

# GREATER GRAND RAPIDS AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES

## I DEFINITION, PURPOSE, FUNCTION, POLICIES AND PROCEDURES

### A) Definition

- i) The Area Service Committee is made up of group service representatives, area elected trusted servants and all sub-committee chairs.

### B) Purpose

- i) The committee is designed to serve the common needs of member groups.

### C) Function

- i) Meets the fourth Wednesday of every month from 6 to 8 PM
- ii) Unify its member groups.
- iii) Provide a communication link between the groups, region, and the worldwide NA fellowship.

### D) Policies and Procedures

- i) Regional Donations
  - (1) 10% of the Area's quarterly gross income (all group donations and income from activities) will be donated within the first week of each quarter to the Michigan Region.
- ii) World Level Donations
  - (1) 10% of the Area's quarterly gross income (all group donations and income from activities) will be donated within the first week of each quarter to the W.S.C.
- iii) Sub-Committee Budgets
  - (1) All Sub-Committees will submit itemized, quarterly budgets in December, March, June and September.
- iv) Disbursement of Area Funds
  - (1) The Treasurer and one of the following must sign all checks. Failure to do so will make it impossible to cash a check written by the ASC.
    - (a) RCM, Alternate RCM, Secretary, Co-Secretary, Chair or Co-Chair.
  - (2) A prudent reserve of \$500 will be maintained. In the event expenses exceed the prudent reserve, standing budget items will be paid first. Anything beyond that will go to a vote.

## II Definition and Explanation of Consensus Based Decisions (CBD)

- A) In an effort to allow for a higher power guide our area business decisions, the GGRASC strives to carry out ALL its work based on the concept of Consensus Based Decisions (CBD). This means that all viewpoints have been considered while, at the same time, trying to find a common ground that the decision makers present at the ASC can support, even though the eventual decision may not be the exact desire of those decision makers. The discussion process is open to any addict present at the ASC meeting and takes place until no more progress is evident. However, who actually makes the decisions concerning the business discussed at the ASC is determined in the following subsections of this section ( A ).
  - i) When a motion is brought before the committee, discussions will take place for ten (10) minutes or until all parties are in agreement, whichever comes first.
  - ii) If consensus cannot be reached on an issue it will go to GSRs for a majority vote
    - (1) A majority is defined as one more than ½ of the established quorum not including abstaining votes.
    - (2) A quorum of one third of all Greater Grand Rapids Area Group Service Representatives is required for only GSRs to make decisions. If one third of GSRs are not present then the issue will be tabled until the following ASC.
    - (3) A quorum count will always be taken at the beginning of the ASC and at the beginning of New Business for that same ASC. A quorum count may also be requested at any time by the ASC chair, or a consensus of all those present at the ASC, in the event it is apparent that there are not enough GSRs to meet the quorum necessary for them to effectively make decisions regarding the business of the area. Who will

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actually make business decisions at a given ASC will depend on the number of GSRs available at the time the count is performed {see II-A)-ii-2)}.

- (4) A GSR can request at any time that the issue be brought back to the groups for a majority vote at the next ASC following the guidelines {see II-A-ii}.
- (5) *All GSRs present at ASC will have voting privileges for that ASC meeting. If they are representing a new group, or are temporarily on inactive status due to prior absences from ASC, the GSR's group will be penciled on to the group roll call agenda for that meeting. [Revision made 1/28/09].*

B) Any motions by the Region or WSC may be sent back to groups at the request of Region or WSC.

### III Nominations and Elections of Trusted Servants

#### A) Election Procedures

- i) If there is a single nominee, they will be asked to leave the room to determine if there are objections to that nominee being elected. If there are no objections, the nominee is considered elected.
- ii) Any objections will be presented without the nominee present. If the objections are not resolved, the nominee will rejoin the ASC meeting, the Area Chair will explain the objections and the nominee will have an opportunity to address the objections if they so choose.
- iii) After this, without nominee present, the ASC will determine if there is now a consensus in favor of this candidate.
- iv) If there is no consensus at this point, the issue will be tabled until the next ASC meeting.
- v) If there is more than one nominee, the group will use the above process to attempt to fill the position.

B) Elections for the following area trusted servant positions will occur every **May**: Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Co-Secretary, RCM and Alt-RCM.

