

GUIDELINES FOR THE
SAGINAW BAY AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS

“God, grant us knowledge that we may write 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 – in order that no addict, anywhere, need die from the horrors of addiction.”

*Amended: November 2009
Adopted: 2002*

The Twelve Traditions

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group 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. Narcotics Anonymous 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.

The Twelve Concepts for NA Service

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The Traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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 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 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 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.

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I) Motion Voting Table

Motion	2 nd Required	Debatable	Amendable	Vote
<i>Main Motion</i>	Yes	3 Pro/3 Con	Yes	Majority
<i>Amendment</i>	Yes	2 Pro/2 Con ¹	No	Majority
<i>Refer to Committee</i>	Yes	1 Pro/1 Con ²	Yes	Majority
<i>Call the Vote</i>	Yes	1 Pro/1 Con	No	2/3
<i>Table</i>	Yes	1 Pro/1 Con	No	Majority
<i>Recess</i>	Yes	No	No	Majority
<i>Adjourn</i>	Yes	1 Pro/1 Con	No	Majority
<i>Point of Order</i>	No	No	No	None
<i>Appeal Chair's Decision</i>	Yes	1 Pro/1 Con	No	Majority
<i>Suspend the Rules</i>	Yes	No	Yes	2/3
<i>Point of Information</i>	No	No	No	None
<i>Reconsider</i>	Yes	2 Pro/2 Con	No	Majority
<i>Take from the Table</i>	Yes	1 Pro/1 Con	No	Majority
<i>Refer to Areas</i>	Yes	1 Pro/1 Con	Yes	Majority

Notes: ¹ If passed, 2 Pros and 2 Cons for information only.

² Debatable only if motion to be amended is debatable.

II Name and Meeting Time

- A. The name of this committee shall be known as the Saginaw Bay Area Service Committee of Narcotics Anonymous (SBASCNA).
- B. The SBASCNA shall meet the 4th non-holiday Saturday of each month. In the event of a holiday, the Area meeting will be moved up one week. The SBASCNA will pay \$20.00 rent for Area meetings.

III Purpose, Function, and Responsibilities of A.S.C.

- A. Purpose
 1. The SBASCNA has been created by member groups to better serve their common needs.
- B. Function
 1. Unify its Area Groups.
 2. Provide a link between Area Groups and the Worldwide NA Fellowship.
 3. Carry the message of NA recovery through our subcommittee's actions.
- C. Responsibilities
 1. Support Area Groups, which are part of SBASCNA.
 2. Rely on our Higher Power, group conscience, the Twelve Traditions, and the Twelve Concepts for NA Service to guide our decisions.
 3. Meet monthly.
 4. Provide a body of service accountable to the Area Groups according to the guidelines herein and bound by the Twelve Traditions and Twelve Concepts.

IV Voting Participants

- A. Any NA Group* wishing to join the SBASCNA may do so by the following:
 1. Newly formed groups may attend any SBASCNA meeting and ask to be a part of the Saginaw Bay Area. At that time the group may also ask for a starter kit. The Saginaw Bay Area will continue the practice of providing new groups with a Starter Kit which will consist of \$20 in literature and a Basic Text. Anything beyond that is the group's responsibility under the 7th Tradition.
 2. Groups who wish to be added to the SBASCNA meeting list need to attend two consecutive SBASCNA meetings. Upon the attendance of the second meeting, the group will be added to

the meeting lists.

B. Participation of a SBASCNA meeting is defined by:

1. Having a GSR/Designee attend a SBASCNA meeting no less then every three months, and
2. Sending in a Group Service Report at SBASCNA meetings were a GSR/Designee cannot attend.

A. Any NA Group* which chooses membership in S.B.A.S.C.N.A. shall have one vote accorded to its GSR/Designee. Only the GSR or Designee may vote for said groups.

• *The term "Group" refers to two or more individual members, who meet regularly at a specified time and place to share their recovery during an event known as a NA meeting, at which there is freedom to exercise the Twelve Traditions of N.A. Special interest or Hospital and Institutional meetings, which do not adhere to the Third Tradition, shall not be accorded a vote.*

V A.S.C. Policies and Procedures

A. In absence of the Chair, the line of succession of elected trusted servants will be Co-Chair, R.C.M., Alt. R.C.M., and Treasurer to chair the A.S.C. monthly meeting.

