



COMMITTEE GUIDELINES

May 2009

For discussion 2009

Flint Area Service Committee of Narcotics Anonymous

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The Twelve Traditions of N.A.

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 N.A. as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group should be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. N.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. 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.

The Twelve Concepts of N.A. Service

1. To fulfill our fellowship's primary purpose, the N.A. groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of N.A. as a whole.
2. The final responsibility and authority for N.A. services rests with the N.A. groups.
3. The N.A. 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 the 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 process.
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 fear of reprisal.
11. N.A. 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.

Statement of Service

Everything that occurs in N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as individuals, members, groups, areas, regions, or subcommittees, we must never be in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned painfully, that strife cripples our fellowship; it prevents us from providing the service necessary to grow as a fellowship. Our success in carrying the N.A. message to the addict who still suffers is proportionate to our commitment to service. Flint N.A. unity depends on all of us. Consistency is important.

Definition, Purpose, Function, & Procedures

Definition:

An Area Service Committee is a committee formed by a gathering of Group Service Representatives from groups who chose membership.

Purpose:

This Service Committee is designed to serve the common needs of its member Groups.

Functions:

FASCNA meets monthly to:

Unify its member Groups.

Elect administrative Trusted Servants as needed.

Carry the N.A. message through Subcommittee actions.

Contribute to the growth of Narcotics Anonymous; both by initiating much of the work to be finalized at the World Service Conference and by providing support to our Regional Services.

Newly started groups desiring to join FASCNA will be supported by the Admin Committee maintaining two (2) starter packs for distribution upon request.

Procedures:

The procedures are written herein. This committee is to function within N.A. Traditions at all times.

NOTE: Through our past experiences, we have found that what's in this document works. However, because of the type of fellowship we are, we need to remain flexible and responsive to the needs of our members.

Voting

Voting Participants:

Any group, which chooses membership in FASCNA, shall have one vote accorded to its GSR (Group Service Representative), alternate or designee.

Quorum:

A quorum shall consist of 30% plus 1 of active member groups. If a member group is not represented at two consecutive regularly scheduled ASC meetings, it shall be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon said group attending ASC meeting.

Quorum must be maintained throughout the meeting in order for votes to be taken. If the total number of GSR's falls below that necessary for quorum, no more business may be conducted.

Motions:

It is suggested that motions be submitted on motion forms to the secretary prior to the new business portion of the meeting. The following may make or second motions:

Flint Area Group Service Representatives (alternates or designees in their absence).

FASCNA Groups.

All members of FASCNA Administration except past RCM, Area Chair and Area Co-Chair.

FASCNA Subcommittee Chairs and Co-Chairs

FASCNA Subcommittees

All motions must be seconded except motions from the Groups or Subcommittees.

Discussion of motions:

All N.A members in attendance at the ASC meeting shall have the right to participate in discussion.

Voting Procedures:

Only GSR's (alt. or designee in their absence) are allowed to vote at the ASC. (Chair votes ONLY to break a tie.)

Motions for Area guideline changes will be referred to Admin. Admin will discuss the motion and make recommendations to GSR's at the next ASC meeting, where the GSR's will vote on the motion during old business. Area guideline changes must be approved by a $\frac{3}{4}$ majority.

Regional guideline changes will be voted on at the ASC, except as stated below:

Any motion may be referred for group conscience at the discretion of the GSR's. The motion shall then be processed through the discussion stage and voted upon at the next regularly scheduled ASC meeting.

All votes are a simple majority unless stated otherwise: see Rules of Order.

Elections:

Elected in January: Chair, Co-Chair, Secretary,

Co-Secretary, Treasurer and Co-Treasurer

Elected in June: RCM and RCM-Alternate

Elected in October: All subcommittee Chairs

Ad-hoc Chairs to be elected as needed.

Nominations and Elections of Trusted Servants:

An explanation of these guidelines is needed to inform prospective nominees of each position's duties, qualifications and responsibilities for office.

The positions are announced and nominations are taken and seconded.

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

Before the actual vote is taken, each nominee should state their willingness, qualifications and all NA service experiences. State clean time and "why" you want to serve the fellowship.

In the event a prospective nominee is unable to attend the scheduled meeting at which elections are to take place, submission of a letter with an explanation of absence, will allow the nomination to be accepted. In the case of only one nomination a vote will still be taken. If $\frac{3}{4}$ majority is not achieved, the position is tabled and goes back to the groups for further nominations.

When elections are for a new Chair, Secretary, Treasurer, RCM, Co-Chair, Co-Secretary, Co-Treasurer and RCM-Alternate, respectively, are given priority consideration by a vote of acclamation. If $\frac{3}{4}$ majority is not achieved, the position is opened to the floor for further nominations.

