

West Shore Area of Narcotics Anonymous (WSANA)

Area Service Committee Guidelines



WSANA Vision Statement

*To create a service structure that is committed to serving our community
through effective leadership, training and organization.*

The Twelve Traditions

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly drawn into public controversy.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The Twelve Concepts for NA Service

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

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

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

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1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services of 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 their 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.

Table of Contents

- I. Service Prayer
- II. Purpose
- III. Function
- IV. Definition
- V. Area Service Committee Meeting Format
- VI. Meeting Agenda
- VII. Policies and Procedures
- VIII. Voting Participants
- IX. Voting and Motion Procedures
- X. Nominations and Elections of Trusted Servants
- XI. Resignations of Trusted Servants
- XII. Qualifications and Duties of Trusted Servants
- XIII. Subcommittees
- XIV. Standing Rules
- XV. Budget

I. 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 addiction.”

II. Purpose

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

III. Function

- a. Meets the third Sunday of every month at 4pm.
- b. Unify its member groups.
- c. Provide a communication link between the groups, region, and the worldwide NA fellowship.

IV. Definition

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

V. ASC meeting Format

- a. Chair opens with a moment of silence followed by the Serenity Prayer. The Twelve Traditions, the Twelve Concepts, the Service Prayer, and the Purpose.
- b. Roll Call.
 - i. ASC, GSRs and alternates (GSRAs), sub-committee chairs or their representatives, and Regional Committee Member and alternate (RCM and RCMA).
- c. Welcome visitors.
- d. Ask that any GSRs who have a 7th Tradition donation, to please turn in to the Treasurer at the beginning of the meeting, in order to have an accurate report. This also applies to any sub-committee chairs who have receipts for reimbursement.
- e. Secretary’s Report: Secretary will read report. Ask for corrections or additions, then motion to accept report as written, or as corrected.
- f. Treasurer’s report: Treasurer will read report. Ask for additions or corrections, then motion to accept report as written, or as corrected.

- g. RCM Report
- h. Sub-Committee Reports
- i. GSR Reports
- j. Old Business
- k. New Business
- l. Announcements
- m. Treasurer's final report
- n. Open discussion, reflective discussion
- o. Adjournment

VI. ASC meeting agenda

- a. Chair will arrange the agenda prior to each ASC meeting.
- b. If possible, all ideas, motions, and input should be submitted to the Chair prior to the ASC meeting.
- c. Input not included on the agenda will be put under New Business for the next ASC meeting. Exceptions will be made at the discretion of the chair.

VII. Policies and Procedures

- a. Regional Donation – to be determined.
- b. World Level Donations – to be determined.
- c. Sub-Committee Budgets
 - i. All Sub-Committees will submit itemized, budget requests as needed.
- d. Disbursement of Area Funds
 - i. The Treasurer and one of the following must sign all checks. Failure to do so will make it impossible to cash a check written by the ASC.
 - 1. RCM, RCMA, Secretary, Co-Secretary, Chair or Co-Chair.
 - ii. A prudent reserve of _____ shall be maintained. In the event expenses exceed the prudent reserve, standing budget items will be paid first. Anything beyond that will go to a vote.

VIII. Voting Participants

- a. Any NA Group which chooses membership in WSANA shall have one vote accorded to its GSR/Designee. Only the GSR or Designee may vote for said groups.

IX. Nominations and Elections of Trusted Services

a. Election Procedures

- i. If there is a single nominee, they will be asked a series of questions by the Chair pertinent to their qualifications for said nomination and then asked to leave the room to determine if there are objections to that nominee being elected. If there are no objections, the nominee is considered elected.
- ii. Any objections will be presented without the nominee present. If the objections are not resolved, the nominee will rejoin the ASC meeting. The Chair will explain the objections and the nominee will have an opportunity to address the objections if they so choose.
- iii. After this, without nominee present, the ASC will determine if there is now a consensus in favor of this candidate.
- iv. If there is no consensus at this point, the issue will be tabled until the next ASC meeting.
- v. If there is more than one nominee, the group will use the above process to attempt to fill the position.
- vi. Elections for the following Area Trusted Servant positions will occur immediately following every World Service Organization Service Conference cycle ends.
 - 1. RCM, RCMA, Treasurer and Co-Treasurer
 - 2. Elections for all other Trusted Servants will occur in November
- vii. The ASC Chair will announce the nominations for Trusted Servant positions two months before the elections.
- viii. The ASC can temporarily appoint a person to fill any position.
- ix. A trusted servant may only be elected a maximum of two consecutive terms regardless of when the first term started.

