

W.A.S.C. Guidelines

Consensus Based Format

Effective March 11, 2007

Revised March 11, 2007

Revised March 9, 2008

Revised April 19, 2009

Revised April 11, 2010



STAY CLEAN

Service Prayer

God, grant us knowledge that we may serve 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 addition.

Everything that occurs in the course of 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 his reason that we began this work. We must always remember as individual members, groups, and service committees; we are not and never should be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

(Adapted by permission from "Narcotics Anonymous", Sixth Edition, page xxvi
©2008 Narcotics Anonymous World Services, Inc.
All rights reserved.)

Definition and Purpose

Definition

The Area Service Committee is made up of Group Service Representatives, Subcommittees, and Administrative Servants.

Purpose

The W.A.S.C. has been created by member groups to better carry the message of N.A. recovery to the addict that still suffers and to promote unity in service. We serve as an educational and communications tool between and directly to the member groups we serve. The W.A.S.C. will provide service and support to strengthen member groups; attract addicts to N.A. meetings; accomplish tasks which groups find difficult to do alone; provide a link with the worldwide fellowship of N.A.; coordinate business and activities common to the welfare of N.A. groups; and maintain the 12 Traditions and 12 Concepts of Narcotics Anonymous.

Voting Procedure

Consensus

For a formal decision making process for resolution of matters brought to the W.A.S.C., the committee will seek consensus. We shall strive for substantial consensus of all N.A. members present and all area elected and appointed members (GSR's) in our decision making process. If this is not found, substantial consensus by the GSR's only will be sought. Failing consensus of the GSR'S resulting in the matter returning to the member groups for a decision.

Quorum

A quorum shall consist of a simple majority of active member groups. If a group is not represented at two consecutive regularly scheduled W.A.S.C. meetings, it will be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon that group attending a W.A.S.C. meeting. A quorum must be reached; once quorum is reached it will be maintained through the close of business.

Motions

All members of the committee may make motions. A member is defined as anyone attending 2 consecutive W.A.S.C. meetings.

Discussion of Motions

Through the use of a Chairperson (or Co-Chairperson), consensus will be sought of the Area Committee. All N.A. members in attendance at the W.A.S.C. meeting shall have the right to participate in discussion. The Chairperson (or Co-Chairperson) will recognize the member participating in the discussion before they speak, and the comments should be directed to the committee as a whole.

Election of Trusted Servants

All positions are a 1 year term, except RCM and RCMA which are 2 year terms. The W.A.S.C. will hold elections for the following positions in the following months:

February: Chair, Co-Chair, Treasurer, and Co-Treasurer,

August: Secretary, Co-Secretary, RCM, RCMA, and all Sub-Committee Chairs. (RCM and RCMA every 2 years only)

If a (prospective) nominee is absent they may submit a letter of willingness, including their qualifications. Resignation can be given at will. If a position is vacated in mid-term a new trusted servant may be voted in immediately and the position will re-open to any nominee(s) the next election for that position.

Washtenaw Area Service Committee of Narcotics Anonymous Guidelines

Removal

The criteria for removal of any elected positions are any one of the following: relapse, 2 consecutive absences without a written report or pre-arranged representation, 4 absences in a year, or vote for removal by 2/3 of the voting members for failure to perform the duties and responsibilities of the position.

Qualifications

All trusted Servants must have the willingness and a desire to serve, a *working* knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A., an understanding of the N.A. service structure and the responsibilities of the position held, and the ability to give the time and resources necessary to fulfill the position.

Administration positions also must have prior service experience, such as a GSR, Group Secretary, Group Treasurer, or Sub-Committee member. All Administrative positions are voting members, except the Chairperson. The clean time requirement for each position is listed with that position description.

Position, Clean Time, Duties, and Responsibilities

Chairperson

- Minimum 2 years continuous abstinence from all drugs
- Guides the decision making process of consensus, to keep meetings orderly and peaceful, and to attempt to maintain an atmosphere of recovery through the use of principled discussion
- Knowledge of all Area Administration positions
- Arrange an agenda for and presides over the monthly ASC meeting.
- Handles correspondence not covered by other administrative positions or sub-committees.
- A co-signer on the W.A.S.C. bank account,
- Not a voting member, except when a vote is tied by GSR's

Co-Chairperson

- Minimum 1 year continuous abstinence from all drugs
- To assist the Chairperson in the performance of their duties and assume the duties of the Chairperson in their absence
- Stays current with all sub-committee activities
- Maintains W.A.S.C. Guidelines and review suggested changes

Secretary

- Minimum 1 year continuous abstinence from all drugs
- Keep accurate minutes for the W.A.S.C. meetings
- Types, edits (typo's, profanity, inappropriate wording), and distributes copies of the minutes to each GSR, Sub-Committee Chair, and Administrative member no later than 10 business days after the W.A.S.C. meeting; A GSR Report Form is sent with minutes to GSR's
- Maintains a current contact list of W.A.S.C. Trusted Servants and GSR's; this list is accessible only to these listed servants
- Minutes shall be postal mailed and/or emailed, per requests
- Maintains files and archives, which includes a copy of the minutes and any correspondence with the W.A.S.C.
- **Submit budgets in April, August, and December**