Nominees for the Chair, Secretary, Treasurer and RCM must resign the GSR positions if elected.

The following trusted servants can hold only one position at Area: all members of the Admin. (except past RCM), subcommittee Chairs and Co-Chairs.

A trusted servant may be elected to a maximum of two consecutive terms for the same position.

Newly elected members assume new positions at the close of the ASC in which they were elected, except in special elections.

Voluntary Resignation:

Given in writing to the ASC Chairperson prior to the ASC meeting.

Involuntary Resignation:

Relapse during time of position.

Removal by ¾ majority. (Example: for breach of Traditions, failure to perform duties and responsibilities or misappropriation of funds, etc.)

Qualifications, Duties & Responsibilities:

Administration:

This committee consists of Area Chair, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Parliamentarian, RCM, RCM-Alternate and past RCM.

This committee deals with those things, which are duties and procedures of FASCNA. This committee is responsible for the administration of the day-to-day affairs and obligations of FASCNA.

The general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions of N.A.

However, the application of these Traditions is the concern of this committee as it relates to the ASC.

This committee deals with alleged violations of the Twelve Traditions within our Area. When a violation occurs and it cannot be resolved at group or area level, the GSR's can direct this committee to write a detailed letter describing said violation and circumstances involved, then give a copy to the RCM for review and mail it to the Regional Service Committee for final recommendation.

This committee is responsible for the maintenance and revision of our guidelines and procedures.

Guidelines and Standing Rules to be reviewed and/or revised after each regular election of the chair.

This committee only acts in matters where the ASC gives them permission to do so. At no time should the policies of the ASC, subcommittees, or any committee conflict with the Twelve Traditions of N.A.

The committee shall conduct an annual audit of the ASC's financial records and approve the annual Treasurers' report. Further, a spontaneous audit shall be conducted at the discretion of the GSR's or whenever a resignation of the Area treasurer is tendered and reported to the ASC.

The ASC is typically the last non-holiday Sunday of each month, at 1:00PM. The Admin. sets agenda for the ASC.

Qualifications for all Offices:

Actively attending Flint Area meetings.

Willingness and desire to serve.

Understanding of the 12 Steps, 12 Traditions and 12 Concepts of N.A.

Understanding of FASCNA guidelines.

Familiar with "Roberts Rules of Order".

Time and resources to be an active participant.

Chairperson qualifications:

One year commitment.

Minimum of two years continuous clean time.

Minimum of one year N.A. involvement.

Chairperson Duties and responsibilities:

Attend all Flint ASC meetings.

Follows a prearranged agenda during each ASC meeting.

Presides over all meetings of FASCNA.

To be absolutely fair and impartial.

Cosigner on all bank accounts of FASCNA.

Notifies trusted servants of involuntary resignation.

Shall account for and keep record of new starter packs and report inventory monthly to Admin. Chair may assign a member of Admin to complete this task.

Co-Chair qualifications:

Two year commitment.

Minimum of one year continuous clean time.

Minimum of nine months N.A. involvement.

Co-Chair Duties and responsibilities:

Attend all Flint ASC meetings.

Performs all duties and had all powers if the Chair in their absence.

Is an informal member of all subcommittees.

Acts as a liaison between the subcommittee and the ASC by attendance or by phone.

May be cosigner on all bank accounts of FASCNA.

Advises the ASC in matters concerning Area guidelines.

Become familiar with “Roberts Rules of Order”.

Secretary qualifications:

One year commitment.

Minimum of nine months continuous clean time.

Minimum of nine months N.A. involvement.

Secretary Duties and responsibilities:

Attend all Flint ASC meetings.

Responsible for written records of ASC meetings without personal comments.

Maintains a mailing list of all ASC trusted servants and groups throughout the area.

Types and distributes minutes no later than 14 days following each ASC meeting.

Distribution of these minutes to the following:

ASC trusted servants – priority given to Chair and GSR’s.

Regional Chairperson

World Service Office

Any member requesting minutes

May be cosigner on all bank accounts of FASCNA.

Takes roll call at each ASC meeting; maintains a list of active and inactive groups and trusted servants.

In the event that quorum is not met during any point during the meeting, the secretary will reflect those in attendance in the minutes.

Co-Secretary qualifications:

Two year commitment.

Minimum of six months continuous clean time.

Minimum of six months N.A. involvement.

Co-Secretary Duties and responsibilities:

Attend all Flint ASC meetings.

To assist the secretary in the completion of their duties and responsibilities.

Treasurer qualifications:

One year commitment.

Minimum of two years continuous clean time.

Minimum of one year N.A. involvement.

Treasurer Duties and responsibilities:

Attend all Flint ASC meetings

Must be able to deal with banks.