X. Resignations of Trusted Servants

a. Voluntary

- i. Must be given to the ASC Chair in writing or in person prior to the ASC meeting.

b. Involuntary

- i. Misses two ASC meeting without submitting a report or without just cause.

- ii. Relapse during time of position.
- iii. Removal by 3/4th of active member groups for breach of Traditions of failure to perform duties and responsibilities.

XI. Qualifications and Duties of Area Trusted Servants

- a. The following qualifications apply to all Area Elected Trusted Servants
 - i. Have previous service experience in NA as well as a general knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Service (GTLS).
 - ii. Have the willingness to give the time and resources necessary for the position.
- b. ASC Chair
 - i. Chair Qualifications
 - 1. Suggested clean time requirement of 2 years.
 - 2. Chair cannot hold any other Area elected positions or be a GSR.
 - 3. Familiarity with the WSASC guidelines.
 - 4. One-year minimum service experience at the WSASC.
 - ii. Chair Duties
 - 1. Compiles a prearranged agenda prior to each ASC meeting.
 - 2. Presides over all ASC meetings.
- c. ASC Co-Chair
 - 1. Co-Chair Qualifications
 - a. Suggested clean time requirement of 18 months.
 - b. Be willing to assume the Chair position after one year.
 - ii. Co-Chair Duties
 - 1. Keeps in regular contact with the chairpersons of each Sub-Committee and attend Sub-Committee meetings whenever possible.
 - 2. Assumes all duties and responsibilities of the Chair in their absence
 - 3. Works closely with the Chair to learn all the responsibilities of that position.

d. ASC Secretary

i. Secretary Qualifications

1. Suggested clean time requirement of 1 year
2. See VI a. for qualifications.

ii. Secretary Duties

1. Keeps accurate minutes of each ASC.
2. Distributes minutes no later than Ten days following the ASC meeting to ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
3. Maintains a mailing list (email or snail mail) of all ASC Trusted Servants, ASC Sub-Committee Chairs, and all GSRs.
4. Maintains an adequate supply of all forms necessary to conduct business.

e. ASC Co-Secretary

i. Co-Secretary Qualifications

1. Suggested clean time requirement of 6 months
2. Be willing to assume the Secretary position after one year

ii. Co-Secretary Duties

1. Assumes all duties and responsibilities of the Secretary in their absence.
2. Works closely with the Secretary to learn the responsibilities of that position.

f. ASC Treasurer

i. Treasurer Qualifications

1. Suggested clean time requirement of 4 years.
2. One-year minimum service experience at the WSASCNA and previous treasurer experience at the group level.
3. Be willing to discuss personal financial situation
 - a. Current employment, checking account, etc..

ii. Treasurer Duties

1. Collects all donations from individuals, groups and Sub-Committees.
2. Gives and keeps receipts of income and disbursements.
3. Deposits and dispenses monies per group conscience of the Area.
4. Keeps an accurate record of all transactions
5. Prepares and presents reports
6. Responsibility for checking the PO Box and forwarding mail to the appropriate person or committee.

g. ASC Co-Treasurer

i. Co-Treasurer Qualifications

1. Suggested clean time requirement of 3 years.
2. Be willing to assume the Treasurer position after one year.

ii. Co-Treasurer Duties

1. Assumes all duties and responsibilities of the Treasurer in their absence.
2. Works closely with the Treasurer to learn the responsibilities of that position.

h. ASC Regional Committee Member (RCM)

i. RCM Qualifications

1. Suggested clean time requirement of 18 months.
2. One year minimum service experience at the WSASCNA.

ii. RCM Duties

1. The RCM's primary responsibility is to work for the common good of NA by providing two-way communication between the WSANA and the Michigan Region
2. Keeps in touch with GSRs
3. Represents and conveys the group conscience of the WSANA at all Michigan Regional Service Committee (MRSC) meetings.

