduled time, the NAASC may adjourn.
 - b. Before the NAASC adjourns, if quorum is not met, members present may elect to move directly to open forum. The intent being that any groups or subcommittees may ask for experience, strength, and hope with an issue they may be facing.
 - c. The inability of the NAASC to conduct business due to quorum requirements will have no effect on any subcommittee wishing to receive money from the Treasurer for items accounted for in its budget, or for anyone wishing to purchase literature.
8. The minutes of the previous NAASC Meeting will be read (unless a topic to waive the reading of said minutes is introduced, seconded, and passed by simple majority) with any changes being noted. Their acceptance will be by simple majority vote of the GSRs present.

9. Group Reports

The GSR of each group will be given an opportunity to submit a verbal and written report. Written group reports should be typed or written legibly, as they are to be entered into the NAASC meeting minutes. The report should include:

 - a. Name of group.
 - b. Day(s) of week that it meets.
 - c. Location of meeting.
 - d. Time of meeting.
 - e. Treasurer's report including monthly donation.
 - f. Number of members.
 - g. Number in weekly attendance.
 - h. Situations, problems, difficulties, etc.
 - i. Group conscience decisions.
10. Administrative Committee Reports
 - a. Each member of the Administrative Committee will be given an opportunity to submit a verbal and written report. All reports are to be typed or written legibly as they will be entered into the NAASC meeting minutes.
 - b. The Chair will ask if there are any questions after each report.
 - c. The Treasurer's report will be accepted by a simple majority vote of the GSRs present.
11. Subcommittee Chair Reports

The Chairperson of each subcommittee will be given an opportunity to submit a verbal and written report. Subcommittee reports should be typed or written legibly, as they are to be entered into the NAASC meeting minutes. The report should include:

 - a. Name of subcommittee.
 - b. Subcommittee meeting minutes (if any).
 - c. Subcommittee activity.
 - d. Accomplishments.
 - e. Specific problems or situations.
 - f. Plans for the coming month.
 - g. Motions for the NAASC.
12. Break
13. Open forum
14. Nominations
 - a. Any nominations for vacant positions will be called for, discussed, and voted upon.
15. Old Business
 - a. All business that was tabled or taken back to groups from the last NAASC meeting will be called to the floor at this time.
 - b. Any GSR who was not present when the topic was presented, discussed, and tabled or sent back to groups may not vote on the topic.
16. New Business
 - a. All new business will be submitted in the form of a written topic. This should be submitted to the Secretary prior to the beginning of old business. The Secretary will order the topic in the order that it is received. Topics should be presented by the Chair to the NAASC with the author of the topic to be given time on the floor to state the intent of the topic.
17. Announcements

18. Determine when and where the next NAASC meeting will be held. All concerned parties have a vote in this matter.
19. Close with an NA approved prayer.

Article V
Policy Review

Section 1. Annual Review

1. This policy will be reviewed by an ad hoc committee every March, ensuring all changes made to the policy throughout the year are incorporated in the most current copy.
 - a. The Policy Ad Hoc Committee will have the ability to make grammatical, numerical, and lettering changes to the policy during the annual review.

Glossary

GLOSSARY

Additional needs, addicts with. Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area service committee (ASC). A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

Assembly district. A subdivision of a heavily populated or geographically far-flung region within which a region holds one of its multiple assemblies. Most RSCs have only one assembly for the entire region.

Closed meetings. NA recovery meetings that are closed to nonaddicts.

Common needs (special interests). A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

Conference-approved service material. Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee.

Cooperative council (co-op). Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.

CPC panel. A specialized subunit of the PI subcommittee in some areas, focusing on *cooperation* with the *professional community*.

Fellowship-approved literature. See *NA-approved literature*.

Group service representative (GSR). Elected by an NA group to participate on the group's behalf in the ASC and the regional assembly.

GSR. See *group service representative*.

H&I. See *hospitals and institutions*.

Home group. The group an NA member calls "home." Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes.

Hospitals and institutions (H&I). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Metro committee member (MCM). Elected by an ASC to participate on the area's behalf on the metropolitan services committee.

Metropolitan services committee (MSC). A committee formed to administer an array of subcommittees providing direct NA services (PI, H&I, phonelines, etc.) in a major metropolitan district on behalf of a number of ASCs.

NA Way Magazine, The. The NA Fellowship's quarterly journal, published in various languages.

NA-approved literature. Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature."

Narcotics Anonymous World Services (NAWS). Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)

Open meetings. NA recovery meetings that allow attendance by nonaddicts.

Glossary

Phoneline. An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

PI. See *public information*.

Policy log. A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.

Public information (PI). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

RCM. See *regional committee member*.

Regional assembly. A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate is elected at the assembly.

Regional committee member (RCM). Elected by an ASC to participate on the area's behalf on the regional service committee.

Regional delegate. A World Service Conference participant elected by a region's GSRs and/or RCMs.

Regional service committee (RSC). A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

Resource assignment. Rather than create RSC subcommittees to focus regional attention and gather regional experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate communication between area

H&I subcommittees throughout the region.

RSC. See *regional service committee*.

Service bulletins. Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Shared services committee. A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

Sharing session. A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

Special interests (common needs). A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

Trusted servant. An NA euphemism for "leader," "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

Twelve Concepts for NA Service. One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Glossary

Twelve Steps. One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions. One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Board. The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

World Service Conference (WSC). A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Conference Report. The full reports of the World Service Conference and the World Board and its committees.

World Service Office (WSO). World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe).

WSC. See *World Service Conference*.

WSO. See *World Service Office*.