



WESTERN WAYNE COUNTY
AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS
GUIDELINES

July 2011

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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 nonprofessional, but our service centers may employ special workers.
9. NA as such, ought never to 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.

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our Traditions. The Twelve Traditions of NA are not negotiable.

They are the guidelines that keep our Fellowship alive and free. By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that 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.

Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

This committee shall have no authority what so ever, except: for what it has been given by a loving God as He may express His will in our group conscience; the groups through their representatives, these guidelines and other approved standing or special rules; and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

“As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.”

Article 1

Committee Name

The name of this committee shall be the Western Wayne County Area Service Committee of Narcotics Anonymous and referred to as WWCASCNA. Metro Detroit Regional Service Committee of Narcotics Anonymous will be referred to as MDRSCNA.

Article 2

Section A. Committee Purpose

The WWCASCNA has been created by member groups to better carry the message of NA recovery to the addict who still suffers and to promote unity in service.

1. No part of the net earnings, properties, or assets of this committee shall inure to the benefit of any private person or individual, or any member or officer of this committee on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this committee remaining after payment of provision for all debts and obligations shall be distributed and paid over to the Narcotics Anonymous service committee designated by the member groups.
2. To assist in carrying out its purpose, the committee may acquire and hold any real or personal property, and transfer, let, or otherwise use the same, subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with the purposes for which the committee was formed, within the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Section B. Committee Function

1. To administer and coordinate the business and activities common to the welfare of Narcotics Anonymous groups that has chosen membership in Western Wayne County.
2. To accomplish tasks which groups find difficult to do alone.
3. To provide service and support to area groups.
4. To provide a communication link between the Metro Detroit Region and the area groups.
5. To maintain the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

Article 3 Committee Members

Section A. Committee Member Types

The Committee shall be comprised of two (2) types of members only; one of voting, the other non-voting. Only Group Service Representatives shall have voting rights. If you are a GSR and a Subcommittee chair, you will have only one vote.

Section B. Group Service Representative

That a Narcotics Anonymous group* which chooses membership in the WWCA shall place one voting member known as a "Group Service Representative" (GSR) on this committee. If the Group Service Representative is absent, the group may designate a Representative to carry their vote. That no one person can represent two groups as the GSR in this Area. That the groups place "trusted servants" in those positions so that they can perform the general administrative and related personal services that are necessary to the ongoing needs of NA. This frees the groups to focus on the primary purpose of NA - helping the still suffering addict.

These "trusted servants" (GSR's) have decisions to make in performing their duties. Part of the groups trust is allowing them to make these decisions. However, it is very important that GSR's, as "trusted servants", keep their responsibilities. Another part of that trust is giving the GSR's the right to decide which issues they should handle and which need wider consultation and subsequent direction. See Article V Sec. A, #1

Meetings that fall under Hospitals and Institutions Guidelines are not groups and have no vote at the area.

* 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 Narcotics Anonymous meeting at which there is freedom to exercise the Twelve Traditions of Narcotics Anonymous.

Section C. Fees or Dues

There shall be no fees or dues for membership.

Article 4 N.A. Observers

Narcotics Anonymous members and non-members not addressed elsewhere in these guidelines shall be classified as observers. Narcotics Anonymous members only shall have the specific right to request the floor for purpose of debate. The Chairperson has the exclusive right to grant or deny such requests.

Article 5 Motions and Voting Procedures

To promote the home group concept the following types of motions will be processed through the discussion stage, assigned a number by the secretary, sent back to groups for consideration, and voted upon at the next regularly scheduled Area meeting:

Section A. Motions

1. Ad-min, Subcommittee, Group and Individual motions may be dealt with at the same session they are introduced, unless the GSR's present decide that it should go back to the groups. (Only Motions from Individuals require a Second.)
2. An issue can be sent to the groups to review and/or vote by group conscience at the request of a minimum of 25% of all GSR's present. When a matter is sent to the groups for wider consideration, it shall be done in writing to only include the motion, its intent, and a brief description of Pro's and Con's.
3. Any and all motions submitted for consideration must have the purpose and intent stated legibly in writing and must be presented on an area motion form.

Section B. Motion Majority

Anywhere a simple majority or a 2/3 majority is required, only yes and no votes will be considered in determining such majorities.

Section C. MDRSCNA Motions and Guidelines

1. All motions that affect guideline changes from the MDRSCNA will be submitted in written form, along with the guideline that is to be changed, for discussion at the Area meeting, prior to taking them back to the groups for a vote. This will require the RCM of the Region to bring to the Area copies of the guideline motion and the present guideline that the motion addresses. These copies will then be passed out to attending GSR's and discussed thoroughly, so that no confusion arises when the vote is taken by the Groups.
2. Motions from the MDRSCNA are to be sent back to groups for consideration and voted on at next regularly scheduled ASC meeting.

Article 6 ASC Officers

The Administrative body of the Area Service Committee will be Non-voting members of this committee: (Except the Chair of the Area to break a tie)

Section A. Admin Members

The administrative body of this ASC shall be comprised of the following officers: Chairperson, Co-Chair, Secretary, Co-Secretary, Treasurer, Co-Treasurer, and a Regional Committee Member (RCM), and Alt-RCM to the MDRSCNA and must sign the financial responsibility form.

Section B. Term of Office

No administrative member of this committee shall hold more than one office at a time, be a voting member of this committee, or be eligible to serve more than two (2) terms consecutively in the same office.

Section C. Subcommittees

1. Subcommittees with Chairpersons will consist of: Activities, Helpline, Hospitals and Institutions, Newsletter, Policy, Web Servant. Public Information and any other committee that may from time to time are deemed necessary.
2. Subcommittee chairs may only chair one committee at a time.

Article 7 ASC Officer Duties, Responsibilities & Requirements

Section A. Qualifications, Duties, and Removal of ASC Officers & MSO Rep

A. Requirements & Qualifications for All Trusted Servants

1. They must meet the clean time requirements for that particular position.
2. The willingness and desire to serve.
3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
4. An understanding of the NA Service Structure and the responsibilities of the position.
5. All ASC officers and MSO Representative are required to attend all regularly scheduled ASC meeting including the ad-min portion.
6. Prior service experience such as GSR, Group Secretary, Group Treasurer and Subcommittee member are of value.
7. Anyone who handles area funds or property must sign the financial responsibility form.

Section B. Removal and/or Resignation of ASC Officers and MSO Rep

1. Relapse
2. Two consecutive absences from the regular scheduled ASC meeting including the Admin portion without a written report or pre-arranged representative.
3. Any four (4) Absences with or without a written report in a fiscal year.
4. Removal by 2/3 of voting members for failure to perform duties and responsibilities.
5. Written resignation.
6. Open position should remain open for a period of one month before accepting nominations and holding elections.

Section C. Duties and Responsibilities Chairperson

1. Minimum of two (2) years clean time.
2. Arranges an agenda for and presides over the monthly meeting and submits an Administrative Report.
3. Responsible for correspondence.
4. Should be one of the co-signers of the ASC's bank account and reviews bank statement monthly with treasurer.
5. At committee meetings can vote only in the case of a tie.
6. Must be capable of conducting a business meeting with a firm, yet understanding hand.

