

OFFICIAL GUIDELINES FOR THE NORTH EAST WASHINGTON AREA SERVICE COMMITTEE
FOR THE FELLOWSHIP OF NARCOTICS ANONYMOUS (Revised December 2018)

1. Name

- 1.1. The name of the assembly shall be the North East Washington Area Service Committee for the fellowship of Narcotics Anonymous, hereinafter called ASC.

2. Purpose

- 2.1. The purpose of the ASC is to be supportive to its groups, meetings, and service committees and their primary purpose by linking together the groups, meetings and service committees and assisting them in dealing with their basic needs and situations. The ASC does this with the intent to further our primary purpose of carrying the message of recovery to the addict who still suffers and encouraging the growth of the fellowship.

3. Meetings & Membership

- 3.1. The ASC shall meet once monthly on the first Saturday of every month, at 9:30 am, in the Corbin Senior Center. The ASC meeting can be moved, at will, with at least two months' notice, to other locations within the area. The ASC Chair has the authority to change the meeting day, time, and/or location due to conflict with holidays, weather, facility, and/or area/regional events etc.
- 3.2. Special meetings may be called by the ASC Chairperson by providing a written request signed by three voting members. All voting members from the two previously scheduled ASC meetings shall be notified of the purpose, place, and time of special meetings.
- 3.3. In the absence of the Chairperson and the Vice-Chairperson, the meeting will be opened by a member of the steering committee according to the following order; Secretary, Treasurer, RCM 1, RCM 2. If a quorum (see 5.1.d for definition) is present an election of a chairperson pro tem will be immediately held who will then conduct the ASC meeting in the usual manner.
- 3.4. General membership in the ASC shall be open to all individuals who share in the stated purpose of the ASC.
- 3.5. Voting members of the ASC in order of succession shall be:
 - a. Group Service Representative (GSR)
 - b. Alternate Group Service Representative (GSR Alt.)
- 3.6. The officers of the ASC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM 1 and RCM 2. They shall perform their duties as prescribed by these guidelines and A Guide to Local Services in Narcotics Anonymous abiding by the 12 Traditions, the 12 Concepts, CBDM Basics, and the parliamentary authority of Roberts Rules of Order.
- 3.7. The Chairperson of the ASC shall read the purpose of the ASC at the beginning of every ASC meeting.
- 3.8. The Chairperson of the ASC shall provide a topic and time on the agenda for discussion of said topic during each regularly scheduled meeting of the ASC. The topic will be focused on Area/NA Services, and will be taken from The 12 Traditions, Twelve Concepts, NEWANA Guidelines, A guide to Local Services in Narcotics Anonymous, or service position duties.

4. Spiritual Guidance

- 4.1. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
 - a. The Twelve Traditions of Narcotics Anonymous.
 - b. The Twelve Concepts of Service
 - c. The current publication of the Northeast Washington Area Service Committee Guidelines
 - d. Any special rules that the ASC may adopt.
 - e. A Guide to Local Services in Narcotics Anonymous
 - f. The current publication of all Narcotics Anonymous handbooks
 - g. The current proposed CDBM Basics
 - h. The current edition of Roberts Rules of Order, newly revised

5. Voting/Motions/Guideline/Decision Making Amendments

5.1. Voting

- a. Voting on all ASC elections shall be done on a one group/one vote system; one GSR equals one vote at area level.
- b. In case of a tie vote on election the ASC Chairperson shall cast one vote to decide the issue.
- c. A quorum of 5 GSR's/GSR Alt.'s must be present at the ASC in order to pass any motion.

5.2. Motions

- a. Any member of the ASC may make a motion and/or participate in discussion about presented motions.
- b. All motions shall be submitted to the ASC in complete written form using the motion format utilized by the ASC.
- c. A Voting member must second any motion.
- d. Discussion shall be conducted immediately prior to voting on all ASC motions. This will be in addition to any discussion that takes place for clarification when the motion is initially presented.
- e. There shall be a six month moratorium on re-introducing motions that fail.

5.3. Guideline Amendments

- a. Any ASC member (see 3.4 for definition) may propose an amendment to these guidelines at a regular meeting of the ASC. The proposal must be submitted in writing and seconded at the ASC meeting, then referred to the groups for approval.
- b. At the following ASC meeting a consensus of the voting members present is necessary to amend the guidelines.
- c. Any amendment to these guidelines shall go into effect immediately upon its adoption unless the motion to adopt specifies a time otherwise.