Must sign all FASCNA bank account checks along with one other member of the Administrative Committee.

Keeps accurate records of all transactions.

Prepares and presents monthly reports.

Dispenses monies as per group conscience of the ASC.

Gives and keeps receipt for income and disbursements.

Prepares and presents a yearly report to the ASC.

Below listed expenses may be funded by the ASC Treasurer without Group conscience or procedural vote of the ASC item and subject to be listed in the Treasurers report at the following ASC meeting.

Monies should be distributed first to pay existing bills, then the remainder may be used for subcommittees or new projects, as the ASC sees fit.

Postage and mailing expenses of ASC minutes and agenda.

Copies, paper, envelopes and ASC P.O. Box rental.

Phone bills of trusted servants of ASC may be reimbursed at approval of the treasurer with submission of photocopy of the bill and notations of the nature of the business.

Pass 12% of all income to MRSCNA each month.

Maintain a prudent reserve of \$300

Pay ASC rent.

To disburse funds for the purpose of maintaining the Area helpline

May disburse funds as needed to satisfy an approved subcommittee budget.

Must make every effort to disburse funds directly to vendors and make an effort to only write checks to trusted servants when said trusted servants are aware they have to supply the treasurer with a copy of the receipt for funds disbursed.

Co-Treasurer qualifications:

Two year commitment.

Minimum of one year continuous clean time.

Minimum of nine months N.A. involvement.

Must be able to deal with banks.

Co-Treasurer Duties and responsibilities:

Attend all Flint ASC meetings.

To assist the treasurer in the completion of their duties and responsibilities.

RCM qualifications:

One year commitment and term.

Minimum of one year continuous clean time.

Minimum of nine months N.A. involvement.

RCM Duties and responsibilities

Attend all Flint ASC and MRSCNA meetings.

The primary responsibility is to work for the common good of N.A. by providing a 3-way communication between the Area and the rest of N.A., primarily our Regional Committee.

Attends as many group business meetings as possible.

Represents and carries our Areas' conscience at all RSC meetings. Brings back all motions sent from World and Region for Area consideration.

Prepares and presents reports at all ASC and RSC meetings.

Works with RCM-Alternate, past RCM's and any other interested members to conduct a workshop for all GSR's and the fellowship as a whole to review and discuss the World Service Conference Agenda report. Such workshops to be held as soon as possible after the publishing of the C.A.R. (i.e. January or February).

Bring MRSCNA guidelines and current minutes to the ASC.

RCM-Alternate qualifications:

Two year commitment.

Minimum of nine months continuous clean time.

Minimum of six months N.A. involvement.

RCM-Alternate Duties and Responsibilities

Attend all Flint ASC and MRSCNA meetings.

Performs all duties and has all powers of RCM in their absence.

Attends group business meetings upon request if possible.

Learn MRSCNA guidelines.

Past RCM qualifications:

Must be most recent past Flint RCM. “We have found there is no retirement in service, and the aid a past RCM has to offer could be an asset to the ASC. This is not an elected position. It is the choice of the past RCM’s if they want to use the option and participate in the Administration Committee.”

Subcommittee Chair qualifications:

One year commitment.

Minimum of one year continuous clean time.

Minimum of nine months N.A. involvement.

Subcommittee Chair Duties and Responsibilities:

Attend all Flint ASC meetings.

See appropriate subcommittee section.

Subcommittee Trusted Servants

Subcommittee Co-chair, secretary and treasurer shall be elected by members of each subcommittee with the Co-chair to be submitted for ASC approval.

The subcommittees determine the duties and responsibilities of its’ trusted servants as long as they do not conflict with FASCNA guidelines or the “Guide to Local Service”.

See appropriate subcommittee section.

Subcommittees

Forming a new subcommittee:

A draft of proposed guidelines must be formulated by Admin. Subcommittee, as per input of GSR’s.

Letters to identify the needs that this subcommittee may better serve the Area.

A motion is made under “New Business” and seconded.

A simple majority is necessary for approval.

If approval is reached, normal election of the Chair may take place.

Elimination of a subcommittee:

A motion is made under “New Business” and seconded.

A motion may be made to send it back to the groups.

A simple majority is needed to dissolve a subcommittee.

Outline for subcommittees:

In order to minimize the amount of time spent debating in ASC meetings, a subcommittee system is used by FASCNA. Each subcommittee may develop its own guidelines under which they can operate as long as they don’t conflict with FASCNA guidelines.

In order to better serve, a subcommittee may choose to elect Trusted Servants, etc.

Each subcommittee is responsible to Area.

Each subcommittee chair should establish lines of communications with appropriate Regional chair.

Each subcommittee should make every effort to inform the fellowship of upcoming activities and meetings.

