

***Blue Water Area***

***Service Committee***

***Guidelines***

**Service Prayer as adopted from the Introduction section in our Basic Text:**

*“God grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict anywhere need die from the horrors of addiction.”*

**Section 1:**

The Blue Water Area Service Committee (BWASC) is a committee made up of Group Service Representatives (GSRs), Area Service Officers, and Subcommittee Chairpersons. It meets regularly to serve the specific needs of its member groups.

**Section 2:**

The purpose of the Blue Water Area Service Committee is to support the NA groups in the Blue Water Area with their primary purpose, provide a forum for them within this area to help the groups with their unique needs and situations, and too encourage the growth of the Fellowship.

Our Ninth Tradition states "NA, as such, ought never be organized, but we may create service boards of committees directly responsible to those they serve."

The purpose of laying out these committees in an orderly form, showing what they do and how they relate to each other is not organization in nature, but informational.

What we are presenting is not an organization, but a method by which the services necessary to NA can be provided and performed with a very minimum of confusion.

**Section 3:  
Twelve Traditions of Narcotics Anonymous**

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our Group purpose there is but one ultimate authority - a loving God as He may express Himself in our Group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or NA as a whole.
5. Each Group has but one primary purpose -- to carry the message to the addict who still suffers.
6. An NA Group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA Group ought to be fully self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our Service Centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

**Section 4:  
The 12 Concepts of NA Service**

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

**Section 5:  
Meeting Time and Location**

1. The BWASC will meet on the third Sunday of every month.
2. The meeting shall begin at 5:00 pm and end by 7:00 pm.
3. The BWASC Chairperson will establish the location and notice of the location will be given at the previous monthly meeting.
4. If the meeting date, time or place must be changed it will be announced at the previous month's meeting.
5. If prior to the BWASC meeting the need arises to change the meeting's time or location, the Chairperson will notify all GSRs, officers and subcommittee chairpersons by telephone as soon as possible.
6. A notice of the meeting being rescheduled is to be posted at the original location of the BWASC meeting.

**Section 6:  
Meeting Agenda**

1. The Chairperson will set the agenda for the BWASC
2. The agenda will be handed out before the beginning of the meeting.
3. Any GSR, officer, or subcommittee chairperson may request an item be put on the agenda by submitting the request in writing to the Chairperson prior to the BWASC meeting.
4. Any GSR, BWASC officer, or subcommittee chairperson may verbally request an item be added to the agenda at the start of the meeting.
5. Agenda items submitted in writing take precedence over agenda items submitted verbally.

**Section 7:  
Quorum**

1. An official quorum must be established to conduct business.
2. Official quorum is one more than half of the actively participating groups. For example, 10 "active" groups needs 6 eligible representatives for a quorum.
3. A non-participating group is one that has not been represented by an eligible trusted servant of the group for 3 consecutive meetings. It would be at the third meeting the group would not be considered for a quorum. The BWASC secretary will maintain a list of participating groups to establish a quorum.
4. If no official quorum has been established by 10 minutes after the starting time of the meeting, the meeting may commence by conducting business not requiring a vote.

5. Once a quorum has been established, items needing a vote may be conducted. Only an eligible voting alternate can be considered for a quorum in-the absence of an elected GSR for a group.
6. Only an eligible voting alternate can be considered for a quorum in the absence of an elected GSR for a group.

**Section 8:  
Voting**

1. Voting Eligibility:
  - a. The GSR or the alternate GSR for a group.
  - b. The Secretary or the treasurer of a group only in the absence of an elected GSR or alternate GSR with written approval from the elected GSR of the group.
  - c. The BWASC chairperson will only vote in case of a tie.
2. Voting on reports, the BWASC Policy and the service structure:
  - a. BWASC officer reports and general committee business will pass with a simple majority of the quorum present.
  - b. All matters affecting BWASC policy will pass with a majority of the voting quorum.
  - c. All participating members of the BWASC may vote to accept Treasurer and secretary reports and to adjourn the meeting.
3. One individual may not vote for two groups.
4. Any NA member may report on group status.
5. Criteria for simple Majority and Two-Thirds Majority Voting:
  - a. A simple majority is determined as one more than half of the quorum. A quorum of 10 representatives has a simple majority of 6 years.
  - b. A two-thirds majority is determined as two-thirds of the quorum as determined in the following formula. All fractions will be rounded up to the next whole number. A quorum of 10 representatives has a two-thirds majority of 7
6. Abstention Voting: A group representative may choose to vote in abstention for a variety of reasons. It must be understood that all In all votes, an abstention affects the outcome. Below is an explanation of how an abstention vote affects motions at the BWASC.
  - a. Simple Majority - A vote of abstention on a question before the BWASC requiring a simple majority will not be counted as a vote against the question on the floor. For example, the resulting vote for a quorum of 10 representatives is 4 yeas, 2 nays and 4 abstentions. This results as a vote of approval on the question before the BWASC. This is because a simple majority has been reached of the remaining representatives.
  - b. Two-Third Majority- A vote of abstention on a question before the BWASC requiring a two-thirds majority will be considered as a vote against the question before the BWASC. Using the same numbers as in the example above in 6a, the motion would fail because the required 7 yeas was not achieved.