5.4. Decision Making

- a. Introduction of topic
 1. Topics shall be presented as issues for discussion.
 2. The topic now belongs to the body.
- b. Test for interest
 1. Topic must be prioritized for discussion.
- c. Discuss Topic
 1. Focus on the issue that needs to be solved.
 2. The body achieves a thorough and common understanding of the issue.
- d. Brainstorm solutions
 1. Ideas are presented and developed into proposals.
- e. Clarify Proposal
 1. The Chairperson restates the proposal for clarity and the minutes.
- f. Test for consensus (straw poll)
 1. 100% proceed with implementation – i.e. put into a motion.
 2. Less than 100% proceed to next step.
- g. Hear Dissent (all those opposed)
 1. Dissenters present their viewpoints.
 2. Body discusses the dissent, seeking understanding and solutions.
 3. Small group discussion, or a break may be necessary.
- h. Straw poll of voting members
 1. 85% proceed with implementation.
- i. Delay & Consult
 1. Appoint 2 pro/con members to research and seek acceptable proposal
 2. If possible delay the decision to the next meeting or later.
 3. Refer to the groups for consideration of the topic (not just the proposal)
 4. Form a workgroup.
 5. Seek more information.

- j. Test for consensus
 - 1. 85% support shall be considered consensus
 - 2. 16% or greater BLOCK, consensus will not have been achieved. – i.e. motion fails.

6. Elections

- 6.1. Any ASC member may nominate, or be nominated for any ASC position, so long as they meet the requirements of the position and can uphold the responsibilities and duties of said position.
 - a. Any person nominated must be present at nomination and election.
 - b. All nominees for each service position spend at least one hour with the current trusted servant to research the position and get a better understanding of the duties for that position.
 - c. Extend all ASC positions by two months for those positions that either don't have a trainee or Vice Chair or has a vacant Vice Chair when a new chair is elected. For standing Ad Hoc Committees that do not meet for an entire year, the chair of the previous year's committee will host the start-up meeting of the next committee.
- 6.2. All elections shall be decided by simple majority.
- 6.3. Elections of ASC officers shall be held once each year according to the following schedule:
 - a. Chairperson in October
 - b. Vice-Chairperson in October
 - c. Secretary in April
 - d. Treasurer in April
 - e. RCM 1 in August
 - f. RCM 2 in August
- 6.4. Nominations for all ASC officer positions shall be made the month prior to the election month and the nominations presented to the groups for consideration
- 6.5. Elections of ASC trusted servant positions (section 9.0) shall be held once each year according to the following schedule:
 - a. Archivist in January of even years
 - b. Activities Chairperson in March
 - c. Learning Day Chairperson in March
 - d. Spiritual Breakfast Chairperson in May
 - e. Literature Chairperson in August- nominations in July (back to groups see 10.1.6)
 - f. Treasurer Trainee in October
 - g. Schedule Liaison in November
 - h. PRC Chairperson in December
 - i. Outreach Liaison in February
 - j. Website Liaison in July
 - k. Convention and Events Committee Member in October of even years
- 6.6. No member shall hold more than one ASC service position at a time.
- 6.7. No member shall be eligible to serve in any one ASC service position for more than two consecutive elected terms.
- 6.8. No member shall hold a GSR position and an ASC officer position simultaneously.
- 6.9. An elected officer, trusted servant, or sub-committee chair will be removed from their position for non-compliance which includes: (5/16)
 - a. Loss of abstinence
 - b. Use of physical violence or threats toward another person during any NA meeting or function
 - c. Misappropriation of NA funds
- 6.10. A two month moratorium will be required for any service member removed from their service position due to non-compliance before they can hold another service position.
- 6.11. In case of removal or resignation of an ASC service member, the ASC Chairperson can appoint an interim service member. The interim appointee may serve until a member is elected to the position.

- 6.12. Non-attendance of duties of ASC officers, trusted servants, and sub-committee chairs shall be resolved in the following manner: (5/16)
- a. Chair or vice-chair will communicate concerns of ASC and ask member to address the concerns.
 - b. In the case where concerns are not able to be resolved, the member will be asked to relinquish their position.