Section D. Duties and Responsibilities Co-Chairperson

1. Minimum of one (1) year clean time.
2. Co-ordinates all Subcommittee functions.
3. In the absence of the Chairperson, shall perform the duties of the Chairperson.
4. Should chair the ASC meeting at least once during their term.
5. Should be one of the co-signers of an ASC's bank account.
6. To be ex-officio member of all Subcommittees.

Section E. Secretary

1. Minimum of one (1) year clean time.
2. Will take brief and accurate notes of each ASC business meeting and write a synopsis of group and area concerns to be included in the minutes. Questions and answers of reports will not be recorded.
3. Compile the ASC Minutes from the Area Meeting and forward them to the Area Chair for review and approval prior to distribution.
4. Distribute copies of the approved minutes to GSR's of Active Groups, to Groups that become inactive through the second month of inactivity, to Subcommittee chairs, to the

Area Archivist and to Administration members no later than ten (10) business days following each ASC meeting.

5. Has the responsibility to edit offensive language and/or words from any written report or motion that may be submitted.
6. The Secretary will record all Pros and Cons voiced for a motion; if someone speaks a Pro or Con to a motion and requests exact language for their statement, it must be submitted in written form to be included as requested.
7. The secretary shall include a copy of the actual numbered motion Form presented at the ASC meeting complete with all Pros and Cons in the ASC Minutes.
8. The results of the numbered motions voted on shall be recorded in the minutes according to the following format:

Date:		Motion #:	
Motion Made By:		Seconded by:	
Page:		Article:	
		Section:	
		Number:	
Motion:			
Intent:			
Pro Given:			
Pro Given:			
Pro Given:			
Con Given:			
Con Given:			
Con Given:			
Voted in Favor:		Voted Against:	Abstained:

9. All original motion forms will be forwarded to the ASC Archivist. Copies of motions will be provided to Admin and the Policy Subcommittee to be retained in the respective motion books.

Section F. Co-Secretary

1. Minimum of one (1) year clean time.
2. In absence of secretary, performs Secretary’s duties.
3. Assists Secretary.

Section G. Treasurer

1. Minimum of two (2) years clean time.
2. Shall make a report of contributions and expenditures at every regular ASC meeting.
3. Should make an annual report at the end of a calendar year.
4. Shall be one of the co-signer of the ASC’s bank account.
5. Shall direct that one copy of the Bank Statement be sent by the Bank to the Area Post Office Box.

6. WWCASCNA treasury deposits will be made within 8 hours after the collection of funds at the area.
7. WWCASCNA treasury will be audited by the Administration Committee 4 times a year in January, March, June & Sept.
8. Must have a source of income at all times.

Section H. Co-Treasurer

1. Minimum of two (2) years clean time.
2. Shall be a Co-signer of the ASC's bank account.
3. Shall perform Treasurer's duties when Treasurer is absent from ASC.
4. Shall assist Treasurer in performance of Treasurer's duties.
5. Must have a source of income at all times.

Section I. Regional Committee Member (RCM) to the Metro Detroit Region

1. Minimum of two (2) years clean time.
2. As the representative of the Area, speaks for the members and groups within the Area Service Committee.
3. Works for the good of NA, providing two way communications between their Area and the rest of the NA, particularly with neighboring ASC's.
4. Represents the group conscience of the ASC at the Regional level.
5. Attends all Regional Service Committee meetings and takes part in any decisions which affect the Region, speaking as the voice of the ASC's group conscience.
6. May serve on one or more of its ASC and RSC Subcommittees, but not as Chairperson.
7. Provides the Area with an oral report and submits a written report to the Secretary.
8. Must be able to work for the common good, placing principles before personalities at all times.
9. Has service experience
10. Has the willingness to give the time and resources necessary for the job.

Section J. RCM Alternate to the Metro Detroit Region

1. Minimum of one (1) year clean time.
2. Spends first year becoming familiar with the job of RCM.
3. Attends all ASC and RSC meetings.
4. Fills in for the RCM if they're absent or for any reason unable to complete their term of office.
5. Has service experience.
6. Has the willingness to give the time and resources necessary for the job.

Section K. Duties and Responsibilities MSO Rep (Non-Admin)

1. Minimum of three (3) years clean time.
2. Shall attend monthly Board of Director (BOD) meetings.
3. Attend all Western Wayne County Area meetings providing the area with both a written and oral report.
4. Term is 3 years. Would be eligible to fill position for 2nd term
5. May also hold an elected officers position of The Board of Director (BOD).

GENERAL DUTIES OF MSO REPRESENTATIVE

The duties of the Directors are varied and in many ways evolving based on needs of the MSO. It is imperative for the effective functioning of the office that the Board members are actively involved and knowledgeable about the inner-workings of the MSO. This is important because from time to time a Director may be needed to work a shift if the MSO is short-staffed or assist with sales at conventions, dances and other NA related events and activities. Also it is expected that Board members will willingly put in time at the MSO several times each month, learning the operation and monitoring how business is being conducted.

Article 8 Meetings

Section A. Regular Meetings and Quorum

The regular meetings of the Area Service Committee shall be held on the second Sunday of each month except in May when it will be on the third Sunday. All ASC Meetings shall be Handicapped Accessible. The WWCASCNA Meeting will begin at 2:00 p.m. and end no later than 6:00 p.m.

1. The quorum of WWCASCNA will be a simple majority of active member groups. 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 will be reinstated upon said group attending ASC. In the absence of an official quorum, business not affecting the Area or Fellowship as a whole may be conducted, i.e., reading of the minutes, Secretary's report, Treasurer's report, RCM reports, and Subcommittee reports.
2. Once a quorum is established, business will carry on till all of that day's business has been completed, provided we maintain 50% of established quorum. (However, remaining business will be continued at the next Area Service meeting if those present drops below 50% of established quorum.)

Section B. ASC Nomination and Election Meeting

The regular meeting in March shall be known as the annual meeting and shall be for the purpose of nominating and electing Administrative officers and Chairpersons of the subcommittees as provided in these guidelines, receiving annual reports of officers and subcommittees, and for any other business that may arise.

1. The Area Trusted Servants shall be elected by closed ballot at the March ASC meeting. Their term of office shall begin at the end of the March ASC meeting and shall last for a period of one (1) year until the end of the next March ACS meeting.

Outgoing Area Trusted Servants are encouraged to participate in the annual Orientation Workshop that serves as a transition for our newly elected Trusted Servants.

2. In the instance where there is more than one nominee for the election to any office other than Area Chair, voting will continue for the nominees until one nominee has a majority of votes cast. Elections with only one nominee shall only be valid if that nominee receives a minimum of two-thirds (2/3) of the votes cast.
3. In the case of a tie between more than one nominee for the position of Area Chair, the current sub-committee chairs will join the GSRs in the voting process and will continue to vote by closed ballot until one nominee is elected to the Area Chair position.
4. Vote tallies will not be announced. If there is a challenge to the ballot count, the Candidate(s) can check the ballot tally and verify the count.
5. The MSO Rep will be nominated and elected in December for their three-year term.