- c. Regardless of its effect on a vote, an abstention will be recorded as an abstention in the BWASC meeting minutes.

### **Section 9: Motions**

A motion is the method by which actions are decided by the BWASC. The following are Guidelines for its use:

1. GSRs, subcommittee chairpersons, and the officers of the BWASC (except the chairperson) are the only members of the meeting allowed to submit a motion to the floor. Only a GSR may second a motion.
2. All motions are debatable except motions to accept the treasurer and secretary reports.
3. All motions except those to approve reports will be written and given to the secretary on a approved form.
4. Verbal motions may be accepted at the discretion of the BWASC chairperson and the BWASC secretary will record such motion to assure accuracy of the records.
5. Only the member submitting the motion, with consent of the member who seconded the motion, may retract a motion.
6. There will be only one motion per meeting to rescind the intent or action of a previously approved motion.
7. Motions submitted prior to the BWASC meeting would have priority over other motions submitted during the meeting.

### **Section 10: Debate and Discussion**

To avoid confusion and reduce the amount of time spent on BWASC business, the following guidelines have been adopted. They are meant to guide the chairperson in executing the agenda and are not to be a device to serve the interest of individuals.

1. The difference between a discussion and debate is as follows:  
*Discussion* is that which takes place when there is no motion on the floor.  
*Debate* is that which follows a motion that has been seconded but before a vote is taken.
2. Every NA member who attends the meeting may speak on the floor in a *discussion*. Only members of the BWASC may *debate* a motion. A member with experience or information regarding the issue being addressed will have precedence over the order of speakers.
3. Discussion will occur at times such as in old business, new business, the area representative report, and the subcommittee reports. The chairperson

will at his/her discretion lead, interpret these guidelines, and close the discussion at hand. The guidelines on discussion are:

- a. Any NA member may participate in a discussion.
- b. Each participant may make two statements and ask one question on an issue.
- c. Any member who has the floor once during a discussion may not have it again while the same issue is being discussed, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, then members may seek the floor a second time.
- d. A participant may appeal to the chairperson to discontinue the discussion. It would be up to the chairperson to continue the discussion, suggest that a motion be made to either address the issue at hand or table it until the next BWASC meeting. The GSRs may override the chairperson's decision by a majority vote.
- e. The chairperson will not recognize a motion until the chair has determined that the guidelines for discussion have been met in his/her judgment.

4. Limits on debates are as follows:

- a. Each member in debate will be a two-minute limit to address the motion being debated.
- b. The member who made the motion may have a final appeal before the vote is taken.
- c. There are only three pros and three cons considered for each motion being debated.
- d. Any member once having the floor during a debate having given a pro or con to any motion may not have the floor while the same issue is being debated, if there is any member who has not had a chance to speak yet. Once the limits of the debate have been met or no further debate is desired by the BWASC, the chairperson will restate the motion and call for a vote.
- e. Questions pertinent to the motion and its content directed to the chairperson, the member making the motion or other person present at the meeting would be limited to three such questions.
- f. After these conditions have been met, the secretary will restate the motion and the chairperson will ask for a vote.

**Section 11:**  
***Nominations and Election of Officers and Subcommittee Chairs***

1. In June and July, nominations for BWASC officers and the standing subcommittee chairpersons should be solicited from the groups by "group conscience".
2. The chairperson shall read the suggested minimum qualifications and the responsibilities for each position from the approved BWASC guidelines at each meeting as needed.
3. In August, nominations will be brought to the BWASC meeting.
4. After the secretary has recorded all nominations from the GSRs, the chairperson will ask

for nominations from the floor. Those nominations will be added to the list.