7. Grievances

- 7.1. Any member of the ASC can petition the ASC for the redress of a personal grievance.
- 7.2. The first item of business on the agenda at each regularly scheduled ASC meeting will be grievances. This will be a standing item and is provided for anyone having a personal grievance against the ASC, its members, or its sub-committees.
- 7.3. To be heard, a grievance must:
- a. Be written
 - b. Clearly state the problem
 - c. Propose a resolution
- 7.4. ASC will discuss and attempt to resolve the grievance in the following manner:
- a. The aggrieved individual shall submit the written grievance to the ASC Chairperson, unless it pertains to the Chairperson, then it would be given to the Vice-Chairperson in advance of the meeting.
 - b. The essay on the Tenth Concept shall be read in its entirety
 - c. The aggrieved individual may have up to five (5) minutes to state how they have been personally wronged and propose a solution
 - d. The body as a whole may ask the Chairperson questions and hold discussion for up to ten (10) minutes
 - e. A moment of silence shall be recognized
 - f. The body will decide whether to adopt the proposed resolution
- 7.5. In the event that the aggrieved party is not satisfied with the ASC's actions, they may request a review by a panel consisting of:
- a. The ASC Triumvirate (the Chairperson, Vice-Chairperson, and RCM) as well as two (2) GSR's from the Area, whose names shall be chosen at random (drawn from a hat) by the ASC Chairperson.
 - b. If one or more of the officers is unable to participate, the RCM-Alt, Secretary, or Treasurer-in that order-shall replace the missing officer(s) in the Triumvirate.
 - c. These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of principles before personalities.
- 7.6. Grievances may arise that require immediate resolution and cannot be held until the next regularly scheduled ASC meeting. In such cases, a special meeting shall be called within seven (7) days and the above procedure will be followed.

8. ASC Officers

- 8.1. Chairperson
- a. Clean time requirement of 5 years
 - b. Shall preside over all regularly scheduled and special ASC meetings
 - c. Shall provide an agenda for each ASC meeting
 - d. Shall schedule regular ASC meeting days and times one year in advance every September
 - e. Shall appoint eligible members to fulfill service positions as needed
 - f. Shall be responsible for one of four keys to the Area storage unit
 - g. Shall work with and train new sub-committee chairs as needed
- 8.2. Vice-Chairperson
- a. Clean time requirement of 4 years
 - b. Shall conduct ASC meeting in the absence of the Chairperson
 - c. Shall work closely with the Area sub-committee chairpersons, staying informed of their projects
 - d. Shall attend Area sub-committee meetings whenever possible

- e. In the event that an ASC sub-committee chairperson position is vacant, the Vice-Chairperson shall fill in until the position is filled
 - f. Shall meet with the sub-committee chairpersons twice a year in May and September
 - g. Shall hold a GSR orientation prior to every regularly scheduled ASC meeting (10/01). GSR orientation packet is to include the following documents:
 - 1. Current copy of the NEWANA ASC Guidelines
 - 2. Copies of the last three months of minutes (upon request)
 - 3. Copy of Robert's Rules of Order (short form, as printed in A Guide to Local Services in Narcotics Anonymous)
 - 4. Fund flow chart (as printed in A Guide to Local Services in Narcotics Anonymous)
 - 5. ASC officer/ASC sub-committee chairperson description
 - 6. Group registration and NAWS info page (as printed in A Guide to Local Services in Narcotics Anonymous)
 - h. Shall attend all regularly scheduled and special ASC meetings. (5/16)
 - i. Shall be responsible for one of five keys to the Area storage unit
- 8.3. Secretary
- a. Clean time requirement of 1 year
 - b. Shall attend and take clear accurate minutes at all regularly scheduled and special ASC meetings. (5/16)
 - c. Shall email ASC meeting minutes in 10 pt. font to all GSR's where applicable and anyone else expressing interest in receiving them electronically. These minutes shall include all necessary attachments and be distributed within two weeks of ASC
 - d. Shall text or email a reminder to all GSR's every month of upcoming ASC meetings one or two days prior to that meeting.
 - e. Distributed ASC minutes shall include the following:
 - 1. A blank group report
 - 2. All budget requests reflecting the sub-committee making the request and a brief description of what the money was/will be used for
 - 3. All ASC positions and the months of their elections
 - 4. All ASC motions verbatim. Motions withdrawn by the maker need not be included
 - 5. All officer, sub-committee, and ad-hoc committee reports in typed form
 - 6. Any meeting/group that requests the support of the fellowship shall have that request as well as the meeting time and place included in the ASC minutes
 - 7. There shall be a section in the ASC minutes called "officer/sub-committee action list" which will include any information, direction, action, or projects concerning or pertaining to officers and/or sub-committee chairpersons that is not submitted in motion form
 - 8. There shall be a section in the ASC minutes called GSR action list, which will include any information, direction, action, or projects concerning or pertaining to GSR's.
 - 9. Roll call of officers and subcommittee chairs shall be included in the ASC minutes
 - 10. There shall be a section in the ASC minutes called "Group Reports" indicating which groups were represented/reported to the ASC.
 - 11. The group literature order form
 - f. The ASC Secretary shall maintain and updated a record of all GSR's (or designee), subcommittee chairs, ad hoc chairs, officers, and other persons holding ASC positions for the regular monthly emailing of the ASC minutes. This list is to be distributed by request to ASC trusted servants.
 - g. Any member that is not representing a group or that would otherwise receive a copy of the ASC minutes, may receive ASC minutes by putting a written request in to the ASC secretary and paying for the minutes at cost (currently \$2.00 each).
 - h. The ASC Secretary shall send the Regional Delegate (RD) and/or the RD-Alt a copy of the ASC minutes. (upon request)