Section C. Special Meetings

Special meetings may be called by the Chairperson of the committee, or shall be called upon the written request of one-third (1/3) of the voting members of the committee. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least ten (10) days notice shall be given.

Article 9 Subcommittees

Section A. Responsibility and Accountability ASC

1. All subcommittees of the WWCASCNA shall be composed of any Narcotics Anonymous member. Under ASC approval, subcommittees shall develop certain needed guidelines and requirements for specific service functions and positions.
2. All subcommittees shall be responsible to the Area Service Committee. Each Subcommittee shall draw up its policy by which that Subcommittee's business shall be performed. These Subcommittee policies shall be voted on and incorporated into these guidelines of the Western Wayne County ASC.
3. Each Subcommittee is responsible to submit a written report; including a detailed fund-flow report to the Area Service Committee at each regular Meeting of the ASC. All Subcommittee projects shall be initiated, checked and completed at the Area Service Committee through such reports.
4. Subcommittees may upon approval of the ASC establish a treasury. This treasury must not be for the purpose of holding monies for any extended length of time. Any excess funds shall be returned to the ASC.
5. These Subcommittees shall exchange information and experience with the neighboring Areas and Narcotics Anonymous as a whole. Each Subcommittee should establish direct lines of communications with the appropriate Regional Subcommittees, and shall meet monthly on a regular basis at an established place and time. These Subcommittee meetings shall be held "in a public facility, not in a member's home."
6. All sub-committees of the area has to deposit funds into the area banking account within 16 (sixteen) hours at the end of the event and inform the area treasurer of the deposit.
7. There must be two (2) sub-committee members present at the time of deposit.
8. Schedule and attend monthly Subcommittee meeting.
9. Anyone who handles area funds or property must sign the financial responsibility form.

Section B. Chair Removal/Resignation

Removal and/or Resignation of Subcommittee Chairs

The policy for the removal / resignation of any elected officers shall be:

1. Relapse
2. Two consecutive absences from the regular scheduled ASC meeting including the Admin portion without a written report or pre-arranged representative.
3. Any four (4) Absences with or without a written report in a fiscal year.
4. Removal by 2/3 of voting members for failure to perform duties and responsibilities.
5. Written resignation.
6. Open position should remain open for a period of one month before accepting nominations and holding elections.
7. A majority of voting members of that respective subcommittee may petition the Western Wayne County Area Service Committee for removal of that subcommittee chair.

Section C. Chair Qualifications

The qualifications of each of these Chairpersons shall be:

1. A minimum of one (1) year clean time.
 - a. Activities Chair must have a minimum of 2 years continuous abstinence from all drugs and prior Activities Subcommittee experience.
 - b. Activities Co-chair must have a minimum of 2 years continuous abstinence from all drugs and prior Activities Subcommittee experience.
2. A commitment to service
3. Service experience
4. The willingness to give the time and resources necessary to do the job.
5. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
6. An understanding of the NA Service Structure and the responsibilities of the position.
7. Anyone who handles area funds or property must sign the financial responsibility form.

Each Subcommittee shall have the standing authority to act for the Area Service Committee in the execution of its duties. No Subcommittee shall perform any duties of another Subcommittee without previous consent from that Subcommittee's Chairperson and the written notification to the Area Service Committee's Co-Chairperson.

Section D. Activities

1. An Activities Subcommittee shall coordinate various activities including, but not limited to: workshops, learning days, picnics, dances, fund raisers, and other special events and any other duties as shall be assigned to them by the Area Chair.
2. The Chairperson shall represent the WWCA on the Metro Detroit Regional Activities Committee.
3. The Activities Subcommittee will be charged with the responsibility of having panels every other month. These workshops should deal with all aspects of recovery. A panel leader/coordinator for workshops will be elected from the Activities Committee.
4. The Activities Subcommittee shall keep an accurate account of their Prudent Reserve as submitted in their monthly report.
5. The WWCA Activities Subcommittee will hold a dinner/dance or other event annually to celebrate the Area's anniversary. (Area formed in January, 1986) (Reference Standing Rule #8)
6. The WWCA Activities Subcommittee adopts an "18 years old or a recovering addict" policy at dances, except on designated Pot-Luck and/or Family Night dances.
7. The WWCA Subcommittee will host two family night dances, one held in October and the other at their discretion.

Section E. Additional Needs

The purpose of the Additional Needs Subcommittee is to fulfill our primary purpose of helping the addict that still suffers by providing services that help make meeting places, workshops, activities, and conventions, etc. accessible to all members by eliminating not only the physical barriers but the barrier of ignorance, so that personal recovery is then possible.

Section F. Helpline

1. A Helpline Subcommittee shall help provide volunteers to answer the Helpline and take Twelve Step calls, to facilitate contact between the addict and the Twelfth Step volunteer, and to follow the suggestions in the World Service Conference committee handbook to the best of its ability and any other duties as shall be assigned them by the Area Chair.
2. The Chairperson of the Helpline Sub-committee is required to represent the WWCA on the Metro Detroit Regional Helpline committee.

Section G. Hospitals and Institutions

1. A Hospitals and Institutions Subcommittee shall unify efforts of Twelve Step work within hospitals and institutions, and to follow the suggestions in the World Service Conference committee handbook to the best of its ability and any other duties as shall be assigned them by the Area Chair.
2. The Chairperson of the Hospitals and Institutions Subcommittee shall represent the WWCA on the Metro Detroit Regional Hospitals and Institutions committee.

Section H. Literature

A Literature Subcommittee shall partake in the development and approval process of Narcotics Anonymous literature, and to follow the suggestions in the WSC committee handbook to the best of its ability and to attend Metro Detroit Regional literature committee meetings and any other duties as shall be assigned them by the Area Chair.

Section I. Newsletter

The Chairperson of the Newsletter Subcommittee shall represent the WWCA on the Metro Detroit Regional Newsletter Committees and to follow the suggestions in the WSC Newsletter Handbook to the best of its ability and any other duties as shall be assigned them by the Area Chair.

Section J. Outreach

1. An Outreach Subcommittee shall keep Meeting lists up to date.
2. Attempt to initiate communication between inactive groups and our Area.
3. Visit a Meeting at their request to help with understanding of NA Recovery.

Section K. Policy

1. A Policy Subcommittee shall review any possible policy changes, seek guidance in a better understanding of our Traditions, and report back to the committee.
2. The Chairperson of the Policy Subcommittee shall represent the WWCA on the Metro Detroit Regional Policy committees and any other duties as shall be assigned to them by the Area Chair.

Section L. Public Information

1. A Public Information Subcommittee shall unify efforts of public information and relations inside and outside the Fellowship, and to follow the suggestions in WSC committee handbook to the best of its ability and any other duties as shall be assigned to them by the Area Chair.
2. The Chairperson of the Public Information Subcommittee shall represent the WWCA on the Metro Detroit Regional Public Information committees.