5. The chairperson will then move to close the nominations, which must then be seconded and passed by the GSRs.
6. The chairperson will then ask the nominees to state their qualifications for each position. This is the time to ask the nominees any questions.
7. If a nominee is unable to attend that meeting, the BWASC will accept a letter of intent from the individual. Clean time, service potions held, willingness to serve, and any other information pertinent to the qualifications of the position sought should sought should be considered in the letter.
8. Those nominees not in attendance and without a letter of intent will be removed from the nomination list.
9. The list will be recorded in the meeting minutes and a nomination list will be distributed to all the meetings no later than 10 days before the BWASC meeting in September.
10. The final vote will be taken at the September BWASC meeting. If there are any nominees present at the final vote, they may be asked to leave the room for that election so the GSRs have an open forum In which to debate and vote.
11. Election for a service position is by simple majority, except as noted in item 13 of this section.
12. If there is only one nominee for a position, then a two-thirds vote of approval is required for election.
13. For the positions of RCM and BWASC chairperson, a two-thirds vote of approval is required when there is a duly elected Alternate RCM or Vice-Chairperson willing to serve. This will serve to foster continuity and direction of the BWASC.
14. If the RCM alternate or the BWASC Vice-Chairperson does not receive a two thirds vote of confidence to move into their respective positions, that position is then open for all nominations.
15. The newly elected officers will be notified by the secretary and begin their term on October 1st.
16. The nomination and election of an unfilled office at or after the September BWASC meeting will be held on a month to month basis. If there is a nominee present at the September meeting (or any following meeting) to state his/her qualifications, the election will take place at that time.
17. When an office or subcommittee chair position has been vacated by resignation or the incumbent has been removed by the BWASC, then the officers may appoint a temporary officer or subcommittee chairperson. This would be on a month to month basis until the position has been filled by a duly held election. In the event that the chairperson or RCM positions become vacant, the vice-chair or ASR-alt assumes the duties of their respective office.

18. BWASC officers and standing subcommittee chairpersons should not serve for more than two consecutive full terms. Time served on an interim basis would not count towards consecutive full terms.
19. An officer or subcommittee chairperson elected between October 1st and February 1st will be considered to have served a full term at the following election in September. (An officer or subcommittee chairperson elected at the October, November, December, or January meetings will have served a full term at the election in September).
20. An officer elected or appointed after February 1st will be considered as having served on an interim basis at the following election in September. (The time served by the officer elected or appointed after February 1st would not be considered in calculating consecutive full terms).
21. In the event that an office cannot be filled by the September election, the incumbent will be asked to remain in a temporary capacity until an election can be duly held.

**Section 12:  
Resignation and Impeachment**

1. Voluntary Resignation:
  - a. Given in writing to the BWASC chairperson in advance of the meeting.
2. Impeachment: A person may be impeached if:
  - a. Relapse during term of service. Mandatory removal from the trusted service position.
  - b. Failure to perform duties and responsibilities.
  - c. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a "trusted servant".
  - d. Any BWASC officer or standing subcommittee chairperson missing or failing to submit a written report for more than two consecutive meetings per term.

Impeachment Procedures:

- a. Items (2b, 2c, 2d from above) represent prerequisites for impeachment. They are not intended to mean impeachment is necessary or required in each case that these conditions exist. They are meant to be a guide for group conscience when impeachment proceedings are initiated.
- b. To begin impeachment, a motion stating intent with due cause should be given to the BWASC chairperson at least seven days before the BWASC meeting.
- c. The BWASC chairperson will inform the officer or standing subcommittee chairperson named for impeachment in the motion before the meeting if possible.
- d. The respondent is given time for rebuttal (if so desired, not lasting more than 10 minutes). This would be the time for GSRs only to ask questions of the respondent.
- e. The respondent is then asked to leave the room so the GSRs may debate

- the merits of the motion freely.
- f. The chairperson guides the debate and will move to close the discussion and take a vote on the motion to impeach.
  - g. A closed ballot is taken. A Two-Thirds majority vote is needed for impeachment. The secretary will announce the results.