VI Voting and Motion Procedure

A. A quorum shall consist of member groups present. If a member group does not participate for two consecutive monthly meetings it shall be accorded inactive status for the sake of quorum computation. Active status and voting privileges shall be returned to the member group upon return to A.S.C. meeting. The voting privileges upon return will be for New Business, not the Old Business of previous area meeting. In the event that quorum is not met, collection of donations, reading of reports and payment of bills and trusted servants' expenses shall be addressed and Area will adjourn until the next scheduled Area meeting.

B. Any member who claims Home Group membership in a group from this Area shall have the right to make and second motions. All N.A. members have the right to participate in discussions. (Members must be recognized by the Chair before speaking and comments should be directed to the committee as a whole.)

C. Discussion of motions shall be limited to 3 Pro and 3 Con statements. If there are no Cons to the motion, Pros do not need to be entertained.

D. All motions, except procedural motions, shall be legibly written or typed on an ASC motion form and accompanied with intent. The motion shall be given to the ASC secretary to be added within the meeting minutes so that copies are made for all ASC participants.

E. To promote the Home Group concept, the following types of motions will be processed through the discussion stage, assigned a number by the Secretary, and be included in that month's Area minutes. Votes by the groups on these motions will be tallied at the next regularly scheduled area meeting. Motions to go back to groups are as follows:

1. Guideline changes
2. Motions from the Regional Service Committee
3. Motions from the World Service Conference.
4. Motions referred to the groups by a simple majority of member groups present.
5. All motions concerning the distribution of money except:
 - a. The payment of normal financial obligations of the Area.
 - b. Distribution of funds under \$125.00.

F. All voting shall be determined by simple majority of yes and no votes given by member groups present, with the following exceptions:

1. Highest vote totals will decide all Trusted Servant positions for which there are more than two nominees.
2. Single nominees must be approved by 2/3 of groups present.
3. Chair shall (at his/her discretion) vote only in order to break a tie.

G. Tallies shall be collected and announced by the Secretary

- H. For the purpose of Area voting, the following definitions hold true:
1. Yes – meaning in the affirmative
 2. No - meaning in the negative
 3. Abstain – meaning as a non-vote and will not be used in tabulation for the vote.

VII Elections

- A. Chair, Co-Chair, Secretary, Co-Secretary, Treasurer and Co-Treasurer shall be elected each January. Nominations will be received from groups and members at the December meeting.
- B. Regional Committee Member (RCM) and Alternate RCM, shall be elected one month after the World Service Convention final report. Nominations will be received from groups and members at the previous month's area meeting.
- C. Public Information Chair, Hospitals and Institutions Chair, Activities Chair, and Helpline Chair shall be elected each August. Nominations will be received from groups and members at the July meeting.
- D. Retreat Chair shall be elected each July. Nominations will be received from groups and members at the June meeting.
- E. In the event a prospective nominee is unavailable to attend the scheduled meeting at which the nomination is to take place, submission of a letter of willingness to serve and qualifications for said position will allow nomination to take place.
- F. Vacancies shall be filled by continuing the nomination election process as described in section VI. F, 1 & 2 of the guidelines.
- G. The Chair may appoint interim Trusted Servants with the approval of 2/3 of the member groups present.
- H. In the event of an unexpected vacancy for the Chair, Regional Committee Member, Treasurer or Secretary, the Co-Chair, Alternate Regional Committee Member, Co-Treasurer or Co-Secretary, respectively, shall assume the vacant position, with approval of 2/3 of active member groups present, and the Co-Chair, Alternate Regional Committee Member, Co-Treasurer or Co-Secretary positions shall be filled.
- I. All election voting shall be conducted by secret ballot and counted by the Secretary or designee.
- J. Chair and Co-Chair of A.S.C. shall not hold more than one office at a time.
- K. No Policy and Administration Committee member shall be eligible to serve more than two full terms consecutively in the same position.
- L. The term of these elections shall begin directly following the meeting in which that election took place.