Section M. Webservant

The purpose of the Webservant is to maintain the web site for the Western-Wayne County Area (WWCA) of Narcotics Anonymous and to make information about the WWCA and Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members.

Section N. Ad-hoc

Other Ad-hoc Subcommittees shall be formed as the Admin. Committee shall from time to time deem necessary to carry on the work of the ASC as appointed by the Chair and subject to the immediate approval of the ASC to complete a specific task and disband after the task is completed.

Article 10 Area Service Committee Budget Process

1. All Admin and Subcommittee budgets will be submitted to the Area Service Committee (ASC) on an annual basis. This will be for a fiscal year that runs from January 1st until December 31st. They will be sent out in the October minutes for review by the member groups of the WWCASCNA. At the November ASC meeting, all questions will be answered. A vote will then be taken at the December ASC meeting.
2. All budget requests must include a detailed spending plan. These spending plans must include, by line item, current as well as proposed disbursements. It is strongly suggested that these budgets are worked on and prepared in advance of the October ASC meeting. Trying to put something together at the last minute is bound to cause problems later on when working with an annual budget. Help will be available when needed.
3. In April and August of each year there will be an opportunity for a Budget Review. At this time, requirements for any additional funds may be submitted for consideration. All requests will go back to Groups for review with a vote to be taken at the May ASC meeting (for April Request) and September ASC meeting (for August Request). These requests must be submitted in motion form.
4. If the Admin Committee or a Subcommittee of the WWCASCNA requires funds outside their approved spending plan, they may receive up to \$100.00 each quarter of the fiscal year. Three or more members of the Admin Committee must approve this request. Funds are not to be used for travel expenditures.

Article 11 Amendment of Subcommittee Guidelines

Amendments to Subcommittee Guidelines are to be submitted for review by Groups and a vote will be taken at the next scheduled ASC meeting.

Article 12 Amendment of ASC Guidelines

These Guidelines may be amended by a two thirds (2/3) vote at the regular meetings in July and January, providing that the exact wording of the amendment has been submitted in writing at the June and December meeting. In the event an amendment to these Guidelines becomes necessary at any other time it shall become a Standing Rule until this procedure can be followed.

Article 13 Flyers & Informational Paperwork

At area meeting any flyers and/or informational paperwork for distribution to the fellowship at area meeting must contain a Narcotics Anonymous approved logo & registration ® mark and must conform to all N/A traditions & concepts and must be approved by area admin committee prior to distribution.

Article 14 Parliamentary Authority

Robert's Rules of Order (Newly Revised) shall govern the Area Service Committee in all cases to which they are applicable provided they do not conflict with ASC guidelines, Twelve Traditions, Twelve Concepts and The Guide to Local Services or any special rules adopted by the ASC.

Area Service Committee Standing Rules

ASC Standing Rules are added here as a convenience. They may be changed at any regular Area Meeting by a simple majority of GSR's present. They are to be renewed annually at the April WWCASCNA Area Meeting.

- #1. The prudent reserve will be \$1800.00
- #2. WWCASC donations to the Metro Detroit Region and World Services will be split 50% each to the Region and the World. These donations are to be made only after expenses to the Area have been met.
- #3. The WWCASCNA will have minimum of 3 starter kits at each area meeting consisting of:

2 - Basic Texts	1 - Multiple Year Keytag
15 - Welcome Keytags	1 - Group Booklet
15 - 30 Day Keytags	1 - Set Group Readings
7 - 60 Day Keytags	1 - Group Treasurer Book
7 - 90 Day Keytags	1 - Rainbow Pack of IPs
5 - 6 Month Keytags	1 - Pack of Meeting Lists
3 - 9 Month Keytags	1 - Set of Guidelines
2 - 1 Year Keytags	1 - 3-ring binder to store Minutes & Guidelines
1 - 18 Month Keytag	
- #4. Minutes from the Area meetings will be sent to any member who pays \$35.00 at the April Area meeting and runs until the following April Area meeting (Amount to be determined when the standing rule is renewed).
- #5. The start time for the Administration Meeting (held immediately before the monthly Area Service Committee meeting) shall be set at the discretion of the ASC Chair.
- #6. All indoor Western Wayne County Area events will be non-smoking. An outdoor area for smoking will be designated.

Workshops, learning days and events held outside will have designated seating areas for non-smokers and smokers where all members can participate in the workshop, learning day or event. Smoking at campouts and picnics will follow what the campground or park rules permit.

Notes: _____

Parliamentary Procedures

Motion	2nd Required	Debatable	Amendable	Vote
Main Motion	Yes ¹	3 Pro 3 Con	Yes	Majority Two-Thirds ¹
Amendment	Yes	2 Pro 2 Con ²	No	Majority
Refer to Committee	Yes	1 Pro 1 Con ³	Yes	Majority
Call the Vote	Yes	1 Pro 1 Con	No	Two-Thirds
Table	Yes	1 Pro 1 Con	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	1 Pro 1 Con	No	Majority
Point of Order	No	No	No	None
Appeal the Chairs Decision	Yes	1 Pro 1 Con	No	Majority
Suspend the Rules	Yes	No	Yes	Two-Thirds
Point of Information	Yes	No	No	None
Reconsider	Yes	2 Pro 2 Con	No	Majority
Take from Table	Yes	No	No	Majority

¹ Reference Article 5, Section A for Guideline change requirements

² Debatable only if Motion to be amended is debatable

³ If passed, 2 Pros and 2 Cons for information only

Main Motion

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

Amendments

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

Motions to Table

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made intent is to be given. The motion to table is in order for:

- A. To get further information.
- B. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

Motions to Refer to Committee

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons of the original motion, so as to obtain information to give direction to the committee.

Motions to Reconsider

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

Unanimous Consent

That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion if the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

Withdraw or Modify

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The

Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote which is not debatable.

Motion to Call the Vote

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3's majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

Point of Information

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point of Order

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

Suspend the Rules

A motion to "Suspend the Rules" is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. This motion requires a second and 2/3's majority.

Appeal the Decision of the Chair

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedures. But any two members have the right to Appeal from his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

Financial Responsibility Memorandum

Two people must monitor all financial activities whether it is at the area level or for the Area sub-committees. Two people count receipts, two people make the bank deposit within eight (8) hours of the collection of funds at Area, two people reconcile the original bank statements and two people are always present when any funds are disbursed. Financial records must readily available to other trusted servants for review.

In the instance where funds or property are found to be missing, a thorough review of all books and financial records will be conducted to make sure the funds or property were actually misappropriated.

If it becomes clear that funds or property has indeed been taken or lost, the administration body along with the sub-committee where applicable will schedule a meeting. Making absolutely certain the individual(s) who took or lost the funds or property is informed of the meeting and given the opportunity to present his or her point of view.

If the individual admits to the theft or loss and agrees to pay back the missing funds or property the administration body will develop a restitution agreement with the individual involved. Such an agreement will include regular payments at an interval acceptable to all involved that will not drag out the repayment process unnecessarily.