- i. The ASC Secretary shall be responsible to update and distribute, at the ASC, these Guidelines quarterly (January, April, July, and October). New copies do not need to be distributed if no changes have occurred

8.4. Treasurer

- a. Responsibilities and Duties
 - i. Clean time requirement of 4 years
 - ii. Treasurer shall balance records against bank statements on a monthly basis
 - iii. Treasurer shall make a report of contributions and expenditures at every regularly scheduled ASC meeting as well as an annual report at the end of the year
 - iv. Treasurer shall use a multi-column ledger to record debits and credits to the general fund and to any permanent revolving fund accounts, which will balance against a total fund
 - v. Treasurer shall record check numbers and dates on any paid receipts
 - vi. Treasurer shall use the memo space on each check describing, with some detail, why the check was written
 - vii. Treasurer shall record all transfers from the general fund to the permanent revolving accounts on the multi-column ledger
 - viii. Treasurer shall keep track of receipts that are pending and notify the ASC when receipts for reimbursements from past motions have not been received
 - ix. Treasurer shall deposit funds within 5 business days from receipt of funds
 - x. Treasurer shall provide a current financial balance sheet to be included in the minutes as well as the appropriate bank statement with the account numbers omitted
 - xi. Treasurer shall handle the Area's money as set forth in these guidelines
 - xii. Treasurer shall maintain a separate bank account called NEWANA Activities
 - a. Treasurer will transfer funds to and from this bank account to match Activities general fund in the ledger, at the end of each month. This will take into account funds earmarked as ticket sales.
 - b. Bank account available funds to be governed by these Guidelines as if it were in actuality the Activities general ledger account minus funds earmarked as ticket sales.
 - xiii. Treasurer shall maintain a separate bank account called NEWANA Fundraising Sub-Committee
 - a. Treasurer will transfer funds to and from this bank account to match FSC general fund in the ledger, at the end of each month. This will take into account funds earmarked as ticket sales.
 - b. Bank account available funds to be governed by these Guidelines as if it were in actuality the FSC general ledger account minus funds earmarked as ticket sales.
- b. Funds
 - i. Funds that are not obligated shall be donated to the Regional Service Committee bi-annually, at the ASC prior to the RSC meeting. Money donated shall be calculated as follows: Any funds above the Prudent Reserve (as stated in 8.4.d.i) at the end of ASC business and after all transactions are recorded
 - ii. All expenditure made by the ASC shall be made by check or Auto Pay/Debit Card. (3/10)
 - iii. In the event that a check is made payable to one of the signors on the bank accounts [ASC Chair, ASC Vice-Chair, ASC Treasurer, Activities Chair and Activities Treasurer] the payee shall not be authorized to sign the said check, another authorized signature is required.
 - iv. No expenditure shall be made from the treasury without a receipt
 - v. All motions involving monetary expenditures or transfer of funds will require a 2/3 majority vote of attending GSR's.
 - vi. The committee shall have an auditing committee consisting of the ASC Chairperson, ASC Vice-Chairperson, and the ASC Secretary
 - a. Audit of the treasury shall be conducted bi-annually
 - vii. Individual sub-committee funds shall be disbursed to that sub-committee without an ASC motion