VIII Resignations

- A. Voluntary
Given in writing to the Area Service Committee Chair prior to the Area Service Committee meeting.
- B. Involuntary
 1. Misses two Area Service Committee meetings without submitting a report or without just cause.
 2. Relapse during time of position.
 3. Removal by 3/4 of active member groups for breach of Traditions or failure to perform duties and responsibilities.

IX Qualifications and Duties of Area Trusted Servants

- A. Chair
 1. *Qualifications*
 - a. Minimum of two years continuous abstinence.

- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Preside over all A.S.C. meetings using Robert's Rules of Order as reference in doing so.
- b. To be fair and impartial as the facilitator of the A.S.C.
- c. Maintains flow of discussion during the meetings.
- d. Compiles a pre-arranged agenda prior to each A.S.C. meeting. Agenda will be from the input of groups and members of the Area. Copies of this agenda will be available to participants at the beginning of each Area meeting.
- e. Shall be a co-signer on all bank accounts of the A.S.C.
- f. Shall chair Policy and Administration Committee meetings.
- g. To have the Chair or chair appointed Saginaw Bay Area member other than the Treasurer or co-treasurer pick up the mail from the PO Box so bills can be paid at Area.

B. Co-Chair

1. *Qualifications*

- a. Minimum of one year continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Perform all the duties and have all responsibilities of the Chair in his/her absence.
- b. Shall be a co-signer on all bank accounts of A.S.C.
- c. Advise the A.S.C. in matters concerning Area guidelines.
- d. Attend all A.S.C. and Policy and Administration Committee meetings.
- e. Work closely with Chair to learn responsibilities of the position.
- f. Act as a liaison between all Subcommittees to assure proper functioning of said Subcommittees per A.S.C. guidelines.
- g. Contact ASC trusted servants who miss the monthly ASC meeting without giving prior notice.
- h. Be willing to assume the Chair position after one year if approved by 2/3 of groups present.

C. Secretary

1. *Qualifications*

- a. Minimum of one year continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.

- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Keep accurate minutes of each A.S.C. meeting.
- b. Distribute minutes no later than 14 days following A.S.C. meeting.
- c. Type and distribute minutes either in person, by mail or by email to the following: A.S.C. Trusted Servants, groups/designees.
- d. Keep a mailing list of all A.S.C. Trusted Servants and groups (including email addresses if applicable).
- e. Attend all A.S.C. and Policy and Administration Committee meetings.
- f. The secretary shall ensure that all active Area groups and Trusted Servants are provided with updated copies of the Guidelines and the Standing Rules once per year. This will be done with the September Area minutes.
- g. Ensure outlying groups, who submit a report to area, will be provided with the minutes from the ASC meeting.

D. Co-Secretary

1. *Qualifications*

- a. Minimum of one year continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Perform all the duties and have all the responsibilities of the Secretary in his/her absence.
- b. Work closely with the Secretary to learn the responsibilities of the position.
- c. Attend all A.S.C. and Policy and Administration Committee meetings.
- d. Be willing to assume the Secretary position after one year if approved by 2/3 of groups present.

E. Treasurer

1. *Qualifications*

- a. Minimum of two years continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Knowledge of how to keep a checking account in good working order.
- f. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Primary signer of A.S.C. bank accounts. Treasurer signature plus one other co-signer must be on all checks to be cashed.
- b. Collect all donations from individuals, groups and Subcommittees of A.S.C.
- c. Give and keep receipts for income and disbursements.
- d. Disburse money as per group conscious of the Area.
- e. Keep an accurate record of all transactions and present them in a monthly report at A.S.C. meeting.
- f. Prepare and present semi-annual (June) and annual (January) reports, which include a summary of all transactions (i.e., Subcommittee disbursements, group donations, A.S.C. monthly expenses, etc.)
- g. Attend all A.S.C. and Policy and Administration Committee meetings.
- h. No moneys will be disbursed without a proper receipt. Checks will be written only at the A.S.C. meeting except in emergency situations with the approval of the Chairperson. Disbursements are prioritized as follows:
 - i Basic operational expenses (i.e., rent, copies, banking fees, PO Box, etc.)
 - ii Helpline
 - iii Other Subcommittees
 - iv Area Trusted Servants
 - v Donation to Region
- i. Will provide bank statements, receipt book and deposit slips so an audit can be completed with the semi and annual reports.
- j. The Saginaw Bay Area will make a monthly donation to region. The donations will be 10% of monthly donations and will be mailed or sent with RCM to the Regional treasurer.