The agreement will specify regular weekly or monthly payments until the full amount is repaid, as well as consequences if the schedule is not met. This document will be a legal and binding document, and will be signed and witnessed and notarized. If the restitution agreement is not adhered to, legal action based on the signed and witnessed (notarized?) restitution agreement will be pursued.

A report about the situation and agreement will be published in area minutes and regular reports on the status of the restitution agreement will be published until the agreement is satisfied.

The individual involved will resign from his or her service position and will not be considered for another position until he or she has met the requirements of the agreement.

If the individual does not appear at the special meeting, every effort will be made to contact the person involved. Notification that an audit of financial records has been performed, that facts show the individual is responsible for consequences will be if the individual does not respond to the letter will be outlined. Copies of the letter will be put in safe place for further reference.

If the individual refuses to replace the funds or property agrees to a plan but does not follow through with the agreement, or if the person has disappeared, legal action will be pursued.

Subcommittee Guidelines

Section A. Activities Guidelines

1. Purpose

Shall coordinate various activities including, but not limited to: workshops, learning days, picnics, dances, fund-raisers, and other special events. As a means to carry the message of recovery through workshops, panels, and speakers. Also to provide recreational activities for our members.

2. Voting Procedure

- A. A voting member is defined as one who has attended one of the two previous scheduled meetings.
- B. Chair-person can vote only in the case of a tie.

3. Responsibilities of Trusted Servants (RTS)

- A. Anyone who handles area funds or property must sign the financial responsibility form.
- B. Will need a Minimum of two (2) years clean time to handles area funds.

A. Chairperson

- 1. Two years clean time needed. Elected at Area meeting
- 2. To chair the committee meetings.
- 3. To plan and coordinate events at monthly committee meetings.
- 4. May handle the cash drawer at any event or may delegate task to ASC Admin member or subcommittee chair that meets requirement of Responsibilities of Trusted Servants (RTS)
- 5. During the event will count money for drops with another member that meets the requirement of Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelopes and initial each envelope with member that counted money. At the end of event with a member of committee that meets requirement of Responsibilities of Trusted Servants (RTS), deposits money into Area account. (see Western Wayne County Guidelines: Article 9 Section A. Number 8 and 9)
- 6. Sign contracts for events when needed, will be the contact person for all events. (except campouts)

B. Co-Chair

- 1. Two years clean time needed. Elected in April or when position is vacant for 30 days.
- 2. To familiarize themselves with all aspects of the activities committee.
- 3. Performs duties of Chairperson in their absence.
- 4. May handle the cash drawer at any event or may delegate task to ASC Admin member or subcommittee chair that meets requirement of Responsibilities of Trusted Servants (RTS).

C. Secretary

1. 1-day clean time requirement needed, elected in April or when position is vacant for 30 days.
2. To record the monthly meeting's minutes.
3. Set agenda for next meeting with approval of the committee.

D. Co-Secretary

1. 1-day clean time requirement needed, elected in April or when position is vacant for 30 days.
2. To record the monthly meeting's minutes.
3. Set agenda for next meeting with approval of the committee.

E. Treasurer

1. Two year clean time needed, elected in April or when position is vacant for 30 days.
2. To be responsible for cash drawer, ticket sales at all events. During the event will count money for drops with another member that meets the requirement of Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelope and initial such envelope with member that counted money.
3. Along with Chair and Co-Chair to delegate that responsibility to ASC Admin Members that meets the requirement of Responsibilities of Trusted Servants (RTS).
4. To be signer on accountability forms in case of Chair or Co-Chair unavailability
5. Prepares a detailed monthly Treasurer report for each event held.

F. Co-Treasurer

1. Two year clean time needed, elected in April or when position is vacant for 30 days.
2. To be responsible for cash drawer, ticket sales at all events. During the event will count money for drops with another member that meets the requirement Responsibilities of Trusted Servants (RTS). Money will be placed in sealed envelope and initial such envelope with member that counted money.
3. Along with Chair and Co-Chair to delegate that responsibility to ASC Admin Members that meets the requirement of Responsibilities of Trusted Servants (RTS).
4. To be signer on accountability forms in case of Chair or Co-Chair unavailability.
5. Assist Treasurer with preparation of detailed monthly Treasurer report for each event held.

G. Speaker/Panel Coordinator

1. One year clean time needed, elected in April or when position is vacant for 30 days.
2. To select speakers and or panels for events.
3. To plan panel topics on all aspects of recovery.

H. Campout Coordinator

1. Two year clean time needed, elected in September or when position is vacant for 30 days.

2. To chair or select a chair for the campfire meetings.
3. To inform members of start time of the meeting.
4. Insure that readings, key tags, and coffee supplies are ready for campfire meetings.
5. To remind members of campground rules in a spiritual manner.
6. Find suitable camp-grounds for campouts make deposits and sign contracts with Activities Chair.
7. May delegate responsibilities for Campout registrations to Active members of the Activities Committee that meet the RTS. (see Article 14 Section A #3) These delegations will be coordinated with the Activities Chair, Co-Chair, Treasurer and Co-Treasurer.
8. After \$300.00 in Campout registrations is collected all monies will be given to the Activities Treasurer to be deposited into Area checking account. The Area Treasurer and Activities Chair will be notified of the deposit.
9. Campout registration fees will be kept separate from Area Prudent Reserve and the Activities Prudent Reserve. The Activities Committee will report the total of collected fees monthly at the Area meeting.

I. Co-Campout Coordinator

1. One year clean time needed, elected in September or when position is vacant for 30 days.
2. To chair or select a chair for the campfire meetings.
3. To inform members of start time of the meeting.
4. Insure that readings, key tags and coffee supplies are ready for campfire meetings.
5. To remind members of campground rules in a spiritual manner.

J. All Trusted Servants

1. To attend monthly committee meetings.
2. Two absences in a row or four absences in a year will result in review for removal from position.

K. Flyer Distribution

1. To provide communication of our events in a timely manner. The Activities committee will be expected to provide flyers to our ASC the month prior to the event.
2. To make flyers available to the Regional Service Committee/ MSO the month prior to our event.
3. To split suitable amount of fliers between our Area and the Region

Section B. Additional Needs Guidelines

Purpose

The purpose of the Additional Needs Committee is to fulfill our primary purpose of helping the addict that still suffers by providing services that help make meeting places, workshops, activities, and conventions, etc. accessible to all members by eliminating not only the physical barriers but the barrier of ignorance, so that personal recovery is then possible.

Committee Functions

- A. Networking with other service entities or groups within Narcotics Anonymous.
- B. To bring additional needs awareness to the NA Fellowship.
- C. Assimilate and collect information for NA archives.
- D. To review meeting lists for coding, i.e., B.F. (Barrier Free), H.A. (Handicapped Accessible) with the M.S.O.
- E. To promote and improve the dignity and awareness of the additional needs recovering addict.

Membership

Any member of the NA Fellowship.