**Section 13 :**  
**Qualifications for Area Trusted Servants, BWASC officers, GSRs,  
Subcommittee Chairpersons and Subcommittee Treasurers**

**NOTE:** The qualifications suggested here are meant as a guide to the GSRs in selecting trusted servants for the BWASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position. Remember: Willingness is the key.

**Chairperson**

- a. Willingness, time and the resources to serve.
- b. One year commitment.
- c. Minimum of two years clean time.
- d. Minimum of 6 months NA service.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Willingness to resign all other elected positions at the Area and Regional levels.

**Vice Chairperson**

- a. Willingness, time and the resources to serve.
- b. Two year commitment. First as Vice Chair and second as Chairperson
- c. Minimum 6 months of clean time.
- d. Some NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.

**Treasurer**

- a. Willingness, time and the resources to serve.
- b. One year commitment.
- c. Minimum of three years clean time.
- d. Minimum of one year NA service.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the BWASC.
- g. Willingness to resign all other elected positions at the Area and Regional level.

**Co-Treasurer**

- a. Willingness, time and the resources to serve.
- b. One year commitment.

- c. Minimum of three years clean time.
- d. Minimum of one year NA service.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the BWASC.

**Secretary**

- a. Willingness, time and the resources to serve.
- b. One year commitment
- c. Minimum 6 months clean time.
- d. Some NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Organizational skills necessary to record meeting minutes

**Co-Secretary**

- a. Willingness, time and the resources to serve.
- b. One year commitment
- c. Minimum 6 months clean time.
- d. Some NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Organizational skills necessary to record meeting minutes

**Regional Committee Member**

- a. Willingness, time and the resources to serve.
- b. One year commitment
- c. Suggested two years clean time.
- d. Minimum one year NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Time and resources to be an active participant at the Area and Regional levels.

**Alternate Regional Committee Member**

- a. Willingness, time and the resources to serve
- b. Two year commitment: first as the alternate RCM and second as the RCM.
- c. Suggested 6 months clean time.
- d. Some NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.
- f. Time and resources to be an active participant at the Area and Regional levels.

**Subcommittee Chairpersons**

- a. Willingness, time and the resources to serve.

- b. One year commitment
- c. Minimum 6 months clean time.
- d. Some NA service involvement.
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the BWASC policies.

**Section 14:**  
***Duties and General Responsibilities of Area Trusted Servants, BWASC Officers,  
Subcommittee Chairpersons and Treasurers, GSRs and Contact Persons***

**Committee Chairperson**

- a. Assures meeting starts and ends on time.
- b. Arranges, chooses and executes meeting agenda.
- c. Co-signer of BWASC account
- d. Conducts elections of new officers and subcommittee chairs.
- e. Understands and upholds the BWASC guidelines and policy.
- f. Serves as chairperson of Administrative Subcommittees as needed
- g. Conducts phone votes for required business when the BWASC is not in session.
- h. May assist in auditing treasury books for previous year.
- i. Helps to insure the incoming Chairperson is prepared for the position.
- j. Attends all BWASC meetings.

**Committee Vice Chairperson**

- a. Assumes duties of the chairperson in their absence, removal or resignation.
- b. Serves as Vice Chairperson of Administrative Subcommittees as needed.
- c. Assists the Chairperson in carrying out his/her duties.
- d. Orients newly elected officers and subcommittee chairs to the BWASC policy and guidelines.
- e. Attends all BWASC meetings.
- f. Helps coordinate Area subcommittees
- g. Is the point of contact for subcommittees
- h. Stays informed of subcommittees projects and problems. Attends subcommittee meetings whenever possible.
- j. Works with area subcommittee chairpersons to prepare annual reports and budgets

**Committee Secretary**

- a. Records and maintains BWASC minutes
- b. Serves as Secretary of subcommittees as needed.
- c. Responsible for maintaining files of BWASC meeting minutes and other documents
- e. Responsible for BWASC correspondence, phone vote records and post office box.
- f. Reviews submitted motions for clarity and orderliness before giving to the chair.
- g. Will edit the BWASC policy guide annually after the September meeting to reflect any and all changes or revisions made during the previous year.
- h. Coordinates annual and periodic audits of treasury books.
- i. May assist in auditing treasury books for previous year.
- k. Helps to assure the incoming secretary is prepared adequately for the position.
- l. Attends all BWASC meetings.
- m. Registers the BWASC groups once a year at the WSO with assistance of the GSRs

- n. Maintains a list of participating and non-participating groups to establish a quorum
- o. Distributes the nomination list (of all nominations for officers and standing subcommittee chairperson) to all GSRs no later than 10 days before the BWASC meeting in September.