- viii. Funds disbursed to a sub-committee shall be disbursed through the Chairperson of that committee whenever possible or bank transfer.
 - ix. Whenever possible, the ASC checks should be written to the party whom payment is due
 - x. Funds to be disbursed, shall be disbursed by the Treasurer at the regularly scheduled ASC meeting whenever possible
 - xi. All expenditures that are deemed, by the ASC, to be regular expenditures shall be made without an ASC motion. The following are deemed regular expenditures by the ASC:
 - a. Helpline bill
 - b. Phone bill
 - c. Bank expenses
 - d. Post office box
 - e. Storage facility
 - f. ASC meeting rent
 - g. Literature
 - h. Schedules
 - xii. No request for funds shall be approved until such funds are available from the current ASC treasury
 - xiii. The request for funds shall be open for discussion under new business at any regular or special meetings of the ASC
 - xiv. The Activities Chairperson and Activities Treasurer shall be signers on the Activities Subcommittee bank account.
- c. Monthly Operating Expenses (i.e., copying, meeting rent, etc.)
- i. Officers
 - a. ASC Chairperson shall have a monthly operating budget of \$10.00
 - b. ASC Vice-Chairperson shall have a monthly operating budget of \$10.00
 - c. ASC Secretary shall have a monthly operating budget of \$60.00
 - d. ASC Treasurer shall have a monthly operating budget of \$10.00
 - e. RCM 1 shall have a monthly operating budget of \$10.00
 - f. RCM 2 shall have a monthly operating budget of \$10.00
 - ii. Sub-Committees
 - a. Activities shall have a monthly operating budget of \$1000.00 (4/15)
 - b. Literature shall have a monthly operating budget of \$10.00
 - c. PRC shall have a monthly operating budget of \$200.00
 - d. Fundraising Sub-Committee (FSC) shall have a monthly operating budget of \$40.00
 - e. Learning Day shall have a monthly operating budget of \$20.00
 - f. Archives shall have a monthly operating budget of \$10.00
 - g. Outreach Liaison shall have a monthly operating budget of \$25.00 (6/16)
 - h. Schedules shall have a revolving fund of \$140 maximum
- d. Budgets
- i. Prudent Reserve
 - 1. The Treasurer shall maintain a prudent reserve
 - i. three months of general fund disbursements
 - ii. plus funds held for sub-committees not including their respective budgets
 - iii. plus 10% of the total disbursements and holdings for sub-committees
 - 2. The NEWANA prudent reserve is currently set at \$2200.00
 - ii. Officers
 - 1. The ASC shall make available funds to assist the RCM 1/RCM 2 with designated expenses for attendance at the Regional Service Committee meeting each quarter
 - 2. The RCM 1/RCM 2 travel allowance for the RSC meeting shall be \$350.00 per quarter
 - 3. Increase RCM 1/RCM 2 budget to \$225 per person for July region; due to increased summer prices. This will be an increase each year, for July region.

iii. Sub-Committees

1. The ASC shall make available funds to assist the sub-committee chairpersons or representatives with designated expenses for attendance at their Regional Service Committee meetings. (designated expenses include gas)...not to exceed \$75.00
 2. Activities general fund shall be a maximum of \$1000.00 per month from the net proceeds of Activities functions.
 3. Activities shall have an additional fund for merchandise with a \$750.00 ceiling
 4. Fundraising Committee general fund shall be set at \$1000.00 (3/16) per event
 - a. Fundraising Sub-Committee (FSC) deposit shall be set at \$500.
 5. Learning Day general fund shall be set at \$300.00 (5/16)
 - a. Spiritual Breakfast and Learning Day accounts shall be filled only after all other accounts are full
 6. Website Liaison shall have a quarterly budget of \$100.00
 7. PRC shall have a general fund not to exceed \$500.00 per calendar year (8/14)
 8. PRC shall have an annual literature account filled by proceeds from PRC Fundraiser
- e. Guidelines for dealing with NSF checks received by NEWANA are as follows:
- i. Upon receiving a NSF check the ASC treasurer will contact or attempt to contact the issuing party and request payment
 - ii. If payment is not made, the treasurer shall maintain a list of all outstanding checks, this list shall be made available to any area subcommittees or ASC trusted servants that are in a position to potentially receive checks for area sponsored events
 - iii. No further checks will be accepted from individuals who have outstanding NSF checks
- 8.5. Regional Committee Member 1 (RCM 1)
- a. Clean time requirement of 2 years
 - b. Shall represent NEWANA at the quarterly Regional Service Committee (RSC) meeting
 - c. Shall be the NEWANA representative at all other RSC ad-hoc or special meetings
 - d. Shall inform the ASC of any/all reports relevant to subcommittee affairs discussed at the RSC meeting.
 - e. Shall keep the ASC updated on any functions being sponsored by the RSC
 - f. Shall keep ASC informed of the topics/issues being discussed at the RSC meeting.
 - g. Shall be familiar with and have an understanding of the 12 Traditions of Narcotics Anonymous and the 12 Concepts of Service
- 8.6. Regional Committee Member 2 (RCM 2)
- a. Clean time requirement of 1 year
 - b. Shall represent NEWANA at the quarterly RSC meeting when the RCM is unable to do so, and shall attend that meeting with the RCM otherwise
 - c. Shall be the NEWANA representative at all other RSC ad-hoc or special meetings when the RCM is unable to, and shall attend those meetings with the RCM otherwise
 - d. Shall prepare to run for the RCM position after completing term as RCM Alt.
 - e. Shall be familiar with and have an understanding of the 12 Traditions of Narcotics Anonymous and the 12 Concepts of Service