Each subcommittee should submit a written report at the ASC meeting. This report should include minutes of subcommittee meetings with plans, discussions, ideas and minority reports (if needed). Motions for initiation, implementation and finalization of projects, guidelines and/or funds should also be included in this report, for approval of the GSR's.

Each subcommittee shall submit motions for funds reflecting expected expenses, subject to revision by group conscience.

Outline of Duties & Responsibilities for Subcommittees

Activities:

This committee consists of Chair, Co-Chair, Secretary, Treasurer and any interested member.

This committee is responsible to hold activities (dances, parties, picnics, events, etc.) that are attractive to the newcomer. The primary purpose of this committee is to reach the still suffering addict and help promote N.A. unity. The secondary purpose of this committee is to raise funds for Area needs. Proceeds from these fund-raisers should be deposited in the FASCNA bank account in the timeliest manner.

Hospitals & Institutions:

This committee consists of Chair, Co-Chair, Secretary and any member who wishes to better carry the message of recovery into hospitals and institutions.

This committee acts as a resource to members and groups in their efforts to carry the N.A. message of recovery and make it more readily available to those seeking recovery.

This committee serves many purposes: The first is as a resource to members and groups in their effort by distributing supplies, information, literature, and material necessary to better carry the message. This committee lists all places where an addict might be found. They usually fall into the following categories: Correctional Facilities, Treatment Facilities, Armed Services, Drug Diversionary or Criminal Diversionary Programs. This committee attempts to make N.A. available to any addict seeking recovery from addiction by mutual cooperation with these facilities and cooperation of the P.I. subcommittee, by starting meetings, arranging for forums, making literature available, and establishing contacts in these places.

Since many meetings held in institutions cannot function within the Traditions, these meetings will operate under the guidance of the local H&I committee or with assistance of the Regional H&I committee.

Helpline:

This committee is responsible to maintain the Flint Area Helpline operation.

This committee is to maintain updated information with the answering service (i.e. P.O. Box address, meeting information and activities) .

Qualifications for Helpline volunteers:

6 months clean within N.A.

Working knowledge of the 12 Steps and 12 Traditions

Working relationship with a sponsor

Short workshop mandatory first-time worker or approval of subcommittee.

Regular attendance at meetings (no less than 1 per week). Person in question to be called before removal).

Attendance at Helpline subcommittee meetings strongly recommended (mandatory once every six months).

Literature:

This committee consists of a Chairperson and any other interested members.

The duties of this committee may be twofold; literature distribution to the groups, and literature development or writing for the Fellowship.

Although area groups in Michigan tend to order from our Michigan Service Office on their own, the Literature Chair may be directed by this ASC to stockpile literature locally for distribution to the local groups.

This committee may also work on writing NA literature to be considered for publication by our WSO or other appropriate NA service bodies approved by FASCNA.

The chair may also be asked to help area members review literature proposals that have been received from World Services or other NA service bodies.

Public Information:

This committee consists of Chair, Co-Chair, Secretary and any interested member who wishes to carry the message of recovery to those who have not heard of us or have misinterpreted us, informing them of what we have to offer – recovery from the disease of addiction; how and where we are available; how we may attempt to create a mutual understanding with other addicts; sharing about the disease of addiction with those who are interested in helping the addict. This committee acts as a resource to those who wish to carry the message of recovery through Public Information.

This committee initiates activities such as direct mailings with local agencies. To establish lines of communication, cooperation, but not affiliation with any group interested in helping the addict who still suffers. With one-on-one contacts with the same; giving information appropriately, advertising, etc. Coordinates public speaking engagements with requesting facilities. Attends or sets up “Special Committee” to do the same at any convention related to helping the addict or concerned with the disease or treatment of addiction, related organizations, judicial system, Joint Commission of Accreditation of Hospitals, American Medical Association, other Twelve Step fellowships within the area. Arranging to attend, set up displays and special open meetings.

This committee stockpiles, maintains and coordinates distribution of all the above information, archives on past experiences, examples of letters used in direct mailings, directed to individuals who may help addicts (doctors, lawyers, health services, judges, counselors, psychiatrists, wardens, probation/parole officers, clergy, etc.), various public service announcements, tapes of typical radio and TV shows, commercials, posters for public displays, stickers for windows, etc.

This committee is essential to the growth of N.A. in the area, and needs assistance from many members to perform their objectives. This committee serves basically as a liaison between N.A. and society as a whole.

Compiles Area meeting lists as needed. All meetings to be designated as “closed” unless otherwise instructed by the groups.

The operation of the FASCNA website shall be the responsibility of the Public Information subcommittee. It will be up to the subcommittee and its trusted servants to maintain the website in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous, and keep all information found within the website current and accurate.