Voting Procedures

- A. A voting member is defined as one having attended one of the two previous scheduled meetings.
- B. Non-voting members may not introduce motions but may participate in general discussions.
- C. Loss of voting privileges is defined as returning to active addiction or missing two consecutive meetings without approval of the committee by:
 - 1. A phone call to the Chairperson or Co-chair.
 - 2. Sending a letter with a voting member of this committee.

Responsibilities and Requirements for Trusted Servants

- A. Chairperson is nominated and elected by the WWCA Service Committee of NA
 - 1. One continuous year of clean time.
 - 2. Having the desire to serve and a working knowledge of the NA Steps and Traditions.
 - 3. To Chair the regularly scheduled meetings.
 - 4. Submit report to the Western Wayne Area Service Committee of NA monthly.
- B. Co-chair is nominated and elected by the Additional Needs Subcommittee.
 - 1. Will have one year continuous clean time.

2. Having the desire to serve and working knowledge of the NA Steps and Traditions.
 3. To carry out the duties of the Chair in his or her absence.
- C. Secretary is nominated and elected by the Additional Needs Subcommittee.
1. Will have one year continuous clean time.
 2. Having the desire to serve and a working knowledge of the NA Steps and Traditions.
 3. Record the meeting minutes.
 4. Set agenda for the next meeting with the approval of the Chair or Co-chair.

Meeting Place and Mailing Address

Meetings: this committee will meet regularly at a designated time and place that will be publicized throughout WWCA or the Metro Detroit Region of Narcotics Anonymous.

Mailing Address: Western Wayne County ASC
PO Box 1175
Southgate, MI 48195
Attn.: Additional Needs

In Lack of Guidelines refer to (in order)

- A. The WWCASCNA Guidelines.
- B. A guide to local services in Narcotics Anonymous.
- C. Robert's Rules of Order.

Accountability of Additional Needs Subcommittee

- A. To the WWCASCNA
- B. To the members of the NA Fellowship.

Quorum

Quorum will be a simple majority of voting members.

Section C. Hospitals and Institutions

Attendance at Subcommittee Meetings

- A. Chair, Co-chair, Secretary, Women's prison liaison and all co-panel leaders are required to attend monthly Subcommittee meetings.
- B. Two consecutive absences or four absences during a one year term will result in review for dismissal.
- C. All co-panel leaders will notify the Chair or Co-chair at least twenty-four (24) hours prior to a Subcommittee meeting if unable to attend. Failure to comply will result in review for dismissal.

Attendance at Facility

- A. All co-panel leaders must fulfill their commitment to their facility.
- B. Any missed meetings without twenty four (24) hours prior notification of Chair or Co-chair will result in dismissal.

Profanity/Conduct

Current panel leader has the responsibility to notify panel members of their requirements and short-comings concerning their conduct, dress, language, and promptness. Our conduct directly affects the message we carry and its clarity. All panel leaders should read Do's and Don'ts.

Patronizing

No phone numbers or addresses should be exchanged. Men speak at men's only facilities. Women with Women.

1. It is suggested that all panel members attend one workshop before speaking on a panel.
2. It is suggested that all panel members carry their Basic Text.

Voting Qualifications

- A. Voting members shall consist of co-chair, secretary, Women's prison liaison, Co-panel leaders and any member that has attended two out of three of the last regularly scheduled Hospitals and Institutions Subcommittee meeting.
- B. Chairperson can only vote to break a tie.

Procedures for Electing Trusted Servants - H&I

- A. Announcement of open positions.
- B. Describe responsibility of H&I officers.
- C. Nominations.
- D. Seconded.

- E. Qualifications.
- F. Discussion of nominee (while out of room).
- G. Written ballot.

Responsibilities and Duties of Trusted Servants - H&I

Chairperson

1. Elected by Area Service Committee with minimum of one (1) year clean time.
2. Attends all H&I Subcommittee meetings.
3. Prepares the monthly Subcommittee agenda: brings before the Subcommittee matters they should act upon.
4. Carries out policies and orders for the Subcommittee.
5. Appoints temporary Subcommittee members when required.
6. Represents the H&I Subcommittee at the Area level.
7. Attends Regional H&I Subcommittee meetings.
8. Term of Service is for one (1) year. Also May run for second (2nd) term per A.S.C. Guidelines.

Co-chair

1. Elected by H&I Subcommittee with minimum of one (1) year clean time.
2. Attends all H&I Subcommittee meetings.
3. Co-chair assumes responsibilities of Chair in the event of his/her absence.
4. Term of Service is for one (1) year. May run for subsequent terms, but must be re-elected.

Secretary

1. Elected by H&I Subcommittee with minimum of six (6) months clean time.
2. Attends all H&I Subcommittee meetings.
3. Takes minutes of all Subcommittee meetings.
4. Keeps record of all Subcommittee members, including addresses and telephone numbers.
5. Keeps record of all H&I guidelines, rules and regulations.
6. Maintains updated phone call list of current panel participants.
7. Term of Service is for one (1) year. May run for subsequent terms, but must be re-elected.

Women's Prison Liaison (Women's prison in Plymouth)

1. Elected by H&I Subcommittee with minimum of one (1) year clean time.
2. Attends all H&I Subcommittee meetings.

3. Instructs co-panel leaders and panel participants in facilities requirements, regulations and general rules covering the H&I meetings.
4. Maintains regular contact with the panel and co-panel leaders.
5. Keeps an open line of communication with the facility.
6. Term of Service is for one (1) year. May run for subsequent terms, but must be re-elected.
7. Act as women's prison co-panel leader in the event there are no current co-panel leaders.

Co-Panel Leader

1. Elected by H&I Subcommittee with minimum of one (1) year clean time.
2. Attends all H&I Subcommittee meetings. (Per Section 1, Line A)
3. Reminds the panel members of both the facilities and the Subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting goes as it is scheduled.
5. Term of Service is for one (1) year. May run for subsequent terms, but must be re-elected.

Hospital and Institutions Addendums

1. Any member of the Subcommittee, including the Chair and Co-chair can put motions to the Subcommittee.
2. Rent will be paid on a monthly basis.
3. Consequences for Violation of Guidelines:
 - A. Failure to comply with Western Wayne County H&I Guidelines will result in dismissal.
 - B. Failure to comply with the World H&I Handbook will result in dismissal.

Terms of service commitment

1. All Trusted Servant Positions (including H&I Co-chair, Secretary, Women's Prison Liaison, All Co-Panel Leader) shall be open for election at Regular H&I Subcommittee Meeting in March.
2. All Elected Terms shall be one year terms which will then last until the REGULAR Subcommittee meeting in March the Following YEAR.
3. You may run for subsequent terms, BUT you must be reelected.

FIFTH TRADITION

**EACH GROUP HAS BUT ONE PRIMARY PURPOSE
TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS**

Section D. Helpline Guidelines

Name

The name of this committee shall be Helpline Subcommittee (HSC). (Note: The Metro Detroit Regional Committee of Narcotics Anonymous Helpline Subcommittee will be referred to as RSC.)