F. Co-Treasurer

1. *Qualifications*

- a. Minimum of one year continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
- e. Knowledge of how to keep a checking account in good working order.
- f. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings

2. *Duties*

- a. Perform all the duties and have all the responsibilities of the Treasurer in his/her absence
- b. Work closely with the Treasurer to learn the responsibilities of the position.
- c. Shall be a co-signer on all bank accounts of A.S.C.
- d. Attend all A.S.C. and Policy and Administration Committee meetings.
- e. Be willing to assume the Treasurer position after one year if approved by 2/3 of groups present.

G. Regional Committee Member

1. *Qualifications*

- a. Minimum of two years continuous abstinence.
- b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
- c. The willingness to give the time and resources necessary for the position.

- d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
 - e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings
2. *Duties*
- a. The primary responsibility is to work for the common good of N.A. by providing two-way communication between the Area and the rest of N.A., primarily the Michigan Region.
 - b. Attend all A.S.C. and R.S.C. meetings.
 - c. Attend group business meetings when requested.
 - d. Represent and carry our Area's group conscience at all R.S.C. meetings. Motions from World and Regional guideline changes must be voted on by groups.
 - e. Prepare and present reports at all A.S.C. and R.S.C. meetings.
 - f. Attend Regional Administration Committee meeting.
 - g. Attend monthly A.S.C. and Policy and Administration Committee meetings.
 - h. Hold a bi-annual Conference Agenda Report (CAR) workshop.
 - i. Contact GSRs of inactive groups to encourage their participation.
 - j. The treasurer will provide the RCM with travel and lodging expenses (hotel and gas), as well as \$40.00 for food per day of Regional business.

H. Alternative Regional Committee Member

1. *Qualifications*
- a. Minimum of one year continuous abstinence.
 - b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
 - c. The willingness to give the time and resources necessary for the position.
 - d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
 - e. Active participation in Narcotics Anonymous such as:
 - i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings
2. *Duties*
- a. Perform all duties and have all responsibilities of R.C.M. in his/her absence.
 - b. Attend all A.S.C., R.S.C., and Policy and Administration meetings.
 - c. Attend group business meetings if requested.
 - d. Work closely with the R.C.M. to learn the responsibilities of the position.
 - e. Be willing to assume the RCM position after one year if approved by 2/3 of groups present.
 - f. The treasurer will provide the Alt RCM with travel and lodging expenses (hotel and gas), as well as \$40.00 for food per day of Regional business.

I. Subcommittee Chairs

1. *Qualifications*
- a. Minimum of one year continuous abstinence.
 - b. Willingness and desire to serve, as demonstrated in prior Narcotics Anonymous service positions.
 - c. The willingness to give the time and resources necessary for the position.
 - d. Have a working knowledge of the Twelve Steps and Twelve Traditions and be familiar with the Twelve Concepts of Narcotics Anonymous.
 - e. Active participation in Narcotics Anonymous such as:

- i Home Group
 - ii Sponsorship
 - iii Regular attendance at N.A. meetings
- 2. *Duties*
 - a. Attend all A.S.C. meetings.
 - b. Prepare and present written report at every A.S.C. meeting on committee activities and financial transactions.
 - c. Maintain an open line of communication between respective Regional Subcommittee Chairs.
 - d. Upon completion of active commitment, shall be available to assist incoming Trusted Servant in becoming familiar with their duties and responsibilities.
 - e. Hold business meetings on a regular basis.

X Duties of Subcommittee Chairs

A. Policy and Administration Committee

1. This committee will consist of Area Chair, Co Chair, Secretary, Co Secretary, Treasurer, Co Treasurer, R.C.M. and Alt R.C.M.
2. Provide groups with proposed guideline changes and new guideline additions.
3. As new subcommittees are formed, this committee will review and approve proposed guidelines, as well as any standing subcommittee guideline changes.
4. This committee will propose to Area special committees for a specific task and time, known as Ad hoc Committees.
5. Address disputes concerning the Twelve Traditions by seeking resolution via all resources. Resolutions will be brought to the following A.S.C. meeting and be addressed in old business.
6. To propose annual A.S.C. meeting location, dates, and times.
7. Will do an audit after receiving the semi and annual financial report.