Washtenaw Area Service Committee of Narcotics Anonymous Guidelines

Co-Secretary

- Minimum 1 year continuous abstinence from all drugs
- To assist the Secretary in the above stated duties, and perform the duties of the Secretary in their absence

Regional Committee Member (RCM)

- Minimum 2 years continuous abstinence from all drugs
- Attends all MRSCNA meetings (every other month), participating in any decisions
- Represents and speaks for the members and groups of the Washtenaw Area in matters pertaining to the Michigan Regional Service Committee (Region or MRSCNA)
- Provides two- way communication with the Michigan Region
- May serve on Sub-Committees, but not as a Chair
- Must provide a thorough report from the MRSCNA meetings
- Must be prudent in travel and lodging, access to transportation will be needed

Regional Committee Member Alternate (RCMA)

- Minimum 1 year continuous abstinence from all drugs
- Spends the first year becoming familiar with the job of the RCM, performing the duties of the RCM's in his/her absence
- Must attend all W.A.S.C. meetings and MRSCNA meetings, when approved by W.A.S.C.
- Must be prudent in travel and lodging, access to transportation will be needed

Treasurer

- Minimum 2 years continuous abstinence from all drugs
- Maintains all financial records and oversee financial activities of the W.A.N.A.
- A co-signer on the W.A.S.C. bank account, (all checks must have 2 signatures to insure validity)
- Receives all donations from individuals, groups, and sub-committees
- Makes a report of contributions and expenditures at every W.A.S.C. meeting
- **Prepares and presents semi-annual (August) and annual (February) reports.** Annual report shall include the recommended amount of prudent reserve for the following year
- **Submits in January, May, and September a projected budget** based on the prior months meeting at the W.A.S.C.
- Ensure 1 copy of the monthly bank statement is sent by the bank to the W.A.S.C. post office box and makes the most recent statement available at every W.A.S.C. meeting
- Deposits all funds received into the W.A.S.C. bank account by the end of the third business day following the W.A.S.C. meeting
- Follows the suggestions in the World Service Committee (WSO) Treasurers Handbook
- Whenever possible, cash received at the monthly W.A.S.C. meeting should be distributed prior to drafting a check
- Will be legally liable for any and all funds handled

Washtenaw Area Service Committee of Narcotics Anonymous Guidelines

Co-Treasurer

- Minimum 2 years continuous abstinence from all drugs
- Assists in the duties of the Treasurer and performs duties in the absence of the Treasurer

Cosigners

The co-signers for the W.A.S.C. accounts shall be the current Chairperson-and Treasurer. All checks must have 2 signatures from the above positions.–The Treasurer or Chairperson is responsible for removing and adding co-signers as rotation of service occurs. A co-signer must first meet any and all criteria the bank requires.

Prudent Reserve

The W.A.S.C. shall strive to maintain a prudent reserve. The W.A.S.C. will decide by consensus if any portion, and how much, of our prudent reserve must be used. **The Prudent Reserve amount will be determined by the Treasurer in the annual report in January.** The following basic operating expenses need to be the basis, but not limited to, determining the amount:

1. The last 2 months bills for bank charges, phone line, minutes, H&I, and PI/meeting list
2. The last 3 months of rent
3. The last 6 months of P.O. Box rent
4. RCM Travel cost
5. Additional expenses...\$100.00
6. Activities...\$500.00.

Sub-Committee Responsibilities

- It is suggested that sub-committees use the WSO guidelines for that sub-committee. Under W.A.S.C. approval guidelines and requirements may be developed for specific functions and positions
- All Sub-Committee Chairpersons and any members handling N.A. funds must have at least 1 year of continuous abstinence
- **Budgets are submitted in April, August, and December and approved in May, September, and January.** Budgets must be itemized and broke down into monthly expenses.
- Money will be disbursed monthly or bi-monthly, all receipts must be provided the following W.A.S.C. meeting and/or for reimbursement
- In the event of an emergency in between W.A.S.C. meetings, the Treasurer and at least 2 Administration members can approve up to \$100.00 to be received by the Chair of that sub-committee
- A monthly report of each sub-committees activities, including expenses, is submitted at the W.A.S.C. meeting
- Each sub-committee meets monthly to communicate and make plans together
- All sub-committees must be in regular contact with each other, helping one another and sharing activities and goals
- A sub-committee must get prior consent before performing the duties of another sub-committee, consent from the Chair of that sub-committee is recommended
- Sub-Committees utilize the MRSCNA contacts and exchange information with them

Washtenaw Area Service Committee of Narcotics Anonymous Guidelines

1) Ad Hoc

- Created to address a question or special project that does not fit into any of the existing sub-committees purposes
- W.A.S.C. will clearly specify the purpose and function for each Ad Hoc committee formed
Upon completion of the Ad Hoc committee's work, the committee shall be dissolved