Purpose

Section 1

The purpose of this committee is to assist the RSC, to communicate with the other Area's HSC's and to recruit volunteers from the Narcotics Anonymous Fellowship to answer the phones. All of this is in an effort to better carry the message to the addict who still suffers.

Section 2

The RSC, through its volunteers, shall carry the message to the addict who still suffers by:

- A. Giving out Narcotics Anonymous meeting information times and locations with brief directions.
- B. Having one-on-one conversations with callers via the Helpline.
- C. Setting up telephone or in-person twelve step calls with the callers.
- D. Letting the suffering addict know that recovery from addiction is possible in Narcotics Anonymous.
- E. Giving out the appropriate referral agency phone number or crisis center number only when necessary.

Members

HSC shall have only two (2) types of members, voting members and non-voting members. Voting members are any member of Narcotics Anonymous who works at least one shift per week on the Helpline or has attended 2 of the last 3 HSC meetings and is at the meeting, excluding the Helpline Chairperson. A non-voting member is any interested member of Narcotics Anonymous who does not meet the above requirements.

Qualifications for HSC Chair or Co-Chair

- A. A minimum of one (1) year clean time (Chair only)
- B. A minimum of four (4) months previous Helpline service.
- C. The use of a telephone seven days a week.
- D. Recovery based in the Fellowship of Narcotics Anonymous.
- E. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.

- F. Have the willingness, time and resources to serve the Fellowship of Narcotics Anonymous.
- G. The helpline chair and co-chair will need internet access to the telephone service provider for the 24 hour period assigned to the area.

The HSC Chair has the right to appoint a Co-Chair who shall have voting rights at meetings. The ASC must also be notified if any of the above stated requirements are not met.

Voting Procedure - HSC

- A. Quorum will be a simple majority of voting members present at prior meeting.
- B. The HSC Chair may exercise the right to vote only in the case of a tie.

Officers

- A. The officers of this committee will be the Chair, Co-Chair and Secretary.
- B. At the ASC meeting in March, a Chair will be elected. Co-Chair will be appointed by the HSC Chair.
- C. The Administration officers of the Subcommittee must have continuous abstinence from all drugs. In addition they must meet the requirements for voting members.
- D. It shall be considered an automatic resignation from this committee if any officer relapses, or has two (2) consecutive unexcused absences or four (4) unexcused absences from regularly scheduled meetings within their one year term. To be excused the HSC Chair or Co-Chair must be notified 48 hours prior to regularly scheduled HSC meeting.
- E. As stated in the RSC guidelines any Area HSC Chair or Co-Chair will lose their voting rights if they miss two (2) consecutive RSC meetings or four (4) absences within one year without proper notice. Proper notice will be a phone call to the RSC Chair or Co-Chair, or a written report sent to the RSC at the time of absence.

Duties of Officers - HSC

Duties of HSC Chair

- A. Rotate with the other members of the RSC in conducting the regular Helpline workshops in order to provide an on-going number list of new Helpline volunteers.
- B. Attend monthly ASC meetings and submit a written report to report the activities of the Sub Committee.
- C. Attend the regularly scheduled RSC meetings to report any activities or issues taking place at the ASC meeting that may concern the RSC.
- D. Work with the Chairperson of the RSC as well as the other Area HSC Chairs and members of the Helpline Committee on all matters affecting the operation of the Helpline, including but not limited to:
 - 1. Training new volunteers.
 - 2. Scheduling volunteers to answer the phones.

3. Contacting a volunteer who has violated established Helpline procedure.
4. Recruit 12 step volunteers and update 12 step books.

Duties of HSC Co-Chair

- A. To assume the HSC Chair's duties in their absence.
- B. To attend RSC meetings.
- C. To accept any responsibilities designated by the HSC Chair.

Duties of HSC Secretary

- A. To keep an accurate record of all HSC meetings.
- B. To have copies of prior HSC meeting's minutes available at each HSC meeting.
- C. To maintain an archive of minutes from HSC meetings throughout their term.
- D. This archive should be made available at all HSC meetings.

Section E. Public Information Guidelines

Functions and Responsibilities - PI

Refer to The Guide for Public Information when carrying out the P.I. projects as well as archives of the W.S.C.P.I.

Voting - PI

- A. The Chairperson may exercise the right to vote only in the case of a tie.
- B. All members who display a sincere desire to participate may vote.

Procedures and Discussion - PI

- A. Participation on motion:
 - 1. Any member of NA may speak.
 - 2. Main Motion - 3 pros and 3 cons will be allowed.
- B. To have the floor, members must be recognized by a raised hand.

Quorum - PI

There must be at least 4 members present at the meeting to hold a vote.

Election of all Trusted Servants - PI

- A. All Trusted Servants (with exception of the Chair) shall be elected by majority vote (closed ballot).
- B. Chairperson is elected by Western Wayne ASC.

Qualifications and Duties of Trusted Servants - PI

Members

- A. No clean time requirement.
- B. Trusted Servants.
- C. Meeting list for Alano clubs are to be distributed and funded by Public information.

Co-chair

- A. Minimum one year clean.
- B. Works closely with task committee coordinators, fills in for chair at ASC meetings, and attends as many as possible Regional P.I. meetings.

Secretary

- A. Suggested 6 months clean.

- B. Takes minutes at all Area P.I. Subcommittee meetings
- C. Mails minutes as soon as possible before the next scheduled meeting to all Trusted Servants.
- D. The secretary will fill in for Chair and Co-chair if they are absent. The secretary should attend as many as possible of ASC, and Regional P.I. meetings. Help maintain P.I. archives.

Co-secretary

- A. Suggested 90 days clean.
- B. The co-secretary will fill in for the Secretary
- C. The co-secretary will help the secretary as much as possible.
- D. Helps maintain Area P.I. archives.

Treasurer

- A. Minimum of one year clean.
- B. Keep accurate records of all task committee budgets, incoming funds, and the 7th tradition, outgoing funds and the attendance of all Trusted Servants.

Removal of Trusted Servants - PI

- A. Relapse.
- B. Voluntary Resignation
- C. Missing more than two (2) consecutive meetings without reasonable cause (to be determined by comm.)

Task Committees

Refer to the Guide for Public Information.

Responsibilities of all Committee Members

All P.I. committee members do need to be familiar with the NA Program and be able to provide accurate information about the Fellowship of NA, also an understanding of the 12 Traditions of NA and a firm grasp of the anonymity Traditions are especially vital.

Meetings

This Subcommittee will meet regularly at designated time and place. All members are encouraged to attend.

Section F. Newsletter Guidelines

Article I – Purpose

The Western Wayne Newsletter Sub-committee has been created by fellow addicts to better carry the message of N.A. through written communication. The purpose of the newsletter is to provide N.A. news and personal experiences of strength, hope and recovery from addiction.

Article II – Qualifications & Removal

A. Requirements for Trusted Servants

1. The willingness to serve.
2. Working knowledge of the Twelve Steps and Twelve Traditions.
3. Chair and co-chair should have a basic understanding of the Twelve Traditions and Twelve Concepts for Service.
4. An active participation at the level they are to serve.
5. Time and resources to fulfill their commitment.
6. Chair and Co Chair should have a minimum of one year clean time.
7. Secretary/Proof Reader will have at least six (6) months clean time.
8. Co-Secretary/Proof Reader suggested having at least six (6) months clean time.