C) Elections for the following sub-committee chair positions will occur every **September**: Hospitals & Institutions, Activities, and Public Information.

D) The ASC Chair will announce the nominations for the positions outlined in Part III, Sections B and C, two months before the elections. An explanation from the Guide To Local Service (GTLs) and the ASC guidelines are needed to establish the responsibilities of each position.

E) Each nominee must submit a letter of willingness that should include the following: Clean time, past service experience, NA sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and NA's service structure. It is also suggested that each nominee be present at the time of nomination.

F) The ASC can temporarily appoint a person to fill any position.

G) A trusted servant may only be elected a maximum of two consecutive terms regardless of when the first term started. All positions require a one-year commitment.

#### H) Resignations

- i) Voluntary: Must be given at the ASC in writing or in person.
- ii) Involuntary:

- (1) If an ASC trusted servant misses two consecutive ASC or Policy & Administration meetings without advising their alternate or submitting a written report to the ASC Chair.
- (2) Relapse during the time in office, which is defined as the use of mind-altering substance other than physician-prescribed medication.

### IV Qualifications and Duties of Area Trusted Servants

A) The following qualifications apply to all Area Elected Trusted Servants.

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- i) Have previous service experience in NA, as well as a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide To Local Service (GTLS).
- ii) The willingness to give the time and resources necessary for the position.
- iii) 18 months clean time.

### B) The following Duties apply to all Area Elected Trusted Servants

- i) To attend all ASC and P&A meetings with written reports. Sub-Committee Chairs need only attend P&A meetings on budget months (Dec., March, June, and Sept.).
- ii) Please refer to the GTLS for additional information regarding all other duties.

### C) Chair Qualifications

- i) Chair cannot hold any other Area elected positions or be a GSR.
- ii) Familiarity with Grand Rapids ASC policies and procedures.
- iii) One-year minimum service experience at the Grand Rapids ASC.

### D) Chair Duties

- i) Compiles a prearranged agenda prior to each ASC meeting.
- ii) Presides over all ASC and P&A meetings.

### E) Co-Chair Qualifications

- i) Be willing to assume the Chair position after one year.

### F) Co-Chair Duties

- i) Keeps in regular contact with the chairpersons of each Sub-Committee and attend Sub-Committee meetings whenever possible.
- ii) Assumes all duties and responsibilities of the Chair in their absence.
- iii) Works closely with the Chair to learn all the responsibilities of that position.

### G) Secretary Qualifications

- i) Already stated above.

### H) Secretary Duties

- i) Keeps accurate minutes of each ASC and P&A meeting.
- ii) Distributes minutes no later than 10 days following the ASC meeting to ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
- iii) Maintains a mailing list of all ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
- iv) Maintains an adequate supply of all forms necessary to conduct business.

### I) Co-Secretary Qualifications

- i) Be willing to assume the Secretary position after one year.

### J) Co-Secretary Duties

- i) Assumes all duties and responsibilities of the Secretary in their absence.
- ii) Works closely with the Secretary to learn the responsibilities of that position.

### K) Treasurer Qualifications

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- i) One-year minimum service experience at the Grand Rapids ASC.
- ii) Be willing to discuss personal financial situation.

### L) Treasurer Duties

- i) Collects all donations from individuals, groups, and Sub-Committees.
- ii) Gives and keeps receipts of income and disbursements.
- iii) Deposits and dispenses monies per group conscience of the Area.
- iv) Keeps an accurate record of all transactions.
- v) Prepares and presents semi-annual (June) and annual (January) reports.
- vi) Responsible for checking the P.O. Box and forwarding mail to the appropriate person or committee.
- vii) *Responsible for final purchase of literature order submitted by the Area's Literature subcommittee, utilizing the GGRASCNA debit card [Revised 4/4/2010].*

### M) Co-Treasurer Qualifications

- i) Be willing to assume the Treasurer position after one year.

### N) Co-Treasurer Duties

- i) Assumes all duties and responsibilities of the Treasurer in their absence.
- ii) Works closely with the Treasurer to learn the responsibilities of that position.

### O) Regional Committee Member Qualifications

- i) One year minimum service experience at the Grand Rapids ASC.