9. ASC Trusted Servant Positions

9.1. Treasurer Trainee

- a. Clean time requirement of 4 years
- b. Background in accounting/bookkeeping/record keeping preferable although not required.

- c. Shall work with the Treasurer learning the ASC financial record keeping, bill payments, reporting, etc. in anticipation of running for the Treasurer's position after completing term as Treasurer Trainee
- d. Treasurer Trainee shall count each group donation to verify that it matches the amount on the GSR donation slip
- e. Shall total all donations, which will be verified by the Treasurer
- f. Shall double count the literature sales receipts and write receipt, verified by the Treasurer
- g. Assist the Treasurer as needed at the ASC meeting.

9.2. Archivist

- a. Clean time requirement of 2 years
- b. Shall store and maintain NA related papers in Area storage unit
- c. Shall check out archived materials to NA members upon written request, keeping a record of who has what
- d. Shall receive checked out material and return to archives
- e. Shall be responsible for one of five keys to the Area storage unit

9.3. Schedule Liaison

- a. Clean time requirement of 90 days
- b. Shall maintain and update NEWANA schedule every month
- c. Shall send around a schedule at regularly scheduled ASC meetings for groups to add/delete information pertinent to their meetings (i.e. place/time etc.)
- d. Shall take pre-pay orders at every regularly scheduled ASC meeting for the number of schedules groups want for the following month
- e. NEWANA meeting schedules shall include:
 - i. All Area meetings with day, time, location, and any special circumstances (i.e., open/closed meetings, wheelchair accessible meetings, etc.)
 - ii. A section shall be included on the NEWANA meeting schedules with upcoming Area activities/events
 - iii. A section shall be included on the NEWANA meeting schedules with other Area helpline numbers
 - iv. A section shall be included on the NEWANA meeting schedules with the ASC officers, Subcommittee Chairs, and other ASC trusted servant's names and phone numbers (this section shall be deleted for schedules ordered by PRC)
 - v. The NEWANA Helpline phone number shall be included on the NEWANA meeting schedules
 - vi. The following readings shall be included on the NEWANA meeting schedules:
 - a. Who is an Addict?
 - b. What is the Narcotics Anonymous Program?
 - c. Why are We Here?
 - d. The Twelve Steps of Narcotics Anonymous
 - e. The Twelve Traditions of Narcotics Anonymous
 - f. Just for Today
- f. Schedule Liaison shall, upon approval from the ASC, donate 20 schedules to any new group that is unable to purchase schedules

9.4. Website Liaison

- a. Clean time requirement of 2 years
- b. Shall maintain the NEWANA website
- c. Must have a computer and computer experience and be able to convert documents to PDF format
- d. Shall serve as communications link in all matters concerning the Website, between groups and committees at all levels within Narcotics Anonymous (Area, Region, World)
- e. Shall provide a forum and atmosphere necessary for members to contribute to the development and creation of NEWANA's Website.