B. Removal and/or Resignation

1. Relapse.
2. Two consecutive absences from the regularly scheduled Newsletter Sub-committee meetings or any four (4) absences in the fiscal year.
3. Written resignation.
4. Failure to follow area and sub-committee guidelines
5. Failure to follow Newsletter Sub-committee group conscience.
6. Removal of sub-committee members shall be carried out by a simple majority of voting members. (Newsletter chair can only be removed by ASC).

Article III – Duties

A. Chair

1. Attend the WWCASC Meeting.
2. Prepare the monthly Sub-committee agenda.
3. Prepare a quarterly budget
4. Attend and support Regional Newsletter Sub-committee meetings.

4. Shall set the time and place of the Newsletter meetings.
6. Will have one year commitment.

B. Co Chair

1. Fulfills the duties of the Chair in the event of absence.
2. Will assist the Chair in his/her duties.
3. Will have one year commitment.

C. Secretary/Proof Reader

1. Maintain a record of all Sub-committee meeting business.

D. Co-Secretary/Proof Reader

1. Assist Secretary/Proof Reader in his/her duties.

Article IV – Membership

1. Open to all N.A. members.
2. A voting member is defined as one having attended one of the two previous scheduled meetings.

Article V –Voting

1. Nominations and elections are done by simple majority per Area Guidelines.
2. For elections, vote tally will be by written ballot.
3. Simple majority of the vote determines the outcome of the vote.
4. Chair may vote only in the event of a tie.

Article VI – Editing Procedures

- A. The WWCANA Newsletter Guidelines, Twelve Traditions and Twelve Concepts for Service serve as the basic guidelines for editing the newsletter. We have no opinions on outside issues, we are not affiliated with any other organizations, we remain anonymous in print, and we are non-professional. All the principles contained in the guidelines, traditions and concepts will be studied carefully and followed. We will most likely receive a good deal of input that is not usable or needs to be changed before it is used. Group discussions and proof reading sessions help, because this responsibility is then shared by a number of people, and a better group conscience is obtained.
- B. We will always edit out any profanity. Whether or not we distribute outside of N.A., our newsletter represents the public image of our fellowship. This basic courtesy is essential if we are to be viewed as a respectable recovery program.

The language of N.A. recovery will be used. Our Steps and Traditions are worded to keep the focus of our program on addiction and recovery, not on specific drugs. We are addicts and our disease is addiction. Alcohol is often arbitrarily separated for other drugs in the

speaking and writing of some N.A. members. This practice should not be reinforced in our printed word. For us, such a distinction is artificial and contributes to a lack of understanding of the First Step. These are some examples of what we need to enforce:

Writer Said	We Print
Alcohol and Drugs	Drugs
Clean and Sober	Clean
Alcoholic and Addict	Addict
Sober	Clean
Sobriety	Clean Time or Recovery
Cross Addict et al.	Addict
Drug Fiend	Addict
Drug Addict	Addict

These changes are in keeping with accepted language in all of our Conference approved literature, and are intended to help us keep the N.A. principles of Recovery clearly in focus. Of course, all grammatical and structural errors, misspellings, and faulty information will be corrected. The clearer the Newsletter, the better, but perfection is not always possible. The most important concern is that a clear message of recovery comes through that is consistent with the Twelve Traditions and N.A. philosophy. All articles turned in must be accompanied with a disclaimer form. If one is not submitted with articles(s), it will not be published unless the author is located and submits a disclaimer.

- C. After editing procedures and prior to printing of newsletter for distribution, each newsletter will be submitted to Admin for approval.

Article VII – Submission for Articles

- A. All articles within the fellowship, such as recovery stories, poems, anniversaries, announcements submitted for publication in the WWA Newsletter must:
1. Be presented to the Newsletter sub-committee for review and approval prior to publication, according to group conscience;
 2. Be submitted with a Right to Publish Disclaimer;
 3. If submitted electronically, an electronic signature along with a phone number should be included. (i.e. /s/ <name> Example: /s/ John D. (734)123-4567)
- B. All articles within the fellowship, such as recovery stories, poems, anniversaries, announcements, must be turned in to the Subcommittee or mailed to the assigned Post Office Box two (2) weeks prior to the next publication to be considered for input.

Section G. Webservant Guidelines

Purpose

The purpose for maintaining a web site for the Western-Wayne County Area (WWCA) of Narcotics Anonymous is to make information about the WWCA and about Narcotics Anonymous as a whole available to the public, to addicts who might need NA, and to our current members.

Responsibilities and Requirements of the Area Webservant

1. Requires at least one (1) year clean time.
2. Should have at least one (1) year experience in Internet communications, a good understanding of how a website is coded and a copy of a web editing software program compatible with the Regions requirements.
3. Responsible for the timely upkeep of the Area website in accordance with the State of Michigan Website Committee (SMWC) *Website Development and Style Guide*.
4. Follow all SMWC instructions on website operational guidelines.
5. Respond in a timely manner to all correspondence or when necessary call upon Region Website Contact for assistance.
6. Responsible for maintaining current Group meeting, Area meeting and event information on the Area website.
7. Responsible for completing Area Website updates within (7) seven days after a request from the WWCA Admin Committee.
8. Attend the monthly Metro-Detroit Region Webservant meeting.
9. Familiarity with the N.A. Public Relations Handbook as it relates to internet communication.

Guidelines for the Western-Wayne County Area NA website content

1. Maintenance of the Area web site will be the responsibility of the Webservant, accountable to the Western-Wayne County Area Service Committee. In doing this service work, the Twelve Traditions and Concepts of NA and the guidelines of the WWCA will be followed.
2. Generally, online NA information will contain links or references only to information provided by other NA areas, regions, Narcotics Anonymous World Services (NAWS) or the Michigan Service Office (MSO). The only exceptions will be links or references required to use content on the site, or to find meetings and events. These exceptions will be made thoughtfully, and accompanied by appropriate disclaimers of non-affiliation.
3. Since information on the web can be accessed from all over the world, personal names, phone numbers, email addresses, or other identifying information regarding individual members will not be disclosed. However, first names, last initials, and phone numbers /email addresses may be used when approved by the WWCA and the consent of the member is obtained (e.g. flyers, newsletters, interviews, publishing, et cetera).
4. Maintenance of meeting information should provide at least the minimum amount of information that is available from the published meeting list along with a link for a map to provide the member with some direction to get to the meeting

5. Recognizing that online information is accessible to only persons with Internet access, to make information available to the widest possible audience, the address of the WWCA site should be printed on newsletters, and other flyers.
6. Any external links, including maps, flyers, word documents, images, PDF's, or otherwise, should always, open in a new, separate window, keeping our web site open until the end user closes it.

The Twelve Concepts

1. To fulfill our Fellowships 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.