B. Activities Committee

1. This committee will consist of Chair and any N.A. member who wishes to carry the message of recovery.
2. The primary purpose of this committee is to schedule events, such as picnics and dances, so that the members of N.A. can interact in a social setting with other addicts.
3. The secondary purpose of this committee is to raise funds for the Area and Region in which we serve as N.A. members. Any surplus of funds from an Activities event, minus a prudent reserve which is to be used for deposits of halls, DJs supplies, etc., will be turned over to the A.S.C. to be used where they feel it is most needed at that time. The prudent reserve is established at \$500.00.
4. Activities Chair Duties
 - a. Schedule and chair Activities meetings.
 - b. Give monthly report of committee's events at A.S.C. meetings.

C. Literature Committee

1. This committee consists of Chair, and any N.A. member who wishes to carry the message of recovery.
2. The primary purpose of this committee is to review proposed literature from the W.S.O. and give provide feedback to the W.S.O. about literature.
3. Literature duties:
 - a. Have proposed literature available for review by Area home groups.
 - b. Keep an open line of communication between home groups and W.S.O.
 - c. Schedule and facilitate workshops, discussion, and/or review meetings as necessary.
 - d. The prudent reserve is established at \$50, and may request more funds from Area as needed.

D. Public Relations Committee

1. This committee will consist of a Chair, Co-Chair and any member who wishes to help carry the message of recovery to those who have not heard of us, or misinterpret us, informing them of what we have to offer as recovery from the disease of addiction, and how and where we are available.
2. The Chair and Co-Chair positions of this committee shall be nominated and voted on by the Area body, in accordance with the Voting Procedures in Section VII of our Guidelines. The Chair and Co-Chair positions are required to have a minimum of 2 years clean, and a minimum of 1 year of continuous service within the Saginaw Bay Area Service Committee.
3. Committee responsibilities:
 - a. Unify efforts of Twelve Step work within hospitals and institutions, unify efforts of public information and relations inside and outside the fellowship, and will follow the suggestions in the *Public Relations Handbook* to the best of its needs.
 - b. Give a report of their activities at each A.S.C. meeting.
 - c. Keep minutes of all its meetings and a record of all its income and disbursements from each function it provides.
 - d. Develop and maintain a telephone answering service. Additionally, maintain a Twelve Step call list for the answering service.
 - e. Develop and present workshops to coordinate and improve members' ability to carry the message through the answering service.
 - f. Print and distribute meeting lists to groups and Area subcommittees.
4. The prudent reserve is established at \$300.

I. Retreat Committee

1. This committee consists of Chair, Co-Chair, Secretary, Treasurer, Program, Merchandising, and any N.A. member who wishes to carry the message of recovery to the members of N.A. by providing an event known as a N.A. Retreat.
2. Retreat Chair Duties
 - a. Schedule and chair Retreat meetings.
 - b. Give monthly report of committee's progress at A.S.C. meetings.
 - c. Oversee proper scheduling of Retreat location, dates, and prices under the direction of the committee.
3. Upon completion of all financial obligations, remaining funds will be allocated in the following manner:
 - a. 16% of last years cost will be set aside for a deposit for the following year's retreat. It will be sent with signed contract.
 - b. \$500 set aside for operating expenses
 - c. Any leftover funds set aside for special purposes will carry over, i.e.; financially impaired, memorial bench
 - d. All remaining funds will be turned over to Area service committee.

XI Standing Rules

1. Definition of a Standing Rule: a standing rule is a policy or procedure that trusted servants and/or NA members want to try out before implementing into the Saginaw Bay Area Guidelines.
2. A standing rule may be in the trial period for only one calendar year. During that time, if it is found that the standing rule does not improve or simplify Area business or does not adhere to Tradition 5, then it may be voted out at any time, by simple majority vote of groups present. At the end of the calendar year, the standing rule may then be voted into the Guidelines by a simple majority vote of groups present.