- f. Duties:
 - i. Update and maintain NEWANA website by posting approved documents pertaining to NEWANA and maintain website content
 - ii. Will post documents within 48 hours of receipt by email and after converting to PDF format. Remove old flyers from website after the event date has passed
 - iii. Check NEWANA email on a daily basis and forward questions and comments to appropriate committee chairperson or representative
 - iv. Maintains contact with and updates NEWANA Vice-Chairperson with any changes to passwords
 - v. Will post RSC minutes to website
- g. Noncompliance includes:
 - i. Misappropriation of funds (defined as taking, stealing, or borrowing money or property) belonging to NEWANA ASC
 - ii. Loss of abstinence
 - iii. Failing to perform the duties of the position
 - iv. Two consecutively missed ASC meetings
 - v. Posting unapproved documents or messages on the website
- h. Content Management Details
 - i. The Website liaison will maintain the content on the area website. Approved content/documents include ASC minutes and current guidelines, current sub-committee guidelines, flyers, and current meeting schedule
 - ii. Any other Area related items such as group announcements and flyers for regional activities must adhere to the pertinent areas of the PR handbook, chapter 5 page 1, "Resources for Media" suggested guidelines for flyers before being posted. The Website Liaison should err on the side of caution when posting flyers and seek approval of the Area before posting anything that might go against the 12 Traditions of Narcotics Anonymous.
- i. Website Archives Management
 - i. Relevant content that would be good reference materials for service committee members or GSR's will be moved to the Archives area of the website after a newer or updated version is posted to the website
 - ii. Documents such as ASC minutes, treasurer reports, and previous versions of guidelines
 - a. This would include but not be limited to: 1 previous version of ASC guidelines and sub-committee guidelines, 11 previous months of ASC Minutes, 5 previous months of treasurer reports

9.5. Outreach Liaison

- a. Clean time requirement of 1 year
- b. Must be able to travel to outlying groups
- c. Shall possess working knowledge of NA literature
- d. Duties:
 - i. To attend groups within NEWANA area and hold instructional sessions on group and Area structure, organization, and service positions

10. Sub-committees/Ad-Hoc Committees

- a. General guidelines applicable to all sub-committees of the NEWANA ASC are as follows
 - i. The ASC has established that Activities, Literature, and PRC are the standing sub-committees of NEWANA
 - ii. These committees shall perform duties prescribed by these guidelines, A Guide to Local Services in NA, and appropriate sub-committee guidelines/handbooks
- b. All NEWANA sub-committees, ad-hoc committees and other meetings concerned with NEWANA business must meet in a public facility
- c. Subcommittees are to accept money only from the ASC

10.1. Sub-committees

- i. All area sub-committees shall have a statement in their guidelines stating that along with their sub-committee guidelines and handbooks that they will follow and uphold the Official Guidelines for the NEWANA ASC.
- ii. All area sub-committees will not incur monthly operating expenses in excess of their budget as set forth in these guidelines under funds.
- iii. All area sub-committees are responsible to submit a budget request at the ASC meeting monthly for operating expenses, receipts are required for reimbursement. In the event that a sub-committee exceeds their monthly operating budget a 2/3 majority vote from GSR's present is required for approval.
- iv. All area sub-committees shall be represented at the monthly ASC meeting during the entire ASC meeting unless excused by the ASC.
- v. The ASC will provide each sub-committee with the appropriate handbooks and/or guidelines.
- vi. Any time that a person and/or organization is hired to perform services for Narcotics Anonymous a contract must be created and signed by both parties.
- vii. All sub-committee chairs shall have available, at all ASC meetings, a current copy of their sub-committees guidelines.
- viii. All subcommittees are required to review Sub-Committee Guidelines annually in January and update and revise as needed.

a. Activities

- i. Activities chairperson shall have a minimum of 3 years clean
- ii. Activities shall not incur expenses in excess of their monthly operating budget as set forth in these guidelines.
- iii. Activities shall have a position of merchandise liaison, responsible for the ordering, and selling of NEWANA merchandise.
- iv. Activities shall have a new area logo for merchandise annually.
- v. Activities shall deposit all monies from any NEWANA event within 5 working days following the event.
- vi. Activities shall get prior approval from the ASC before obligating ASC general fund for deposit of activities events. This will require a 2/3 majority vote of GSR's present for approval. (If in fact the money is not available from the general fund, activities would use their revolving account.)
- vii. Activities chairperson shall be responsible for one of five keys to the area storage unit.
- viii. Activities secretary shall be reimbursed for one ink cartridge not to exceed \$30 as per activities guidelines. This shall take place at January ASC.

b. Literature

- i. Literature chair shall have a minimum of 4 years clean (3/08)
- ii. Literature chair shall not incur expenses in excess of their monthly operating budget as set forth in these guidelines.
- iii. Literature chair, upon approval of ASC, shall provide to new groups who are unable to buy a new group starter kit the following:
 - a. A WSO new group starter packet
 - b. Basic Text
 - c. Ten (10) schedules
- iv. Literature chair shall have available, for sale, at regularly scheduled ASC meetings all coins as well as the following literature; 10 each of all IP's, and 5 each of the following; Basic Text, It Works How and Why, Just for Today, Step Working Guide, A Guide to Local Service, and new group starter kit.
- v. Literature chair shall sell literature to Groups/Members with the agreed % added to cover the cost of shipping/handling.