### P) Regional Committee Member Duties

- i) The RCM's primary responsibility is to work for the common good of NA by providing two-way communication between the Greater Grand Rapids Area and the Michigan Region.
- ii) Keeps in touch with GSRs by attending as many group business meetings as possible.
- iii) Represents and conveys the group conscience of the Grand Rapids Area at all Michigan RSC Meetings.

### Q) Alternate Regional Committee Member Qualifications

- i) Be willing to assume the RCM position after one year.

### R) Alternate RCM Duties

- i) Assumes all duties and responsibilities of the RCM in their absence.
- ii) Works closely with the RCM to learn the responsibilities of that position.
- iii) Maintains contact with GSRs and attends as many group business meetings as possible.

## V Sub-Committees

### A) Sub-Committee Chair Qualifications and Duties

- i) Maintains contact with Regional and other Area's Sub-Committees and attends service functions, if possible.
- ii) In addition to the qualifications and duties stated in these guidelines, each Sub-Committee Chair will reference NA Conference Approved literature pertaining to their sub-committee (e.g., Guide to Local Service, H&I Handbook, Guide to Public Information, etc.), so they may better fulfill their primary purpose.

### B) Members

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- i) Sub-Committees consist of a Chairperson, elected on the floor of the ASC, and any NA member who wishes to carry the message of recovery through the work of a particular sub-committee.

### C) Function

- i) Each Sub-Committee will keep minutes of all its meetings.
- ii) Each Sub-Committee will keep detailed records and receipts of all its income and disbursements.
- iii) Each Sub-Committee will give a monthly written report of all its activities at the ASC meeting.
- iv) Each Sub-Committee will submit an itemized quarterly budget.
- v) Each Sub-Committee will have their own guidelines that have been approved by the ASC.

### D) Activities Sub-Committee

#### i) Purpose

- (1) The primary purpose of this subcommittee is to carry the message of recovery by sponsoring activities that provide a greater sense of community for the local NA fellowship.
- (2) The secondary purpose of this subcommittee is to raise additional funds for the Grand Rapids ASC and the Michigan Region. Seed money and any subsequent income raised from an activity will be turned over the area treasurer or mailed to the P.O. Box in the form of a check or money order within seven days from the time an activity is held.

### E) Hospitals and Institutions (H&I)

#### i) Purpose

- (1) Provides the means whereby the message of recovery from active addiction can be carried to individuals who are in a hospital, drug treatment facility, jail, or prison.

### F) Public Information (PI)

#### i) Purpose

- (1) The purpose of the Public Information subcommittee is to inform the public that Narcotics Anonymous exists and that we offer recovery from active addiction. This is done by the creation, distribution, and management of all communications regarding Narcotics Anonymous throughout the Greater Grand Rapids Area.
- (2) A primary function of the Public Information subcommittee is to develop and maintain the phone line, website, and printed meeting list of active meetings in the Greater Grand Rapids Area.
  - (a) An NA meeting is considered active if they meet the criteria listed below:
    - (i) Meeting must adhere to the 12 Steps and 12 Traditions of NA.
    - (ii) Meeting must conduct a monthly business meeting.
    - (iii) Meeting must have a GSR or alternate present at ~~four (4)~~ *two (2)* consecutive ASC meetings and must submit a written report on the ASC Group Report Form. [Revision made 1/28/09].
    - (iv) Meetings must meet at the same day, time and location for four (4) consecutive months.
  - (b) An NA meeting is considered inactive and will be removed from the phone line, website, and printed meeting list if they meet the below listed criteria:
    - (i) Meeting has three (3) consecutive unexcused absences at the ASC meetings.
    - (ii) Meeting has a total of three (3) unexcused absences during a six (6) month period at the ASC meetings.
      1. An unexcused absence is defined as no GSR or alternate present at the ASC meeting and no written report submitted.
      2. An absence will be considered excused if a representative from the group contacts the ASC Chairperson, Co-Chairperson, Secretary, or Co-Secretary and forwards a written report.

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- (iii) A meeting that is has been removed from the phone line, website, and printed meeting list must meet all requirements listed in part (a) of this subsection (above) to be re-activated. Once active, these meetings will again be listed on the phone line, website, and printed meeting list.