**Committee Treasurer**

- a. Maintains accurate account of the BWASC checking account including all income sources and detail expenditures
- b. Submits a written report of all fiscal activity between BWASC meetings
- c. Disperses funds requested by BWASC officers, standing subcommittee and ad hoc committee representatives and others, as required by BWASC motions and guidelines.
- d. As an incoming Treasurer, will audit previous year of treasury activity.
- e. As an outgoing Treasurer, will write a report of the previous year's Treasury activity. (Expenditures against the budget)
- f. As an outgoing Treasurer, will prepare a budget for the next year to be presented at the October meeting.
- g. Attends all BWASC meetings
- h. Co-signer on the BWASC account
- i. Maintains a record of each groups donations each fiscal year from October to their following year
- j. Serves as Treasurer of Administrative Subcommittee's
- k. Supports subcommittee Treasurers as needed.

**Regional Committee Member**

- a. Attends all BWASC meetings.
- b. Attends all Metro Detroit Region Service Committee meetings.
- c. Chairs the policy subcommittees as needed.
- d. Chairs the BWASC meetings in absence of the chair and vice-chairperson.
- e. Conducts annual GSR workshop.
- f. Gives a written report to the BWASC.
- g. Gives written report to MDRSC.
- h. Orients new GSRs to the BWASC policy and guidelines.
- i. Trains the RCM alternate.
- j. Member to Administrative Subcommittee.

**Alternate Regional Committee Member**

- a. Assumes the duties of the RCM in their absence, removal or resignation
- b. Attends all BWASC meetings
- c. Attends at least two MDRSC meetings during the term
- d. Assists the RCM in earring out their duties.
- e. Member of the Administrative Subcommittee.

**Standing Subcommittee Chairpersons**

- a. Attend all BWASC monthly meetings.
- b. Gives a written report of subcommittee activity, inactivity and any pertinent information to the BWASC
- c. Gives accurate accounting of monies spent by their subcommittee
- d. Submits annual budget for approval.

**GSR Responsibilities to the BWASC**

- a. Attends all BWASC meetings or makes arrangements for Co-GSR to be present in their absence.
- b. Reports all BWASC activities to their groups
- c. Reports to the BWASC their group's status
- d. Supports one BWASC subcommittee by voluntary participation
- e. Supports BWASC Fellowship activities by voluntary participation.
- f. Understands BWASC procedures and policy

**Subcommittee Treasurer**

- a. Will work with BWASC Treasurer to ensure proper handling of funds.
- b. Will maintain accurate records of expenditures and receipts.
- c. Will turn over all funds and records to the BWASC Treasurer within 48 hours of a fund raising event.

**All BWASC members are responsible to:**

- a. Respect others opinions.
- b. Allow full participation by all members.
- c. Observe the spiritual principles of the NA program
- d. Remain for the full regular scheduled meeting of the BWASC.

***Section 15:  
Standing Subcommittees***

In order to minimize time spent in debate at the BWASC meeting, a system of subcommittees is used. Standing subcommittees are formed to fulfill the responsibilities and tasks of the BWASC as the groups dictate them. The initiation and finalization of their projects take place at the BWASC meetings. Each subcommittee is accountable to the BWASC.

**Hospitals and Institutions Subcommittee aka (H&I)**

Acts to carry the message of NA Into institutions such as hospitals, jails, detoxification centers and recovery houses where addicts would otherwise be unable to receive the message from another addict. H&I will conduct panels to carry the NA message to addicts that often have no other way of hearing the NA message.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress goals and needs at each BWASC meeting.
- b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area H&I subcommittees.
- c. The subcommittee will have a monthly budget to pay for the normal activities of the subcommittee. If the entire monthly budget amount is not used it is to be carried over to the next month's allotted monies.
- d. Requests for funds beyond the budget must be submitted to and approved by the BWASC at monthly meetings. The subcommittee chairperson will submit literature request separate from the group literature requests.
- e. At the October BWASC meeting, the chairperson will submit a budget

request for the coming year to be approved by the BWASC at the following November meeting.