2) Activities

- Coordinate various economical activities bringing addicts together in an atmosphere of recovery, also encouraging greater unity
- Workshops, learning days, picnics, and speakers, dances ...
- Whenever possible, produce an additional income for the Washtenaw Area's use
- All fundraisers must be in compliance with local and state gambling laws; contact MRSCNA Treasurer for current status

3) Public Relations (PR)

(Umbrella Structure: Integration of Hospitals & Institutions, Public Information, Phone line, Web Page, meeting list distribution, and Outreach)

- Carry the message of recovery to the non-addict and addicts in hospitals, institutions, or any facility who otherwise might not hear our message.
- Reading and primary use of the Public Relations Handbook for direction, structure, guidance. We will also consult with the Hospitals & Institutions handbook, as needed. (The W.A.S.C. has provided a copy of both of these to the chair. All chairpersons pass the handbooks to the next chair.)
- Write a new contingency plan with every rotation of service.
- Maintain a telephone information service (Phone Line) providing up to date and accurate meeting and contact information (web address, P.O. Box, Help line) for the Washtenaw Area. Our messages need to be articulate.
- Oversee our web page; weekly updating of meetings and activities; keeping the site "cleaned out"; sorting the email and immediately forwarding to the appropriate committee/ Trusted Servant or contacting the PR chair if it is a direct PR/HI issue. Any changes must be N.A. recovery related and approved first.
- Create, print and distribute meeting lists quarterly, or as needed, to N.A. meetings and other appropriate locations in the Washtenaw Area.
- Develop a working group to focus on our N.A. community's relations with any and all non-addicts that are in exposure with addicts, both in and outside of hospitals, institutions, and various facilities.
- Plan and complete various projects, including mailings, to reach our public announcing our presence, our primary purpose, and how to contact us. Many of the suggested projects are found in the PR Handbook. At least 3 to 4 projects a year is recommended
- Respond to media inquiries, conduct public presentations
- Keep up to date lists of contact/conversations with community contacts. Keep current records of IP Rack locations and content.
- Conduct monthly (minimum) subcommittee meeting. Conduct training for all trusted servants. Conduct workshops/activities as needed, to increase awareness and participation with the PR subcommittee.
- Services include, but not limited to, establishing support meetings, provide information about N.A., arrange and conduct panels in hospitals, institutions, and other facilities.

Donations to Michigan Regional Service Committee (MRSCNA)

The RCM and/or RCMA will deliver a donation (check) from the W.A.S.C. to the MRSCNA at the bi-monthly service meeting. If 2 consecutive meeting are missed, the 2 donations are mailed to the MRSCNA Treasurer.

At LEAST 10% of all monthly donations/income from the Washtenaw Area groups and activities will be given, regardless of prudent reserve status. In addition, any monies available above our prudent reserve may be included.

Money Distribution and Reimbursement

Any W.A.S.C. funds must be used directly for service efforts, carrying the N.A. message only! **BE PRUDENT!** Several expenses require prior consent from the W.A.S.C. body. If you are unsure, ask first.

- Receipts must be produced in order to receive reimbursement
- If you are given money for an expense a head of time, receipts and any change are expected at the following W.A.S.C. meeting
- As responsible, productive members of society trust is implied, however, any person receiving N.A. funds is responsible and accountable for them.
- *Any theft will be legally prosecuted by the W.A.S.C.N.A.*

Additional Notes & Consensus Changes

- Group Report Forms are available online at our website, there are also sent out with emailed minutes. If you receive minutes by postal mail contact the Secretary and request a form with your minutes. Generally, GRF's are not provided at the W.A.S.C. meetings.
- Any changes to our infrastructure may be brought up anytime by anyone, no forms need to be filled out, filed, and approved first.
- Motions DO not need to be seconded; a motion is simply a suggestion for a change.
- No one position has any power over another. Anonymity and unity are the basis for Narcotics Anonymous service, particularly a Consensus Based body.
- ***Our P.O. box address is:***
Washtenaw Area Narcotics Anonymous
P.O. Box 3020
Ann Arbor, Michigan 48106-3020
- **Our Phone Line** provides current local meeting listings only, no answering machine/voice mail services available. **The number is 734.913.9839.**
- **Our Website address is** <http://www.michigan-na.org>, click on Washtenaw Area
- **If any non-addict or facility asks you, your group, or anyone you know about our fellowship and wants additional information or a possible presentation, PLEASE**, get a name and number/email from that person and contact our Public Information Chair (or the H&I Chair if no PI is Available). Give them our email address too, if possible. Our Public Image determines whether or not addicts will get our N.A. message, it is for this reason we have in place a working infrastructure based on our 12 Traditions, Traditions that can protect us from the internal and external forces that can destroy us.

“...By following these guidelines in our dealings with other and society at large, we avoid many problems. That is not to say our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the fellowship. However, when we apply these principles we avoid some of the pitfalls....”

(Adapted by permission from “Narcotics Anonymous”, Sixth Edition, page 61

©2008 Narcotics Anonymous World Services, Inc.

All rights reserved.)