### G) Literature

#### i) Purpose

- (1) *The purpose of the Greater Grand Rapids Area of Narcotics Anonymous Literature subcommittee (GGRASCLS) is to procure Narcotics Anonymous literature in a cost-effective manner for the GGRASCNA, all subcommittees, and area home groups [Revision made 4/4/2010].*
- (2) *A primary function of the Literature subcommittee is also to obtain literature projects from WSO that require review. In addition, this subcommittee will participate/facilitate in any workshops or communications regarding future projects from WSO [Revision made 4/4/2010].*

### H) Ad-Hoc

#### i) Formation

- (1) A proposal to form an Ad-Hoc Sub-Committee is brought forth under new business. If approved, a chairperson will be elected at the Area meeting from the floor of the GGRASC.

#### ii) Purpose

- (1) An Ad-Hoc Sub-Committee is designed to focus on any major task that does not fall under the duties of any other subcommittee. It is a temporary subcommittee that will dissolve upon completion of its tasks.

## VI Policy and Administration (P&A)

### A) Members

- i) This committee consists of all area elected trusted servants and any NA members who choose to attend.
- ii) Subcommittee chairpersons are required to attend on months when subcommittee budgets are due (Dec., March, June, and Sept.).

### B) Purpose

- i) P&A is responsible for administering the general affairs of the entire ASC.

### C) Function

- i) This committee is responsible for the maintenance of all Area Policies and Procedures.
- ii) Meets monthly and submits a written report every month to the ASC.
- iii) Provides GSRs with updated ASC and RSC Guidelines.
- iv) Creates and distributes a monthly calendar of subcommittee meetings, group business meetings, as well as area and regional activities and events.

## VII Budgets

### A) Standing Budget

- i) The only intent of the standing budget is to pay reoccurring bills. All other expenses shall be submitted on a quarterly budget form or motion form to be approved by the ASC. The current standing budget is as follows:
  - (1) P.O. Box: \$50.00 yearly
  - (2) Phone line: \$325.00 quarterly
  - (3) Yellow and White Pages Listings: \$19.00
  - (4) Kinko's copy center: \$50.00 monthly
  - (5) Postage for minutes: \$25.00 monthly

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- (6) Rent for Cornerstone: \$25.00 monthly for ASC meeting and \$5.00 for each subcommittee meeting (H&I and P&A).

### B) Subcommittee Quarterly Budgets

#### i) Definition

- (1) A quarterly budget is an itemized and proportional plan that coordinates a subcommittee's spending. .

#### ii) Purpose

- (1) Quarterly budgets allow the Area to disperse funds to the subcommittees, which allows them to fulfill their purpose and function in a financially responsible manner.

#### iii) Function

- (1) Sub-Committee Quarterly Budgets will be submitted on an Area approved budget form.
- (2) Budgets will be submitted on a line-by-line basis with one specific request per line.
- (3) All budgets will be approved on a line-by-line basis by the ASC.
- (4) If a sub-committee needs more money than it originally budgeted for, they must submit a motion requesting the money, accompanied by the intent, to be approved by the ASC on a one-time basis.
- (5) Whenever possible bills will be paid directly by the ASC Treasurer or monies will be distributed to the Chair of a Sub-Committee only. Where there is not Chair of a Sub-Committee and a bill already exists, upon ASC approval, the Treasurer will pay that bill.

### C) Activities Sub-Committee Rotating Budget

- i) The Activities Sub-Committee shall have a rotating fund of up to \$300.00 per month to coordinate activities for the Greater Grand Rapids Area of NA. This money is available on an as needed basis and is to be kept in the ASC treasury. This money and any subsequent income raised from an activity will be turned over the area treasurer or mailed to the P.O. Box in the form of a check or money order within seven days from the time an activity is held. The Activity sub-committee shall then submit a written monthly report at the ASC meeting following an activity (or activities) held the previous month. This report should include a list of itemized expenses and income, as well as receipts for each event, as to account for the money spent in organizing and executing the activity (or activities).
- ii) Should a group want to host an event, they must go through the Activities committee, attend Activities committee meetings and follow activities guidelines. If there is no active activities committee, the group must go through ASC and follow activities guidelines.
- iii) All seed money from ASC will be disbursed to the Activities Committee Chair. If there is no active Activities Chair the ASC will vote for a willing trusted servant from the host event.