**Public Information Subcommittee (PI)**

Will be responsible for informing the public about recovery from addiction. It seeks to accomplish its task by using different media to inform the public that Narcotics Anonymous exists while maintaining the spirit of the 10th and 11th Traditions of narcotics Anonymous.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at each BWASC meeting.
- b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area PI subcommittees.
- c. The subcommittee will have a monthly budget to pay for normal activities of the subcommittee. The subcommittee chairperson will submit literature request separate from any other budget requests. If the entire monthly budget amount is not used it is to be carried over to the next month's allotted monies.
- d. Requests for funds beyond the yearly budget must be submitted to and approved by the BWASC at the monthly meeting.
- e. At the October BWASC meeting, the chairperson will submit a budget for the coming year to be approved by the BWASC at the November meeting.
- f. Until such time as growth of the Blue Water Area may dictate the need for a separate phone line subcommittee, P&I will also be responsible for the phone line.

**Activities Subcommittee**

Shall arrange and coordinate social functions to encourage fellowship and help carry the message of recovery. All events shall be consistent with the spiritual principals of recovery. It is not the purpose of Activities Subcommittee to raise funds for NA but to raise funds to be self-supporting

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, progress, goals and needs at the BWASC meeting.
- b. The subcommittee chairperson shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other BWASC subcommittees.
- c. At the October meeting, the chairperson shall submit an annual schedule of events for the following year starting January 1, through December 31.
- d. A budget shall accompany the schedule submitted in October using estimated expenses and income. The subcommittee shall try to raise funds for future events and the funds will be held in the BWASC treasury for those events. The proposed budget will be approved by the BWASC at the November meeting.
- e. All money received from events shall be turned over to the BWASC.
- f. The schedule may be changed during the year with BWASC approval.
- g. A predetermined and BWASC approved amount is to be used as seed money for events. This money is to be returned along with profits after each event.
- h. The intended use of the initial seed money is to sponsor fund raising events for future events during the year. This seed money is not intended to be a recurring monthly expense but shall be held in the prudent reserve if fund

raising falls short.

- i. Activity Subcommittee funds may be used for other BWASC services if necessary.

### **Policy Subcommittee**

This subcommittee is concerned with those matters, which are the policy of the BWASC. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these Traditions within our Area is the concern of this subcommittee. This subcommittee also studies and makes recommendations on BWASC policy as needed and directed by the BWASC.

- a. The subcommittee chairperson will submit a written report of all subcommittee activity, and progress at each BWASC meeting.
- b. The subcommittee will hold an annual review of the policies in December (after the BWASC secretary updates it).
- c. The RCM will chair this subcommittee.

### **Administrative Subcommittee**

Its purpose is to facilitate the administrative duties for the BWASC and its Officers

- a. The subcommittee shall consist of the Officers of the BWASC and two selected GSRs. The Administrative subcommittee is to meet as needed. The two GSRs are to be selected at the BWASC meeting as needed.
- b. The subcommittee is responsible for recovering stolen funds, bad checks or other monies belonging to the BWASC Treasury.
- c. Seeks to mediate conflicts between groups and/or individuals of NA
- d. The subcommittee shall conduct business between meetings as directed by the GSRs.
- e. The subcommittee conducts annual and non-periodic audits of the financial records for the BWASC and standing subcommittees.

## **Section 16: Financial Audits**

### Financial Review

- a. The BWASC Admin subcommittee will conduct any financial review.
- b. It is recommended that no more 48 hour notice is given before the financial review
- c. Those conducting the financial review must take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servants.
- d. The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions.
- e. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION!
- f. Financial reviews should not be predictable but should be varied as to time and place.

**Section 17:  
Ad-Hoc Committees**

The Chairperson of the BWASC shall have the authority to appoint Ad-Hoc committees for such special purposes as may, from time to time be deemed necessary to fulfill special functions. The purpose, membership, and duration of existence of any such Ad-Hoc committee shall be specifically designated by the Chairperson with approval of the GSRs at the time of appointment.

**Section 18:  
Amendment of Guidelines**

These guidelines may be amended by a two thirds majority vote at the regular meetings of the BWASC providing that exact wording of the amendment has been submitted in writing and announced at the previous regular BWASC meeting.

*This ends the Blue Water Area Service Guidelines and Policy Document.*