- a. No % shall be charged to PRC & Activities committee
 - vi. Literature chair shall be responsible for one of five keys to the area storage unit.
 - vii. Literature shall have a vice chair (Trainee) position. This position will be responsible to learn the Literature chair position and to complete duties & responsibilities of the literature chair deemed necessary.
 - viii. Literature Chair election shall go back to groups.
- c. PRC
 - i. PRC chairperson shall have a minimum of 5 years clean.
 - ii. PRC shall not incur expenses in excess of monthly operating budget as set forth in these guidelines.
 - iii. PRC shall be responsible for one of five keys to the area storage unit.
- d. Conventions and Events (C&E) Committee Member
 - i. Qualifications
 - a. A member of Narcotics Anonymous
 - b. Working knowledge of 12 Steps, 12 Traditions, and 12 Concepts
 - c. Recommended clean time of 5 years
 - d. Willingness to serve a 2 year commitment
 - e. Have prior Area level service experience
 - f. Have prior convention or other qualifying experience
 - ii. Duties
 - a. Willingness to serve and give the time and resources necessary to participate on the C&E Subcommittee.
 - b. Attends ASC, C&E, and RSC meetings when required and necessary.
 - c. To be thoroughly familiar with and abide by the content of the C&E Committee Guidelines.
 - d. Act as liaison between NEWANA and the C&E Subcommittee providing written reports at both service bodies.
 - e. Provide a copy of the C&E Subcommittee minutes to the NEWANA ASC to be distributed as deemed necessary by the ASC.
 - f. To accept and complete task assigned at each C&E committee meeting.
 - g. To be willing to attend C&E hosted events and assist host committees where directed.
- e. Fundraising Sub-Committee (FSC)
 - i. Fundraising (FSC) chairperson shall have a minimum of 3 years clean.
 - ii. Fundraising (FSC) shall not incur expenses in excess of their monthly operating budget as set forth in these guidelines
 - iii. Fundraising (FSC) committee shall organize, and host 3 annual NEWANA Fundraisers.
 - iv. FSC shall be responsible for (1) area storage unit key.

10.2. Ad-Hoc Committees

- a. The ASC has established that Spiritual Breakfast and Learning Day are annual ad-hoc committees, formed to organize and host those events and those committees are disbanded after those events occur.
 - i. These committees shall perform duties as prescribed by these guidelines, A Guide to Local Service in NA, and appropriate subcommittee guidelines. (7/93, 7/03)
- b. The ASC may, from time to time, establish other ad-hoc committees to carry out the work of the ASC.
 - i. The ASC Chair shall appoint a chairperson for these ad-hoc committees.
 - ii. These committees shall have a specific purpose and a timeline to achieve the specified purpose,
 - iii. These committees will be disbanded after their work is complete.

- c. Spiritual Breakfast
 - i. Spiritual Breakfast chairperson shall have a minimum of 2 years clean.
 - ii. Spiritual Breakfast shall not incur expenses in excess of their monthly operating budget as set forth in these guidelines.
 - iii. Spiritual Breakfast committee shall organize, and host an annual NEWANA Spiritual Breakfast.
- d. Learning Day
 - i. Learning Day chairperson shall have a minimum of 2 years clean.
 - ii. Learning Day committee shall not incur expenses in excess of their monthly operating budget as set forth in these guidelines.
 - iii. The Learning Day committee shall be formed every year in March to facilitate an annual area Learning Day to be held in September.
 - iv. The Learning Day committee shall be comprised of the ASC Chair, all area Sub-Committee Chairs, all PRC Coordinators, and any other interested member of Narcotics Anonymous.

11. GSR's

- a. All new GSR's shall attend a GSR orientation to be held directly prior to regularly scheduled ASC meeting and facilitated by the ASC Vice-Chair.
- b. GSR's and/or alternates shall call the appropriate member a minimum of 5 days prior to regularly scheduled ASC meetings with their group's literature and/or schedule orders.