i. ASC Alternate Regional Committee Member (RCMA)

i. RCMA Qualifications

1. Suggested clean time requirement of one year.
2. Be willing to assume the RCM position after one year.

ii. RCMA Duties

1. Assumes all duties and responsibilities of the RCM in their absence.
2. Works closely with the RCM to learn the responsibilities of that position
3. Maintains contact with GSRs.
4. Must have available resources to complete duties in the event that the WSANA is unable to fund.

j. ASC Public Relations Chair (PR)

i. Qualifications

1. Suggested clean time requirement of 3 years.

ii. Duties

1. Will preside over the PI and H&I Sub-Committees and work closely with those Sub-Committee Chairs to further their common goal in accordance with the PR Handbook.

k. ASC Literature Chair

i. Qualifications

1. Suggested clean time requirement of 3 years

l. ASC Retreat Chair

i. Qualifications

1. Suggested clean time requirement of 3 years

m. ASC Webservant

i. Qualifications

1. Suggested clean time requirement of 90 days

XII. Sub-Committees

a. Sub-Committee Chair

i. Qualifications

1. Suggested clean time requirements

- a. PI Chair – 1 year
- b. H&I Chair – 1 year
- c. Activities Chair– 1 year

- ii. Duties

1. Attends service functions.
2. In addition to the qualifications and duties stated in these guidelines, each Sub-Committee Chair will reference NA Conference Approved literature pertaining to their sub-committee.

- iii. Members

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

- iv. Function

1. Each Sub-Committee will keep minutes of all its meetings.
2. Each Sub-Committee will keep detailed records and receipts of all its income and disbursements.
3. Each Sub-Committee will give a monthly written report of all its activities at the ASC meeting.
4. Each Sub-Committee will have their own guidelines that have been approved by the ASC.

- b. Activities Sub-Committee

- i. Purpose

1. The primary purpose of this subcommittee is to carry the message of recovery by sponsoring activities that provide a greater sense of community for the local NA fellowship.
2. The secondary purpose of this subcommittee is to raise additional funds for the WSASC and the Michigan Region. Seed money and any subsequent income raised from an activity will be turned over to the area treasurer within seven days from the time an activity is held.

ii. Hospitals and Institutions (H&I) Sub-Committee

1. Purpose

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

iii. Public Information (PI) Sub-Committee

1. Purpose

- a. The purpose of the PI Sub-Committee is to inform the public that NA exists and that we offer recovery from active addiction. This is done by the creation, distribution, and management of all communications regarding NA throughout the WSANA.

2. Function

- a. A primary function of the PI Sub-Committee is to develop and maintain the phone line, website, and printed meeting list of active meetings in the WSANA.
 - i. An NA meeting is considered active if they meet the criteria listed below:
 1. Meeting must adhere to the 12 steps and 12 traditions of NA
 2. Meeting must conduct a monthly business meeting
 3. Meeting must have a GSR or GSRA present at four consecutive ASC meetings and submit a written report on the ASC Group Report Form.
 4. Meetings must meet at the same day, time and location for four consecutive months.
 - ii. An NA meeting is considered inactive and will be removed from the phone line, website, and printed meeting list if they meet the below listed criteria:
 1. Meeting has three consecutive unexcused absences at the ASC meetings.
 2. Meeting has a total of three unexcused absences during a six month period at the ASC Meetings.

3. A meeting that has been removed from active status must meet all requirements listed in part (1.) of this subsection (above) to be reactivated.

iv. Retreat Sub-Committee

1. Purpose
2. Function

XIII. Standing Rules

- a. ? see Kevin's notes

XIV. Budget

- a. Standing Budget

- i. The only intent of the standing budget is to pay reoccurring bills. All other expenses shall be submitted on a quarterly budget form or motion form to be approved by the ASC. The current standing budget is as follows:

1. PO Box
2. Phone line
3. Yellow and White Pages Listings
4. Kinko's Copy Center
5. Rent